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Board of Trustees Minutes, January 10, 1924

Cheney Normal School

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Spokane, Washington
January 10th, '24

Meeting of the Board of Trustees called to meet at Davenport Hotel at 5:30 p. m. Those present Mrs. Mary A. Monroe, Chairman, Mr. Lund, Senator Myers, and Mr. Showalter.

The regular order of business was considered as follows:

1. Dr. Greenough's leave of absence. Dr. Greenough had written each member of the Board asking that her leave of absence carry with it three months on pay. The Trustees agreed unanimously that their policy must necessarily be to hold rigidly to their rules and regulations which had been adopted and reaffirmed at different times, thus forming a general basis for governing the action of the President and faculty members. Inasmuch as Dr. Greenough had not served the Institution for three whole years (twelve quarters of time) the Trustees held that she was not entitled to leave on pay. Therefore, the President was authorized to notify Dr. Greenough accordingly and in addition to inform her that it was thought necessary to discontinue the position which she had formerly occupied in the Institution.

At the time this position was established in the Institution, the National Government had agreed to pay one-half of the salary. Since this fund is withdrawn, the Trustees feel it necessary to discontinue the special position which Dr. Greenough occupied.

2. The Trustees approved the action of the Discipline Committee in dismissing Monte Nelson from school.

#2.

3. The preliminary report, covering the points raised by the Instructors' Association, was presented by Mr. Lund. The Trustees approved the report as presented by Mr. Lund, but authorized the President to write into it certain other rules and regulations formerly passed by the Board of Trustees which particularly affect the interpretation of the report.

4. The financial draft was presented by the President showing the financial status of the institution up to and including the month of November. The report was carefully examined and approved.

5. The Trustees approved the employment of the new Librarian, Mr. Theodore Norton.

Meeting adjourned at ten o'clock p. m.

W. S. Howalter
Acting Secretary.

Mary A. Monroe
Chairman Board of Trustees

*Copy*January
1924

At a meeting of the Trustees of the Cheney Normal School with members of the Faculty, certain questions were discussed. After careful consideration and discussion, the Board of Trustees gives its views on the points presented as follows:

LENGTH OF TERM WHICH CONSTITUTES THE SCHOOL YEAR

The normal school being a State institution, we cannot act independently. We are advised that at present all of the schools of higher education are on a twelve month's basis. We do not think it advisable to make any change except in agreement and conformity with a general plan applicable to all schools similarly situated.

THE TEACHING YEAR

The normal school is a member of the American Association of Teachers Colleges. The standard adopted by the Association is a twelve weeks quarter. We cannot afford to take any action which tends to lower the standard or accreditation under the rules of the Association. In an emergency, a quarter might be cut to eleven weeks but if we should announce this as a definite program, it would subject us to criticism and possible dismissal as a member of the Association of Teachers Colleges.

On this point also we should be in agreement with other institutions of the state.

INSTRUCTORS' AVERAGE LOAD PER WEEK

We are advised that the American Association of Teachers Colleges has adopted a standard of twenty hours of teaching per week. All subjects are not on equality. Twenty hours teaching in one subject may only be equivalent to fifteen in another.

In adopting a schedule, assignments should be made on a basis which differentiates between different types of teaching.

We cannot lose sight of the fact that if we should reduce

the average load of teaching to sixteen hours per week, it means employment of more teachers. Our budget will not permit this without a cut in salaries of the present staff which we do not feel would meet with approval.

We are of the opinion that an average load of twenty hours per week, properly weighted, is about right.

LEAVES OF ABSENCE

Some years ago a plan was adopted which contemplated a leave of absence of three months at the conclusion of three years of service. The thought back of this plan was that the instructor would receive benefit by contact with other institutions, and enthusiasm for the work, resulting in mutual good. It was not intended as additional compensation or a gratuity. The only basis on which a State institution may justify payment of salaries of instructors during leaves of absence from actual service is either that it is part of the compensation agreed upon, or that some mutual benefit will result.

It follows:

1. That leave of absence may not be cumulative.
2. That while there is no legal or financial obligation upon the instructor to return, there is a moral obligation of the highest character.
3. That the instructor should spend his or her leave in a manner consistent with the purpose for which it is intended.
4. That every instructor shall be fully advised of this and every other factor which shall be considered in concluding a contract.
5. Conditions effecting leaves of absence must always be subject to a satisfactory adjustment within the department, and possible within the financial budget/^{adopted}officially as a working basis for the institution. Application made for leave must be set forth in writing, approved by the President, and finally passed upon by the Board of Trustees at a regular or special meeting.

6. Leaves of absence granted to department heads shall be upon the same basis as granted to regular instructors, except that not more than one department head shall be away from the institution during any one quarter.

RELATIONSHIPS

These matters are for settlement by the President and the Faculty.

The same general principles of conduct should prevail as in any other business relationship where heads of departments and their subordinates deal with the head of an institution.

There should be the utmost freedom of conference and of discussion. Of necessity there must be someone who has the ultimate decision and assumes responsibility therefor.

The Board cannot decide questions of internal management of the institution. Hard and fast rules applicable to every case cannot be stated either by the Board or the President. Ethics of the teaching profession are on that plane that every problem which arises is met fairly and squarely and the conduct of the head and every member of the faculty of the school must be characterized by loyalty, frankness and firmness.

When proper relationships cease to exist there is only one course open, viz either adjustment must be made, and the head of the institution must be changed, or the instructor resign.

In conclusion, the Board of Trustees wishes to express to the Faculty its appreciation of the fine spirit of loyalty and frankness displayed at the meeting, and in the presentation of questions of mutual interest and discussion thereof.

We are striving to maintain a normal school of the highest standards, with a strong, well paid, happy and contented faculty.

U. S. ARCHIVES
SERIALS

We ask you to remember that we are servants of the State and that every two years an account of our stewardship must be made and additional appropriations asked for. Our budget is very closely scrutinized and comparisons made with other normal schools of this and other states. Many times our requests are granted only in part, or not at all.

SIGNED:

TRUSTEES