President E. D. Burton,

Dear Mr. Burton,

Your note regarding the Department of Art satisfies our committee of your interest in the matter. Not having had an opportunity to bring things to your attention I wanted to state clearly the situation. But you may be sure that we appreciate the difficulties of the administration in meeting many demands and that we shall endeavor to equal your own patience.

Cordially yours,

Nov. 12, 1923
Dear Mr. Professor,

From your letter, I understand that the Department of Art and Architecture committee is reviewing your work on the subject of feeding. I wanted to express my interest in the matter. I have studied the literature and you may want to consider the information I have. I believe that our discussion is the first step towards a comprehensive understanding of this topic. If you need any further information or to discuss your work, please do not hesitate.

Sincerely,

[Signature]
Mr. Burton,

Dear Mr. Burton,

I am very much gratified that the affairs of the Art Department will be in Professor Sargent's hands henceforth. Unfortunately you make no statement regarding the date on which the transfer takes place. Requisitions and other business make it necessary to assign some definite date. May I also remind you that in view of Mr. Sargent's absence during the current year up to Jan. 1925, Mr. Swift or somebody else must be deputed to handle the business of the department.

Cordially yours,

May 6, 1924

[Signature]

[Address]

[Stamp: Sent from President's Office, May 7, 1924]

[Stamp: Upon return send to Files, Received also May 12, 1924]
May 10, 1924.

My dear President Burton:

I beg to return herewith Mr. Prescott's letter concerning the supervision of affairs in the Department of History of Art. I should think Mr. Swift would be the person to sign the few requisitions required during Mr. Sargent's absence, and that Mr. Prescott might be relieved as of June 16, 1924, at which time the Summer Quarter opens.

Yours very truly,

[Signature]

President E. D. Burton,
Harper Library.
March 10, 1854

The President of Our

I beg to return herewith Mr. Preuss' letter concerning the organization of artists in the Department of History of Art. I suggest that the letter be deprived of any preconceived ideas and that Mr. Preuss might be allowed as of June 12, 1854 at which time the summer quarter opens.

Yours very truly,

[Signature]
North Situate, Mass.
May 12, 1924.

Dear Mr. Dickinson:

Please accept my thanks for your note of May 12, notifying me of my appointment as Chairman of the Department of Art, for the year beginning June 1. I greatly appreciate the honor.

I am hoping earnestly that this appointment does not modify in any way the arrangement by virtue of which the department is now under...
The general guidance of a committee of which Mr. Prescott is chairman, I am to be out of residence until the winter quarter, and it would be unfortunate for the various important matters which meanwhile will need administrative attention of someone on the campus, and with which Mr. Prescott is familiar, to pass out of the hands of that committee at this time.

Most truly yours,

[Signature]
May 23, 1924

My dear Dean Swift,

I have received notification of my appointment as Chairman of the Art Department. I greatly appreciate the honor and the opportunity. I am delighted that Mr. Swift is to be acting Chairman during my absence.

I shall be grateful if you can find time to send me information regarding the following points:

1. Mr. Prescott tells me that an appropriation of $800 was recommended for slides, photographs, and other materials for Mr. Swift.
courses and for mine. I want to begin at once to collect my material while I am near the Boston and New York museums. Is the appropriation now available? That is my procedure in purchasing materials. Shall I order them; O.K. no bills, and send them to the Auditor?

2. Has a room been assigned to me for an office? The slides, photographs and books are to be in the Claries Building. I understand that my lecture courses will be here also in the investigation on the first floor where the lantern is located. It is therefore...
Especially desirable that my office be in that building.

Yours very truly,

Nellie Sargent.

Address:
North Scituate, Mass.
May 26, 1924.

My dear Mr. Prescott:

I hand you herewith a letter of Mr. Sargent addressed to Dr. Dickerson.

In view of this letter would you be willing to continue the administrative committee and act as its Chairman? Kindly return the letter to me.

While I am writing may I express my appreciation of the very valuable service rendered by the College Commission? The wide difference of opinion that exists among the Faculty on the questions raised by the Commission indicates that we are in a way to have a very thorough discussion of the whole matter, from which I am confident there will issue finally a clearer definition of our purposes and a general policy. Personally I am in doubt on several points, but am expecting to get light as the discussion goes on.

Very truly yours,

Mr. E. W. Prescott,
The University of Chicago.

EDB:CB
May 26, 1924.

President E. D. Burton,
Faculty Exchange.

Dear President Burton:

At a recent Board meeting you announced that Walter Sargent had been appointed Chairman of the Department of Art for one year from July 1, 1924.

Mr. Emerson H. Swift was appointed Acting Chairman during Mr. Sargent's absence.

At the Board Meeting of March 13, 1924, Mr. Prescott was reappointed Chairman of the Department of Art for two years from July 1, 1923. This last named appointment Mr. Prescott declined and it was thereafter that Walter Sargent was appointed Chairman.

So far as the records show, Mr. Prescott was not Chairman of an Executive Committee, but of the Department itself. (See page #20 of the Minutes of March 13, 1924.) There must have been some appointment of Mr. Prescott as Chairman of an Executive Committee which never got into the records of the Secretary.

Let me know if you want me to make any further investigation.

Yours very truly,

[Signature]

Secretary.

I notice by our letter book that in October, 1922, Mr. Prescott was appointed "Chairman of the Committee in charge of the Department of the History of Art for one year from July 1, 1922." I find no other reference to what is presumably an Executive Committee of which you wrote.
Dear Mr. Urton,

Regarding the enclosed letter and your suggestion in consonance with it, may I simply raise the question whether you would not be embarrassed by my resuming the office of chairman of the administrative committee? You have already officially informed Professor Swift that he is acting chairman, and cannot easily withdraw the appointment. Furthermore, Professor Sargent is writing, I think, in ignorance of your appointment of Mr. Swift, and I am sure Mr. Sargent would be content with an arrangement by which Mr. Swift acts as chairman, using me as he sees fit for advice and counsel. I am quite at your service in the matter and only wish to save you some awkwardness in connection with Mr. Swift.

The Commission appreciates the spirit of your reference to its work and
shares the view that the discussion aroused will ultimately benefit
the development of a more nearly complete university policy.

Cordially yours,

May 27, 1924

[Signature]

the Committee on the Need for and Nature of the Work and
Hillside Farm  
Wyoming New York  
June 14, 1924

Mr. Swift, Acting Head  
Chicago University Art Dept.  
Chicago Illinois

My dear Mr. Swift:

I just heard that there is a possibility that your department could feature a course on the analysis of music in relation to the other arts by Dr. Henry Parnott Bames of Chicago. I am so glad to write you of the great service he rendered us in Milwaukee. Never have we had anything to quite equal his analysis of color and tone in their vital relation to life's experiences. His musicianship is splendid, his technique very brilliant, but best of all are his extemporaneous talks. Students, particularly of the University, would reap invaluable help and inspiration from him.

Sincerely yours,

[Signature]

Extension Lecturer Chicago Art Institute
My dear Mr. Smith:

I trust this note finds you in a happy and healthy state. I am writing to inform you of my recent move to the city of Chicago. I have taken on a new position at the University of Illinois, and I am currently living and working there. I am looking forward to the opportunities that await me in this new environment.

I hope to hear from you soon and to catch up on the latest news from your home. Please let me know if there is anything I can do to assist you or your family.

Sincerely yours,

[Signature]

Exposition Building, Chicago Art Institute
President Ernest DeWitt Burton,  
University of Chicago.

My dear Mr. Burton:

Some time ago Dr. Butler introduced to me as an old personal friend of his a Mr. Henry Furmort Eames, an American pianist and musical educator of some prominence. In the conference which followed, Mr. Eames indicated that, if occasion offered, he would be glad to ally himself with the University of Chicago, and since he judged that courses in the theory and appreciation of music might perhaps be included in the Department of Art he had approached me on the subject. I assured him that such courses might well be included in the Department as eventually organized, and that I personally would be highly in favor of them although I doubted that the time were yet ripe for branching out in that direction. I added that I would be glad to bring the matter to your attention and would inform him of any recognition which you saw fit to give it.
Dear Mr. [Name],

I am writing to inform you of the current policies and procedures in place for the Department of [Department Name].

Firstly, please be aware that all students are required to attend mandatory meetings held by the Dean of Students. Failure to attend these meetings may result in disciplinary action.

Secondly, please make sure to submit all assignments by the due date to avoid any penalties. Late submissions will be penalized according to the department's policy.

Lastly, I would like to remind all students that the use of electronic devices during class is not permitted without the explicit permission of the instructor.

Please feel free to contact me if you have any questions or concerns.

Sincerely,
[Your Name]
Mr. Eames said that some years ago he had given very successfully at the University of Nebraska a number of courses of the type mentioned, and now that he had settled permanently in Chicago he would be glad to get back into University work again. For information as to his courses and the success which they had attained he gave as reference Dr. Hartley E. Alexander of the University of Nebraska. He presented me also with the descriptive circular enclosed herewith. Since our conference I have received also from Mr. Dudley Crafts Watson of the Art Institute the enclosed letter, which speaks for itself.

I would be very pleased to hear that Mr. Eames' proposal were to receive serious consideration on the part of the University authorities.

Yours very sincerely,

[Signature]

Acting Chairman,
Department of Art.
The University of Chicago

Department of

Dear Sir:

I am pleased to have the honor of presenting a number of courses at the University of Chicago and now

forward a copy of the course catalog and the course syllabus.

I am also pleased to note that Professor [Name], Chair of the Department of [Department], has expressed interest in this program.

Please let me know if there is anything further I can do to assist in the development of this program.

Sincerely,

[Signature]

[Name]

Chair, Department of [Department]
July 11, 1924.

My dear Mr. Swift:

The President has read your letter of July 7th with its enclosure from Mr. Watson, regarding the possible appointment of Dr. Names. He agrees with you that the time is not yet ripe for branching out in the direction indicated. I presume that you will communicate with Mr. Watson to this effect.

Truly yours,

Secretary to the President.

Mr. Emerson H. Swift.

WS:AS
Published Songs and Choruses by Henry Furmott Eames

**Sacred Songs**

Mr. William W. Allen

*The Lord's Prayer*

*The Come, Thou Fount of Every Blessing*

*The Holy City*

*O Lord, How Lovely Is Thy Dwelling*

*Heaven's in My Saddle*

*I Only Have Eyes for Thee*

*Jesus Christus, mein Studie*

*When Lils, Buds Are Blossoming*

*Oh Never Troubled Trouble*

*Mother, I Miss You*

*The Little Red Rose*

*In My Cable on the Sea*

*Since Thou Art Here*

*Just That I Was Loved*

**Spirited Songs**

*Mr. William W. Allen*

*Blind Tom's Dream*

*The Good Fair*

*A Caroler's Song (Brisbane)*

*There's a Song for You*

*A Jacobean Carol*

*An Irish Carol Song*

*Ciel*

*When Lils, Buds Are Blossoming*

*Oh Never Troubled Trouble*

*Mother, I Miss You*

*The Little Red Rose*

*In My Cable on the Sea*

*Since Thou Art Here*

*Just That I Was Loved*

**Choral Songs**

For Church and Choral Society

*Hymns for Christmas and Other Festivals

*Carols for Children

*Choral Transcriptions

*Choral Arrangements*

**Choruses (short)**

*For Bar and Bass*

*Hymns to the Human Heart

*Choral Transcriptions

**Grand Piano**

*Steinert*

*Eames*

*Emerson*

*Vose & Sons*

*Lindeman & Sons*

*Bush & Gerts*

**Organ**

*Emerson*

*Vose & Sons*

*Lindeman & Sons*

**Rehearsal**

*Humphreys*
HENRY PURMORT EAMES :: PIANIST :: LECTURER :: MUSICAL EDUCATOR

HENRY PURMORT EAMES, the American pianist, teacher and lecturer, is a Chicagoan by birth. He studied piano and composition under W. S. B. Mathews, and piano under William Sherwood and Ignatz J. Paderewski.

Aside from his studies in various European countries, he has taught and concertized abroad. For three years he taught in Paris and appeared as piano-lecturer on the continent and throughout the British Isles.

Mr. Eames has written the music to Dr. Hartley Burr Alexander’s text of a pageant, “The Story of the Omaha,” and a three act light opera, “Priscilla.” Music to: “Alex—A Pageant of Pioneer Pageant” (Omaha 1922) “Coronation in Quivira,” a Suite for large orchestra; sacred and secular songs; choruses, studies and pieces for piano students, etc.

Mr. Eames is an active member of national musical organizations, and his work as a musical educator has received wide recognition.

His education and experience have been broad. He is a graduate of the Northeastern University Law Department, and the recipient of a M.A. degree from his Alma Mater, Cornell College, awarded in recognition of original music written into the music of the American Indians, and literary contributions pertaining thereto.

For eight years (1912-20) Mr. Eames was director of Piano and Orchestra Departments of the Community School of Music, Chicago.

For the past two years Mr. Eames has been musical director of Brunswick Records, from which position he has recently resigned, opening a private studio for piano teaching, and resuming his Pianoforte-Lecture-Recital work.

A SPECIAL PIANOFORTE-LECTURE RECITAL UPON THE MUSIC OF THE AMERICAN INDIAN Illustrated in its Primitive Form and in its Application to Modern Art-Music

HENRY PURMORT EAMES Pianist and Musical Scholar

This Lecture Recital is as artistic and entertaining as it is educational. It has received the enthusiastic endorsement of many historical societies and musical organizations, and of such individual authorities as the late Alice Fletcher, Mr. Francis A. Fosler of the U. S. Department of Ethnology, and Dr. Hartley Burr Alexander and many others.

Mr. Eames exhibits the musical instruments of the Red Man and plays a program of piano compositions based upon Indian Motifs. This musically-illustrated lecture has a real place in Americanization work as well as in the field of genuine entertainment. If desired, the participation of a gifted Indian soprano can be arranged.

A SPECIMEN PROGRAM

- Indian Musical Instruments shown and explained: War Whoop, Counting-Cats, Bear Tracks, and War Dance.
- Selections and dances from many tribes:
  a. Poppy (Omaha)
  b. Embrace (Prelude for large orchestra)
  c. Love Call (Omaha)
  d. Indian Lover’s Waltz
  e. Dance of the Children
  f. Singing of the Indians

Selection of compositions inspired by Indian Themes
- Rite of the Native Nation
- Indian Romance
- “The War Dance”

NOTE: Vendor of the program owner from which the composer has derived, either wholly or in part, the theme and inspiration of the entire composition, whether the work be

TEACHER OF MUSICAL HISTORY, AMERICAN CONSERVATORY OF MUSIC, CHICAGO. LECTURER UPON AESTHETICS

A Popular Program

Mr. Eames gives this program with explanatory remarks and

WITH THE ASSISTANCE OF A SINGER

Who will appear in Costume

American Tunes Old and New

- Colonial Dances
- Hermitized and arranged by Eames
- Art Songs of Early New England
- Intermezzi - for piano - (using Shaker tune)
- Eames

Lonesome Tunes (Kentucky Mountain Ballads)
- Sweeney
- Guita
- O’Day
- Powell

Piano Compositions on American melodies

Folk Songs and Negro Spirituals

- American Polonaise
- John A. Carpenter
- Modern Concert Songs

The A. B. Chace Grand used.
November 4, 1924

Professor Walter Sargent,
North Scituate, Massachusetts

Dear Professor Sargent:

I sent out a letter last week to all chairmen of Departments. The copy for the Art Department was I think sent Mr. Swift. I am enclosing duplicate. Arrangements for next summer should be made this month if possible. The copy for the Summer Quarter is usually needed shortly after December first in order that the announcements may appear promptly.

With regard to the matter of Fellowships these are under the charge of the Deans of Graduate Schools. The appointments to Fellowships are made in February. I presume that it is a fellowship that you have in mind rather than a scholarship, because a scholarship pays only an amount equal to tuition. Miss Hoyt, who seems to be a promising person, would also need to be advised that no work taken elsewhere can reduce the minimum of three quarters residence here, and eight majors of residence graduate work. In other words the work taken at Harvard, however, admirable cannot lessen the minimum residence requirement.

Sincerely yours,

James H. Tufts

JHT: H
My dear Dean Tufts:

I am writing to urge the appointment at an early date of an associate professor of the History of Renaissance Painting. The following conditions make this important:

1. During the registration period just passed, there were graduate students for whom we could not arrange proper sequences because of lack of courses in the department. The indications are that the number of graduate students will steadily increase when the department is equipped to provide a sufficient number of courses.

2. The undergraduate registration in History of Art has increased rapidly. Two courses were given in the autumn of 1923 with a total registration of 46. The registration of the corresponding courses last quarter totalled 85. Two courses were given in the winter of 1924 with a total registration of 45. Three courses are being given this winter with a total registration of 115. If the registration increases we cannot meet the situation next year even with Mr. Swift in residence.

An appointment is especially urgent because Mr. Swift is to be out of residence for three quarters in 1926 - winter, spring, and summer. Without an addition to the faculty the department can offer in the History of Art only my courses of the winter and spring.

I have visited Princeton and Harvard and have made careful inquiries there and elsewhere regarding possible candidates. Among these, two are outstanding and I think that we can secure one or the other. I am especially anxious for some action that will enable me to list an adequate number of courses in the forthcoming announcement. I shall be glad to give you further details if you wish them.

Very truly yours,

[Signature]

Chairman of the Department.

Dean James H. Tufts, 
Faculty Exchange.

WS:KM
Office of the President
The University of Chicago

Referred to

1924

Please

1. Dispose of as you think best.
2. Answer and retain in your files.
3. Answer and return with carbon of reply for our files.
4. Return with answer on President's stationery for him to sign.
5. Return
   a) With information called for in writing.
   b) With suggestion of answer in writing.
   c) Comment in writing.
6. Return and arrange for personal interview.
7. Follow through—and report.
8. Initial and return (sent for information only).
10. Send to with covering letter.
11. File under.
12. Make copies.

My dear President,

We have taken steps to have a small collection of art to which students may have access, if they are to develop capacity for appreciation. With the aid of the Art Department and the cooperation of the Classics Department we have already a permanent exhibition of the valuable classics of that department. In addition it is expected beginning next term to use some of the spaces of that room for loans of paintings so that they will invite gifts as well as loans of paintings by authors of a valuable character. A number of these paintings have been used for the purpose of the appreciation that they may be brought near to the student. I desire to have in this room a room where it is accessible to the student and is the only fireproof, well-lit place for display devoted to this purpose. Our hopes for the beginning of an art gallery seem to depend on the reservation of this room for that purpose.

Yours truly,

Chairman of the Art Department

President Earnest DeWitt Burton,
Faculty Exchange.

WS:KM
My dear President Burton:

It seems necessary that we have on the campus a small but typical collection of works of art to which students may have daily access, if they are to develop capacity for appreciation. With this in mind the Art Department hopes, with the cooperation of the Classics Department, to arrange a permanent exhibition of the valuable originals which are already in Classics 45. In addition we plan to have the wall spaces of that room for loan exhibitions and to make the spaces so attractive that they will invite gifts as well as loans of paintings. An unexpected beginning has already appeared in the gift this week by an unnamed donor of a valuable painting by Wendt.

I learn with apprehension that this room may be used for other purposes. May I enter a plea to have it reserved as an art gallery? It is located where it is accessible to art students and it is the only fire-proof, well-lighted room on campus, adapted to this purpose. Our hopes for the beginning of an art gallery seem to depend on the reservation of this room for that purpose.

Yours truly,

Chairman of the Art Department

President Earnest DeWitt Burton,
Faculty Exchange.
Dear Mr. [Name],

I am writing to express my concern regarding the lack of proper documentation and record-keeping in our department. It appears that the current system is not adequate in ensuring the accurate tracking of all necessary information.

I suggest that we implement a more efficient system that includes the use of a computerized database to keep all records. This will not only improve the accuracy of the records but also make it easier for everyone to access the information they need.

I have attached a proposal for this system that I believe will be beneficial to our department.

Thank you for considering this matter.

Sincerely,
[Your Name]
The Art Department makes its plea for the reservation of Room 45, Charles 101, used as an exhibition room and laboratory, because an exhibition room is essential to the work of the newly organized department in its efforts to develop capacity for artistic judgment. Quickening of perception depends not merely on what is said but what is seen.

Now that an Art Department exists, it will doubtless receive gifts of objects of art. One valuable painting was presented last week, which I regard not only as an acquisition but as a foretaste. Such gifts depend largely upon an exhibition room. A gallery invites gifts. On the other hand, they will not be forthcoming if they cannot be shown to advantage. It will also provide opportunity for special exhibitions, much to our institute's and
The use of expressive language in the field of communication is central to the way our experiences are shaped and understood. Effective communication requires the careful use of words and symbols to convey meaning accurately. It involves recognizing the differences in cultural backgrounds and how these differences can affect the interpretation of messages. Understanding the nuances of language is crucial in fostering effective communication. The ability to express oneself clearly and concisely is essential in various contexts, whether in professional settings or personal relationships. Communication skills are developed through practice and experience, and they play a vital role in building connections and solving problems.
Private owners are ready to lend. If the significance and value of great collections, such as those of the Art Institute, are to be appreciated by college students, there must be on the campus, a small but representative collection. This supplemented by current loan exhibitions would provide daily and convenient access to good art.

Harvard pays of its museum for which it is collecting $2,000,000. "The opportunity of this Museum is unique. There are some thousands of young men and women at the high point of the natural receptiveness of maturing youth. Many of them without aesthetic background at home, almost all of them wholly ignorant of what the Fine Arts have to offer."

Last year the registration in one semester, the lecture courses of the newly organized Art Department in the University of Chicago was
in the winter quarter. This winter it is 170. It is fairly likely that this rate of increase would continue if we could provide courses, but we cannot find the $4000 necessary to call such a man as we need.

In have a hint, (not for publication) that our department justifies it. four graduate scholarships of $50 each may be forth coming. Therefore we are anxious to be in line for these if they materialize.

Walter Sargent

Chairman of the Art Dept.

Jan. 21, 1925
January 22, 1925.

My dear Mr. Arnett:

I am enclosing herewith copy of a letter and a supplementary memorandum from Professor Sargent.

At President Burton's suggestion I discussed with Professor Sargent the matter to which he has referred. In conference it appeared that Mr. Sargent had not indicated in his letter to President Burton many of the important conditions which should enter into a final decision relative to a 4th floor space in Classics. The attached memorandum draws attention to these supplementary items.

Very truly yours,

Assistant to the President

---

Mr. Trevor Arnett,
230 S. Clark St.,
Chicago, Ill.

ETP: CB
Dear Mr. Vice President:

I am enclosing herewith a copy of a letter and a supplementary memorandum from Professor Brackett, President of the University, to which he has attached a letter. In conclusion, I would like to express my belief that the proposed amendment would not only benefit the institution but also enhance the educational experience of the students. The attached amendment has been reviewed by the administration and is ready for approval.

Very truly yours,

[Signature]

Assistant to the President

[Signature]

Mr. Assistant

SRO 6. Office B

Office II

ET/18
January 22, 1925.

My dear Mr. Arnett:

At President Burton's suggestion I discussed with Professor Sargent the matter to which he has referred. In conference it appeared that Mr. Sargent had not indicated in his letter to President Burton many of the important conditions which should enter into a final decision relative to a 4th floor space in Classics. The attached memorandum draws attention to these supplementary items.

Both Professor Sargent's letter and the supplementary memorandum are enclosed herewith.

Very truly yours,

Assistant to the President

Mr. Trevor Arnett,
230 S. Clark St.,
Chicago, Ill.

ETF: CB
My dear Mr. President,

At President Barton's suggestion I glance at President Barton in the matter to which reference was made. As there is no public notice or announcement of the matter in the Senator's letter nor any action taken by the Senate in relation to the question of a seat for Dean Professor in Classics, the action recommended by Professor Barton's letter and the suggestion made by President Barton for the adoption thereof.

Very truly yours,

Assistant to the President

Mr. President,

Senator Dr. Jones,

Office III.

Etc. etc.
January 22, 1925.

My dear Mr. Sargent:

I have just received your memorandum on the 4th floor space in Classics which you had intended for an exhibition room. This memo, together with your letter, is going forward to Mr. Arnett who has the matter in hand.

I shall see Mr. Arnett personally upon his return from New York.

Sincerely yours,

Assistant to the President.

Mr. Walter Sargent,
The University of Chicago.

ETF: CB
January 55, 1955

My dear Mr. Secretary:

I have just received your memorandum on the AEP took place in Chicago which you had intended to give me a copy to look at the memo together with your letter. In going tomorrow to New York, Mr. Aarfelt will pass the matter in hand. I shall see Mr. Aarfelt then.

Sincerely yours,

Sincerely yours,

Assistant to the President

Mr. W. Aarfelt Secretary
The University of Chicago

ET:CF
OFFICES OF THE
Council of Church Boards of Education

Headquarters

111 FIFTH AVENUE
NEW YORK, N. Y.

TELEPHONE ASHLAND 1520

ROBERT L. KELLY, EXECUTIVE SECRETARY
LURA BEAM, ASSOCIATE SECRETARY
O. D. FOSTER, ASSOCIATE SECRETARY
B. WARREN BROWN, ASSOCIATE SECRETARY
FRANK N. WEALE, ASSOCIATE SECRETARY

NEW YORK, MARCH 3, 1925

To the Board of Advisors,
Council of Church Boards of Education

My dear President Burton:

I received yesterday a communication from the Carnegie Corporation advising that by unanimous vote the Trustees had appropriated $5,000 to this office to be used in assisting them to elaborate and promote their plan of developing the Fine Arts in American Colleges. President Keppel has told me the Corporation wishes the Association to be the sole agent in carrying on this work. This contribution came without solicitation upon our part. It is in line with the Corporation's settled policy of using and encouraging existing institutions and agencies.

A committee representing the United Lutheran Church has asked me to assume responsibility for a thorough-going survey of their educational institutions—colleges, secondary schools, parochial schools, Sunday schools and catechetical classes. They said they were directed to us by Dr. Abraham Flexner of the General Education Board. I have made them a proposition to survey their colleges and secondary schools, feeling that the entire project was too extensive a task for us to take over for one denomination, since we are answerable to nineteen. My proposition has been approved by the chairman of the committee—Professor Hugo C.M. Wendel of New York University and he is confident it will be approved by all those responsible.

Teachers College, Columbia University, has notified me of my appointment as Lecturer in College Administration for the year 1925-26. My lectures are to be concentrated in one month—three per week. I am asked to treat of the administration of the liberal arts college and of the relation of the churches to the colleges.

Some months ago we appealed to the Institute of Social and Religious Research for an appropriation to enable us to follow up the seminary study and provide a Seminary Secretary in the Council. I have no reply but take the silence to mean we are not likely to receive the appropriation.
ОБЩЕСТВЕННОЕ ПИСЬМО К ПРОФСОЮЗАМ.

В ОБЩЕСТВЕ, ГДЕ МЫ ЖИВУМ, НИКОГДА НЕ БЫЛО НИ УЖЕ НИ ОДНОГО ПРЕДСТАВИТЕЛЯ НАШЕЙ СОЮЗНОЙ МЕЖДУНАРОДНОЙ АССОЦИАЦИИ НА ЧЕРНЯХОВСКОМ ПРЕДСТАВИТЕЛЬСТВЕ РОССИЙСКОЙ ИМПЕРИИ.

ОБЩЕСТВЕННОЕ ПИСЬМО К ПРОФСОЮЗАМ.

В ОБЩЕСТВЕ, ГДЕ МЫ ЖИВУМ, НИКОГДА НИКОГДА НИ НИ ОДНОГО ПРЕДСТАВИТЕЛЯ НАШЕЙ СОЮЗНОЙ МЕЖДУНАРОДНОЙ АССОЦИАЦИИ НА ЧЕРНЯХОВСКОМ ПРЕДСТАВИТЕЛЬСТВЕ РОССИЙСКОЙ ИМПЕРИИ.

ОБЩЕСТВЕННОЕ ПИСЬМО К ПРОФСОЮЗАМ.

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ОБЩЕСТВЕННОЕ ПИСЬМО К ПРОФСОЮЗАМ.

В ОБЩЕСТВЕ, ГД
I will appreciate it very much if you will favor me with any suggestions affecting any of these propositions. You understand, of course, the Council and the Association have a common office and the same Executive Secretary. Our interests are largely the same and I feel that what we do for one should be acceptable to the other. On this point there has never been any criticism.

You will be interested to know that with the admission of Bryn Mawr College to membership in the Association of American Colleges, we now have enrolled every important college in the country. Many of the standard universities are enrolled also. Representatives of all the important Foundations specializing in higher education participate actively on our Standing Commissions.

Will you suggest modifications of these general policies? I hope to have your counsel.

Sincerely yours,

Robert L. Kelly
Dear Mr. President,

I am writing to express my appreciation for the opportunity to serve as a member of the Board of Directors. Your vision and leadership have been instrumental in guiding our association towards its mission.

I have been extremely impressed with the dedication and commitment of the staff and volunteers. The association has made significant progress in recent years, and I believe we are poised for even greater success in the future.

You will be interested to know that the Association of American Colleges and Universities has recently announced that we have been selected as one of the top five institutions in the country. This recognition is a testament to the hard work and dedication of our entire staff and board.

I hope to have your continued support.

Sincerely,

John Smith
April 7, 1925

My dear President Blanchfield:

I have read your letter with particular interest, because your plan for a college of art suggests the solution of a problem which is of fundamental importance in American art education, namely, how to relieve students of the unfortunate necessity of deciding between a broad cultural education and early, narrow specialization, by providing opportunity to carry on classical and academic study concurrently with practice in art.

Attempts to meet this situation have been undertaken by a number of institutions. The statement made in connection with the founding of the art department at Yale University expressed a purpose similar to yours. The art departments of the larger universities of the West have this need in mind, and allow credit for art work, on the same basis as for any other subject. The resources which you contemplate inverting seem to offer an opportunity to carry these somewhat unsatisfactory beginnings forward to perfection. We send our cordial commendation of the general plan.

Very truly yours,

Ernest D. Burton.

President Edwin H. Blanchfield
National Academy of Design
215 West 57th Street
New York City

EB/R
April 7, 1928

My dear Dr. Sargent:

Thank you very much for your goodness in writing out in detail what you would suggest as an answer to the letter of President Blissfield of the National Academy of Design in New York. I shall send him over the signature of the President exactly the letter you have written.

Very truly yours,

[Signature]

Assistant to the President.

Dr. Walter Sargent
The University of Chicago

MB/R
Respectfully yours,

The **[Name]**

The University of Chicago
I welcome this sort of reply. I should make to this letter if I was answering it directly.

Walter Sargant
I have read your letter with particular interest because your plan for a college of our suggest the solution of a problem which is of fundamental importance in American art education, namely how to relieve students of the unfortunate necessity of deciding between a broad cultural education and early narrow specialization by providing opportunity to carry on clinical and academic study concurrently with practice in art.

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Green room, lower level, main entrance.

Please join us for a reception of our newly opened performance in American and Canadian cinema. We

hope to welcome everyone to our new venue.

Enrollment and access toinema is open to everyone. The after-party kicks off to celebrate our opening.

Don't miss out on our special guest appearance. The evening promises to be unforgettable.

See you there!
offer an opportunity to carry those
somewhat unsatisfactory beginnings
forward to perfection. We send our
cordial commendation of the general
plan and shall work with interest.
Office of the
ASSOCIATION OF AMERICAN COLLEGES
111 Fifth Ave. New York.

April 8, 1925.

President E. D. Burton,
The University of Chicago,
Chicago, Ill.

My dear President Burton:

The Association of American Colleges has a Commission on Fine Arts made up of President Donald J. Cowling, Chairman, Presidents Frederick C. Ferry, W.W. Guth, R.M. Hughes, and Dr. Frederick F. Keppel, President of the Carnegie Corporation.

An appropriation has been made to the Association by the Carnegie Corporation to enable the Commission to carry on a study of the institutions. By unanimous vote of all those concerned, the University of Chicago has been selected as one of these institutions.

The purpose of this letter is to inquire whether it will be agreeable to you to have us pursue a study of this kind at your institution. Perhaps I might say by way of further information, that we are in touch with Dean Wilkins unofficially, since he is Chairman of our Commission on Faculty and Student Scholarship, and also with Professor Walter Sargent.

Trusting that I may hear from you at your convenience, I am

Very truly yours,

Robert L. Kelly.
Office of the

ASSOCIATION OF AMERICAN COLLEGES

III Fifth Ave., New York

March 6, 1923

Dr. President & G'dn,

The University of Chicago,

III.

Professor W. H. Kenyon, Dean of the Graduate School
Professor J. B. Bower, Dean of the Law School

I am happy to state that the Association of American Colleges, a committee of which I have been a member, has received a letter from the University of Chicago expressing its approval of the Correlation of Graduate Education. I am sure you will be pleased to hear of this unanimous vote of confidence of the Association of American Colleges in the University of Chicago.

The purpose of this letter is to inform you that the University of Chicago has elected me to the position of Professor of History, to be filled by W. H. Kenyon. I am sure you will find Professor Kenyon a valuable addition to the faculty of the University of Chicago.

I am also happy to announce that Professor W. H. Kenyon has been elected to the position of Dean of the Faculty of Arts and Science, and is now ready to take up his duties.

I am glad to have this opportunity to express my appreciation of the work of the Association of American Colleges, and I am confident that it will continue to be a valuable agency for the promotion of higher education.

With best wishes,

Very truly yours,

[Signature]
April 10, 1925.

My dear Professor Sargent:

I am enclosing herewith the letter from E. H. Blashfield, and also a copy of a letter that came in this morning from Dr. Kelly. In the President's absence Dr. Kelly's letter has simply been acknowledged, but will receive attention on the President's return.

Very truly yours,

(mrs.) Caroline Bender

Professor Walter Sargent,
The University of Chicago.

Apr. 11, 1925.

Thank you for the letter. I am keeping Mr. Blashfield's and returning Dr. Kelly's. I have one from Dr. Kelly which Charles replied. I am heartily in favor of what he proposes. Very truly,

Walter Sargent.
To:

From: Dr. H. A. Carter

Date: March 25, 1937

Dear Mr. President,

I am writing to express my sincere appreciation and gratitude for the appointment of John W. Kennedy as the new provost of our university. His appointment comes at an especially critical time, and I am confident that his experience and leadership will serve our institution well.

With warm regards,

[Signature]

Department of Economics

The University of Chicago
April 12, 1925.

My dear Dean Tufts:  

I have recently received letters—from prominent among them, communications from Dr. Kippel of the Carnegie Corporation, Robert L. Kelley of the Association of American Colleges, and Dean E. J. Faguy of Pomona College, Claremont, Cal. which seem to indicate that an opportunity is at hand for our Art Department to assume a place of definite leadership in Art Education in the middle and far west.

Whether we can take full advantage of this or not depends largely upon the decision regarding the following matter, some of which I have already mentioned.
1. That I return in the Autumn and be in residence for full time next year instead of for only winter and spring as now scheduled.

2. That we have an able assistant to take over part of the routine office and the large correspondence which will probably recur if I undertake the work which presents itself.

3. An instructor to give courses, without which I cannot present adequate sequences. (Prof. Swift will be out of residence for Winter, Spring, and Summer, 1926)

4. Room 16 in Classics as headquarters for the Department.

The probable expense for these items is $54.00.
The University of Chicago
Department of Art

I feel extreme anxiety on this matter because I am sure that our future with regard to our own students and the situation at large will be momentarily affected by our action this year. Can we carry out this program in full? If so I would like to begin plans pretty promptly after my return from New York Wednesday. Awaiting the outcome I am withholding my reply to some of the communications I have mentioned.

I am leaving this noon to attend a meeting of the Executive Committee of the Carnegie Corporation but will call to see you on my return.

Very truly,

Nate Sargent.
I have enjoyed working with your material.

Please share your views with me. At least with you having a review and so on.

The statement of your work is impressive.

I want a different one for your degree. Who are you?

Can we discuss our work and decide on your final?

Of course, we have more to do, but try toatten

Please understand the importance of your work as a potential contribution.

I have not yet decided on a new solution.

Let us keep in touch.

Yours truly,
April 21, 1925

My dear Mr. Keppel:

Recalling our conversation about Mr. Sargent and experimentation in Art Education, I am writing to say that it seems to us at the University that it would be distinctly to the advantage of the experimentation which you contemplate to have Mr. Sargent in residence at the University three quarters instead of two, and to provide him with clerical and stenographic assistance to carry on correspondence with art schools and various persons. This would involve for

Mr. Sargent's salary for additional quarter - $2000
Clerical assistance - - - - - - - - 1500

$3500

I should greatly appreciate it if you could see your way to make an allowance to cover this expense, and I assure you that it would be wisely expended. I wish I could provide the necessary amount from our own treasury. But at the present moment, before we are able to reckon upon additional income from our campaign, and when at the same time we are hard pressed to maintain our present necessary expenditures, it does not seem possible to provide this additional sum for Mr. Sargent's work, although we consider it of great importance.

Mr. Sargent is also very anxious to have an additional instructor in the department, which would no doubt contribute toward his success, but this would probably be less clearly a part of the experimental study. The two items mentioned above seem to be clearly within that project.

Sincerely yours,

[Signature]

Mr. F. C. Keppel
Carnegie Corporation
522 - 5th Avenue
New York City
April 24, 1925.

President Ernest D. Burton,
University of Chicago,
Chicago, Illinois.

Dear Mr. President:

I have your letter of the 21st, and shall be very glad to ask our Trustees if they will not make the assignment of $3,500 for experimentation in art education which it suggests.

Sincerely yours,

F. A. Keppel
Carnegie Corporation
of New York
585 Park Avenue
New York

April 2, 1930

Dear Mr. President:

I have now letter of the date and
spent one very fine to see our President. I then
will you make the arrangement of $5,000 for
management in our enterprise which of one-

Sincerely yours,

[Signature]
April 27, 1926.

My dear Mr. Keppel:

This will acknowledge your letter of April 24th to President Burton.
As you may have been informed, the President has been confined to the Presbyterian Hospital following an operation last Friday. His condition is satisfactory, but it will probably be several weeks before he will be able to transact any considerable amount of business. I have informed Mr. Tufts of your letter.

Very truly yours,

William E. Scott (signed)

Secretary to the President.

Mr. F. A. Keppel,
Carnegie Corporation,
522 Fifth Avenue,
New York, New York.

WES:8
April 28, 1925.

My dear Mr. Swift:

You will be interested in a letter from Mr. Keppel, of which I send you a copy. The background of this letter is a request from Professor Sargent made about a month ago. He said that the Association of American Colleges was very anxious to have him act as Chairman of a Committee to study the better teaching of art in colleges. As three necessary elements in the project if it were to be carried out successfully, he mentioned 1) his own residence during the Autumn Quarter, 2) a secretary, 3) an instructor to carry the work in History of Art as Professor Swift is to be absent next year on his accumulated vacation credit.

I thought that the only chance for carrying out this plan would be through aid from the Carnegie Corporation since Mr. Keppel is very much interested in the project. President Burton wrote to Mr. Keppel suggesting that perhaps the Carnegie corporation might wish to provide the first two items above, and Mr. Keppel's reply seems to assure support for these. The third item we can provide, I am informed by the Auditor, out of the regular appropriation for Professor Swift's salary since he is to be out of residence.

Sincerely yours,

JHT:CB
April 28, 1925.

President F. P. Keppel;
Carnegie Corporation,
522 Fifth Ave.,
New York City.

My dear Mr. Keppel:

I have your letter of April 24th to President Burton in which you state that you will ask your Trustees to make an assignment of $3500 for experimentation in Art Education. I have informed Professor Sargent, and he is very much gratified at the possibility which this opens of carrying out the plans proposed. In addition to his own residence for an additional quarter and the work of a secretary which the $3500 will make possible, if approved by your Trustees, the University will be able during this coming year to supply a substitute in the Department for Professor Swift who is to be away on an earned vacation. Hence I think the outlook is entirely favorable for the work proposed, which it seems to me is very important. As soon as your Trustees have acted I shall bring the matter to the attention of our Board of Trustees for official recognition.

Sincerely yours,
April 28, 1928

Mr. George W. Reber

I have your letter of April 18 and am pleased to state that you will receive your check in the amount of $900 for your recommendation to the University of the University of California at Berkeley.

I have been informed by the Registration Office that there is no objection to the University of California at Berkeley accepting your recommendation for admission to the Graduate School. The only objection that I have is that your letter is rather long and detailed. I believe that a shorter letter would be more effective in getting the necessary information to the University of California at Berkeley.

I am glad to hear that your chances of getting a position in the University of California at Berkeley are good. However, I must point out that it is not easy to get a position in the University of California at Berkeley. It is a highly competitive institution and only those who are highly qualified are ever admitted.

I hope that your letter will be of service to you in your present position. Sincerely yours,

[Signature]
April 28, 1925.

My dear Mr.

You will be gratified to know that President Keppel of the Carnegie Corporation is to ask his Trustees for a grant of $3500 to Professor Sargent to be used

1) To make it possible for Professor Sargent to be in residence three quarters during the coming year instead of two.

2) To provide a secretary for him to be employed in connection with the project for study of Art Education in colleges, which he is undertaking on behalf of the Association of American Colleges.

3) Finally, Professor Sargent will be able to have a substitute instructor next year in the History of Painting to give courses in the absence of Professor Swift who is away on accumulated vacation.

Very truly yours,

J. F. J.
May 4, 1926

Dear Mr. Tafts:

I am writing to ask for the following appointments in the Art Department:

1. Mr. Edward F. Rottschild, 478 Central Park West, New York City, as instructor in History of Art for one year, to begin with the winter quarter, 1926, at a salary of $2000. He will teach winter, spring, and summer quarters. Mr. Rottschild says that the funds are available.

Mr. Rottschild received his A.B. degree in Fine Arts at Columbia, and is due to receive his A.M. in June. He wishes to go abroad for study during the summer and Autumn and will be ready to come to us Jan. 1.

2. Miss Elizabeth Haselton, as instructor in Art for the Autumn and Spring quarters at a salary of $1400. Miss Haselton is already
Appointed for the summer quarter. She is also appointed for one year for the Autumn Quarter at $400, which repeats this year's arrangement with her. I am assigning to her three additional majors from those previously given by Miss Helen Zorbaugh, who leaves us at the end of the summer. The funds are already provided in the budget.

3. The appointment of Miss Antonette Forrester as Associate for next year beginning with the Autumn Quarter at a salary of $500.

4. My appointment for the Autumn quarter, 1925.

I am now appointed for only twelve and a half months. This additional appointment is for that year only.

The funds for items 3 and 4 come from the #3500 which Mr. Keppel recommended in response to your correspondence.

Yours truly,

[Signature]
May 5, 1923

Further memo re projects for the new Art Department at the University of Chicago.

1. In the Middle West, there is no institution to which the students can go for Doctor’s, or other advanced, degrees in Art. Consequently we face an extreme scarcity of high-grade instructors for secondary schools and colleges. The University of Chicago hopes for means to enable it to meet this need.

2. Dean Jacqua, of Pomona College, Claremont, Calif., in conference with Professor Sargent, while in Chicago a few weeks ago, offered to aid in providing audiences for the presentation of the master of Art, and also to co-operate in sending its students to the University Art Department where they can receive training in advance of that available in his institution. He reports adequate funds at Pomona College for the development of a thorough-going College Department but feels that they are not in a favorable position to administer the advanced courses proposed for Chicago. He further states he would appreciate an opportunity to introduce a representative of the University to some prominent citizens of California who would, in his estimation, be interested in financing part of the work proposed for the Fine Arts Department at Chicago.

3. It is proposed that representatives of the Fine Arts Department co-operate with high-schools and colleges throughout the country in the selection of the most promising students in art for more advanced work. Such co-operation would, of necessity, involve a relatively large amount of field work.

4. Policy. It is expected that the Fine Arts Department at Chicago will meet the present needs of students in such matters as

(a) Introduction of art into the life of the students at the University
(b) Aid in the improvement of student publications
(c) Encourage distribution through the University book store, good specimens of art in all forms suitable for student use while in the University
(d) The improvement of dormitory and fraternity furnishings and appointments.
(e) Through improved bulletin board service, photographs and posters
(f) Through providing helpful lectures by noted artists
(g) Providing helpful service through libraries, newspapers, institutes and through the training of teachers who will serve generally in the public schools.

5. Professor Swift of the Fine Arts Department is to spend next year in Europe. It is most desirable that he be provided with a small fund for the collection of works of art, including books and slides. A fund of $1,000 is almost imperative for this work and $5,000 could be used to very good advantage.
The last page of this document contains the following text:

"The University of Chicago"

Please provide the next page of the document for a complete understanding.
AMONG THE DEPARTMENTS

THE DEPARTMENT OF ART

By WALTER SARGENT

Departments of art in several institutions owe their origin to professors of the classics who realized the aesthetic as well as the historical value of the classical heritage and therefore gave courses planned to develop intelligent enjoyment of works of art. This was true in the University of Chicago. The beginnings of its Department of the History of Art date from the appointment of Professor Frank B. Tarbell in 1894 as Professor of Classical Archaeology. Professor Tarbell later enlarged the Department to include modern art and also courses in color and pictorial composition which were being given in the School of Education.

After Professor Tarbell’s retirement in 1918, the conduct of the Department of History of Art was in charge of an administrative committee until 1924. During that year Dr. Burton, who was then President, decided to form a Department of Art which should unite the various art interests on the campus. The work in Art thus became one of the recognized departments of the Schools of Arts, Literature, and Science.

THE FOUR OBJECTIVES OF THE DEPARTMENT

In shaping its progress, the newly organized department attempted a somewhat comprehensive examination of the reasons for including art in University teaching. It took account of the traditional type of historical study of art, which had long since proved its great value. It was also concerned with the ways in which art enters into the current of contemporary life. As a result of this examination four main objectives were defined somewhat as follows:

First, to offer to all students an opportunity to gain the kind of acquaintance with the arts that every educated person should possess, whatever his future occupation is to be, and to develop an intelligent enjoyment of the world’s artistic inheritance as a part of general culture. This implied a consideration of the arts, not only as historical documents, but also as embodiments of aesthetic experiences and ideals. The Department felt that capacity to participate in these experiences is not rare, but common to the normal person; that it may be readily awakened during that period of high receptivity which constitutes the college age, and that if
this intelligent appreciation of art is developed, it will prove to be a resource of increasing enjoyment throughout life and a constantly available source of spiritual renewal.

Second, to reach a community much wider than that of the University itself by training those who will be teachers in high schools and colleges. There is a marked and growing demand for teachers of history, theory, and practice of art who can present art in such a way that it will enter into the daily thinking of the students and will minister to their cultural life. The attitude of people toward art appears to be largely determined in high schools and colleges. These are the strategic points. It seems a statement of plain fact to say that by training teachers the Department has opportunity to go far toward shaping that attitude throughout a wide territory.

Third, to offer some practical experience with the materials of art. The department feels that in art, as in any other language, a certain intimate insight and interpretation are gained if students have some practice in actual use of the language. Therefore, courses have been planned in drawing, modeling, color, and composition. The principal purpose of these courses is interpretation. They are not to develop technical proficiency, but to furnish some direct experience in the use of typical forms of art expression.

While these courses are planned to furnish a practical experience with art which is of general value to all students, they are also a direct help to those who will later take up art as a profession. Although non-professional in character, they give to these students an experience with the materials of art comparable to that which laboratory courses in chemistry and physics and courses in English composition offer to students who will later specialize in those fields. It has been, in the past, a grave misfortune that those who plan to take up art professionally, and yet who realize the value of a broad general education, have seldom been able to carry on any laboratory work in art as part of their college course. They have been compelled either to postpone systematic studio work until after graduation or to go earlier than is wise to a professional school with its highly specialized interests. As a result of these courses, several students have discovered what they did not suspect: that art was to be one of their major interests.

Fourth, to forward appreciation of industrial art and to cooperate with the rapidly growing interest in giving to our possessions and surroundings greater charm and distinction. The department believes that, in a sense, there is no dividing line between fine and industrial art, but rather that art flows into different channels and incarnates itself impartially in high visions and in things of common use, and that taste consists in capacity to discern beauty in whatever embodiment it appears.

At present the department is restricted in its attempts to meet its opportunities and responsibilities because it has no building or endowment. Therefore some of its classes must be limited and its plans for expansion held in abeyance. It hopes for greater resources in the near future because it believes that with the unprecedentedly rapid advance of science and efficiency, there must also be a corresponding development in the realms of tastes, preferences, and discriminations, if we are to maintain a balance of those elements which can make our civilization human in its highest sense. It believes that intelligent enjoyment of the arts is a positive force in preserving this balance.
The purposes of the newly organized Art Department of the University of Chicago are:

First:— to give the general student the kind of acquaintance with the arts which every one should possess and to develop an appreciation which will increase his enjoyment and understanding of fine things.

Second:— to discover and encourage those who have exceptional talent, and help them to find the best way of using it.

Third:— to equip the Department to take the place of leadership in the west which some university must soon assume.

In working towards these ends the Department offers courses in the history of ancient and modern art, and courses in the theory and practice of art, and is working out plans of cooperation with other institutions.

Details of the Department's present opportunities for service.

1. To college students. — The interest of students in the work offered by the new Department is greater than was expected. More students wish to take courses, than can be accommodated. It is therefore necessary to limit the number admitted.

2. To graduate students. — An increasing number of graduate students in this and other institutions wish to continue work in art for higher degrees. Because of lack of equipment and instructors, the Department is obliged to send those who wish more than one year of post-graduate work, to other institutions.
The purpose of the newly organized Undergraduate Department

To develop an effective Undergraduate Department.

Its function is to give the students practical and hands-on experience in the field of study that will enhance their understanding of the subject.

This includes developing cooperative work with professors and other students.

It is essential to achieve a balance between theoretical and practical work.

In order to achieve this balance, it is important to have an effective Undergraduate Department.

Details of the Department's benefits and opportunities will be discussed further.

It is to college campuses to foster an environment conducive to the growth of the Undergraduate Department.

In conclusion, the Undergraduate Department plays a crucial role in the development and growth of a student's academic and professional skills.

More information can be found in the Undergraduate Department's brochure.
3. To the community. - The art spirit of a community as reflected in its buildings, its industries, its homes, and in the support of such institutions as the Art Institute, depends much upon the training which its universities offer. The Art Department has thus an opportunity for large service to the community.

4. To the Middle and Far West. - There are definite indications that with proper and prompt equipment the Art Department of the University of Chicago will assume a position of definite leadership in art throughout the West. Other institutions are already turning to us for advice, and for trained instructors, and are anxious to send the pick of their students to us for advanced training as soon as we can offer it.

The needs of the Department. - The larger needs, if the Department is to assume this leadership, are for a building, an endowment, and an adequate number of instructors.

About $2,000,000 are needed to provide a building and an endowment adequate for the opportunities offered.

A building and its equipment would require about $1,000,000 and an endowment, the income of which would go towards upkeep, gathering of collections, an art library, research, extension work, experimentation and lectures, would need to be about $1,000,000. These are the amounts asked for and recently obtained by the Fine Arts Department of Harvard University.
The need of the Department - The Tornado menace.

A Tornado may be described in many words.

If, 500,000 men are needed to operate a power station,

an understanding of the Department of Atomic Energy,

 Atomic Energy, 500,000 men are needed to operate a power station.

a Tornado may be described in many words.

If, 500,000 men are needed to operate a power station,

an understanding of the Department of Atomic Energy,
Certain comparatively small but immediate and urgent needs are due to the difficulty of getting and retaining instructors on the small salaries offered.

1. After long correspondence we have found the man whom we wish as additional instructor. We can offer him only $2000 and a one year appointment because the $2000 was drawn from a source which probably will not be available next year. Unless within the next three or four days we can wire him that we can offer him an additional $500 and assurance of a longer appointment by finding somewhere $2500, for next year, we shall probably not get him. Yet his coming is almost necessary for the continuance of the Department's work.

2. Our present assistant professor of History of Art has been offered a higher salary and grade elsewhere. He will stay with us this next year, but after that we ought to add $500 to his present salary.

3. For arrangement of exhibitions, cataloging, material, conducting experimental work in connection with other institutions, and carrying on some of the routine work of the Department, we need for curator and other assistance, $1800.

These especially urgent items, summarized are:
Certain opportunities exist for immediate and permanent
employment in the field of statistics.

We have available positions in the Federal Government
and a number of other agencies. If you are interested, we
will be happy to provide further information.

For further details, please contact the Employment
Office at 555-5555.

Thank you for your interest in a career with the Federal
Government.
Immediately for new instructor $500.

Next year

For continuing this instructor 2500.

Additional salary for History of Art 500.

Curator and assistance - (possibly not till next year) 1800.

Book and equipment, highly desirable but not of such urgency as the above 1000.

Total $5300.

Any one who meets the larger needs of the Department as to building and endowment will perform a peculiarly constructive, enduring, and significant service. Any one who provides the lesser needs indicated will do more than the amount seems to imply. I shall be glad to furnish further details.

Walter Sargent

Chairman of the Department.
Immediate for your information

Next batch

1000 net

Additional order for Lekton of the

1000 next year

and next year's estimated quantity

1000

Book and shipment right after payment

1000

Total

6550 net

You can also make the London office of the Department

as to initiating any suggestions with regard to beneficial con-

sequence, particularly any technological advance. And we are

please the London office informed with regard to hence can the amount

renewed inquiry. I shall be glad to furnish further details.

Further details

Director General

Graham of the Department
May 11, 1925

President Ernest D. Burton
University of Chicago
Chicago, Illinois

Dear Mr. President:

I'm glad to be able to inform you that at a meeting of the Executive Committee this morning, favorable action was taken on the proposal to place at the disposal of the University of Chicago the sum of $3,500 for experimentation in art education as outlined in your letter of April 21st. We've made arrangements to turn over this sum any time it is needed by the University.

Sincerely yours,

[Signature]

X/s

P.S. I hope your own internal affairs are progressing favorably.
May II, 1936

Mr. President:

I'm glad to be able to inform you that at a meeting of the management committee this morning, Mr. Walter G. Moseley, as a sign of the University of Chicago's appreciation of the University of Chicago and the amount of $8,000 for experimentation in the east, was elected as chairman in your letter of April 16th. We've made arrangements to turn over this sum immediately. I am sure you will agree with us.

Sincerely yours,

[Signature]
May 14, 1925.

My dear Mr. Keppel:

I thank you very much for your letter of May 11th with its information of the action of your Executive Committee in placing at the disposal of the University of Chicago the sum of $3500 for experimentation in art education. This will enable us to carry out the plan which I outlined to you and will, I hope, materially contribute to the end which you have in view.

I am writing this letter from my home where I am resting after two weeks in the hospital. My physicians encourage me to hope that after another operation about a week hence I may be on the way to complete restoration to health.

Very sincerely yours,

Mr. F. P. Keppel,
President, Carnegie Corporation,
522 Fifth Avenue,
New York City.
May 15, 1925

Dr. F. P. Keppel, President,
Carnegie Corporation of New York,
522 Fifth Avenue,
New York, N. Y.

Dear Dr. Keppel:

I have a copy of your letter
or May 11 to President Burton in which you
inform him of the favorable action of your
Executive Committee in placing $3500 at the
disposal of the University of Chicago for
experimentation in Art Education.

I am confident that Professor
Sargent will make a very wise use of this
fund, and the University appreciates highly
your confidence.

Sincerely yours,

James H. Tufts

JHT: H