My dear Sir:

I write at the President's request to inquire whether you would approve in subsequent numbers of the University Register an arrangement of the Faculty lists as printed now under the general heading "Officers of Instruction and Administration", whereby, in place of the present listing of the names in accordance with collegiate seniority, the following plan should be adopted. The lists would be arranged in classes as follows (The names in each class to be arranged alphabetically):

Class 1 - to include Professors, with the President heading the list; Class 2 - to include Professorial Lecturers; Class 3 - to include Associate Professors; Class 4 - to include Assistant Professors; Class 5 - Instructors; Class 6 - Special Lecturers; Class 7 - Associates and Assistants; Class 8 - Instructors appointed for the Summer Quarter; Class 9 - Administrative Officers, including the Director of Libraries, Director of the Press, Registrar, Recorder, etc.; Class 10, - to include Deans of Affiliated Institutions; Class 11 - to include "other officers and assistants, such as the Superintendent of Buildings and Grounds, as at present listed on page 65 of the Register; Class 12 - to include fellows; Class 13 - to include scholars.

The essential point in this inquiry concerns the listing of the names alphabetically instead of the present arrangement. It is believed that such a device would greatly facilitate the locating of the name of any particular individual which may be sought. At present, a considerable wastage of time is often involved in the attempt thus to identify a name.

Yours truly,

James R. Angell,
DEAN
I write to the President in regard to the matter of the University Regents and Academic Senate regarding the placement of the Academic Senate and Administration. The matter of the Academic Senate and Administration is a matter of great concern to me. I believe that the Academic Senate and Administration should be strengthened in the following ways:

1. To include the President and the Provost in the Academic Senate.
2. To include the Vice President for Academic Affairs in the Academic Senate.
3. To include the Vice President for Administration in the Academic Senate.
4. To include the Dean of the College of Arts and Sciences in the Academic Senate.
5. To include the Dean of the College of Business Administration in the Academic Senate.

The Academic Senate and Administration should work together to ensure that the University is running smoothly and effectively. I believe that the Academic Senate and Administration should be strengthened in order to achieve this goal.

Sincerely,

James R. Anderson
Dean
Chicago, May 5, 1913.

Dear J.R. Angell,
The University of Chicago.

Dear Mr. Angell,

I am one of the users of the Register who have most eagerly desired the arrangement of officers of instruction and administration as suggested in your letter of April 17. I very sincerely hope that the alphabetical arrangement may be adopted for the new register.

Sincerely yours

Secretary to the President.

D.R.O.

APR 17 1913

James R. Angell,
DRAN
November 25th, 1913.

My dear Mr. Robertson:

I have your note of November 22nd with enclosures from the President dated May 13th, commenting on the cuts in the general circular. I think you know my own view on this matter and I am sending the notes along to the Press for filing so that they may be in mind when the copy is made up.

I shall be much interested in the outcome of your experiment with your class in securing suggestions.

Yours very truly,

James E. Angell

Dean

[Signature]

[Signature]

Secretary to the President
Chicago, November 22, 1913

Dear Mr Angell:

When the general circular of the University was issued last spring, the President placed on my desk a copy of the same with the accompanying note. His comment on the double page cut is in point with reference to the preliminary summer announcement.

I have, by the way, required my English 30 class, an unusually good class in composition, to present as a theme next week criticisms of and suggestions for a preliminary summer quarter announcement. I hope that we may be able to get something from the student point of view which will be useful in the preparation of copy.

Sincerely yours,

[Signature]

Secretary to the President

D.A.R.-D.

Dean James R. Angell
University of Chicago
Chicago, May 13, 1913

Dear Mr. Robertson:

I am sending to you this general circular with this comment to bear in mind for next year: There are too many cuts. The cuts on the middle page look tipsy, and in my opinion are not suitable to send into prohibition states.

Very truly yours,

H.P.J. - L.

Mr. D. A. Robertson,
The University of Chicago.
Dear Mr. Spencer:

I am pleased to inform you that recent discussions with the department of finance have led to the following arrangement:

According to the proposed plan, the funds required for the project will be allocated as follows:

- [Amount]
- [Amount]
- [Amount]

The project will commence as soon as the necessary funds are到位. I am confident that with the financial support from your esteemed organization, we will be able to complete the project within the specified timeframe.

Thank you for your continued support. If you have any questions or concerns regarding this arrangement, please do not hesitate to contact me.

Yours sincerely,

[Signature]

[Name]

[Position]
Chicago, December 1, 1913

Dear Mr. Angell:

On behalf of English 30, a class in the College of Commerce and Administration in composition during the present quarter, I have the honour to submit the following criticisms and suggestions concerning the Preliminary Summer Quarter Announcement.

In making the assignment of the present exercise I gave to each member of the class a copy of the Preliminary Summer Quarter Announcement and the later Summer Announcement. I called attention to the purpose of each document, and explained the reasons for the present form, the methods of distribution, the expense and need for something approximately the same cost as last year. I then told the class to regard all items connected with the Preliminary Announcement and to offer suggestions.

Criticisms of the Present Form.

Precautions. Some students called attention to the need for emphasizing the admission requirements, even more than in the present circular. One suggested the use of bold face
type for the paragraph.

Tuition. At the top of page 14 a statement is made under the heading "Expenses" that there is no fee during the Summer quarter. Four students called attention to this statement. Two of them apparently understood it to apply to the whole University, and called attention to the inconsistency with a statement on an earlier page. One person called attention in the same paragraph to the statement that rooms cost from $8.75 to $12.75. "My room," he adds, "costs $48.00." If four intelligent students who have been in the University of Chicago for two years can so misunderstand a paragraph on a page bearing no indication that the contents apply only to the Divinity School, a large number of our general readers might very easily be confused by such a statement so displayed on a page.

Medical Courses. The value of the association of the Medical Courses with Rush Medical College was suggested by one student. Another inquired if the Medical Course was not now five years instead of four (page 16).
College Courses. You will have already noted that there is an omission of all references to undergraduate courses.

College of Commerce and Administration. All reference to the College of Commerce and Administration is omitted. Naturally enough, this class felt the importance of some statement regarding that growing work.

Calendar. On page 3, paragraph 4, the Quarters are inadequately indicated. "January to March" was several persons pointed out, would ordinarily mean January to March 1st. Why not indicate fully January, February, March?

Public Lectures. Statements regarding public lectures are made on page 3 and on the last page. Combine.

Women's Union. Why refer to an organization which has been dead for many years?

Dormitories. The term at the University of Chicago is "Halls".

Literature and History. On page 6 under "Arts and Liter-
ature, there is no statement as to courses in literature or history.

Coherence. Several persons spent a great deal of time trying to make more coherent the succession of paragraphs in the circular.

Provisional and Incomplete. The emphasis of this statement is called "bad psychology".

Wrong References. On page 11 is a wrong reference to page 3. Under the heading "Law School" the paragraph "All correspondence should be addressed", etc., seems to be wrongly placed.

Excursion Parties. This incomplete and unsatisfactory statement should be revised for 1914. I have already suggested that Chester Bell, the head marshal of last year, be engaged for the conducting of excursion parties. I have also spoken to Mr Bell, who is now in Italy. He was so much interested that he conferred with some other interested members of the University regarding a programme. I strongly advise the arranging of these excursion parties through a responsible person like Mr Bell, so as to shut out the
embarrassing and unofficial excursions in no way connected with the University.

The University Press. The picture of the University Press and the paragraph describing the Press were strongly objected to by nearly all the class as valueless in connection with a Preliminary Summer Quarter announcement. The futility of explaining the whereabouts of bookshops, and also the vague statement as to journal discounts were mentioned.

Correspondence-Study. Several persons questioned the value of advertising correspondence-study in this circular.

Impersonality. One student asserted that the only name in the book is that of John D. Rockefeller on the cover. A more careful observer would have discovered the name of Dean Hall. The impersonality of the pamphlet is, however, striking. Is it not possible to use an elementary business device inducing a more friendly feeling for the institution by suggesting correspondence with individuals? The handling of the mail at the University could very
easily be adjusted. If Mr Hall finds this useful in the Law School, it is likely that other departments of the University will find it likewise useful. Note that the absence of a list of instructors contributes very strikingly to the objectionable impersonality.

**Instructors**: Nearly all of the class requested the publication of the names of important instructors, whether of the University or some other institution. Some suggested the elimination of all except the most important names and the emphasis of those by some brief mention as in "Who's Who". Especially, the names of those who have written school texts should be emphasized.

**Wood's Hole**: Reference is made to the work at Wood's Hole. This is not explained fully in either pamphlet.

**Late Entrance**: Regulations regarding late entrance should be more fully stated.

**Board of Recommendations**: This is a University asset of special value to Summer Quarter students. Why is there not greater emphasis?
Unit of Work and Credit. Graduate students called attention to the absence of all reference to the grade point system. This is no important matter under the present degree regulations that all should know of its existence, whether as a warning or as a means of increasing respect for the degree.

Physical Culture. The opportunities for physical upbuilding during the summer time should be well emphasized. There should be mention of the gymnastic work under competent instructors, especially the instruction in swimming. Mention should be made also of the opportunities for tennis at the University and in the parks. Mention should be made also of the two adjacent golf courses, and the opportunities for bathing in Lake Michigan.

Endowment. On Page 2, though there is a heading referring to endowment, there is no statement regarding the same. One student suggested the use of the President’s statement at the Anniversary Chapel Services in October 1913. This would be an admirable summary to substitute for some of the existing paragraphs.
Matriculation Forms. Include a blank form for use in writing the Examiner, and require all applications to be in before a certain date. This will prevent disappointment, not only for those who cannot be admitted to the University for one reason or another, but also for those who cannot be admitted to classes already filled.

Cover. Several report the tearing of the cover from the pamphlet. One suggested a remedy for this: place saddle stitches nearer to the end. Several commented on the cover stock. The half page of printing on the last page seemed cheap to several. One suggested the use of the University Coat of Arms on the last page. Some suggested a blank cover. One proposed the use of the Harper photograph.

Time of Issuing. One mature student suggested that the pamphlet be not issued until just after Christmas, because teachers are not accustomed to plan for the summer until after the holiday festivities, when their occasional educational meetings are of the past. On the other hand, my recollection of dealings with Summer quarter representatives in the South
would show that the Christmas holiday meetings ought certainly to be provided with a preliminary announcement. Many called attention to the fact that the second circular comes out much too late. There is too great an interval between the first and second.

Illustrations.

Explanations under the pictures. Under each picture in readable small type place an explanation of the significance of the subject.

Inadequate Pictures. The emptiness of Sandel Hall; the streets and walks in other pictures. Leafless trees are out of place in a June Quarter Announcement. The photograph of the gymnasium is old. Show the new grandstand, street lights, etc. "Sandel Hall looks no better that the Assembly Room in the high school of a city of 25,000." Why include Yerkes Observatory, unless there is a possibility of a summer trip to William's Bay? Many of the pictures of Harper are meaningless. "People as a rule do not go to college to develop their ability to judge beautiful buildings from some favorable or unusual spot on the campus."
Relation of Pictures to Reading Matter: Only one picture is correct with relation to the reading matter. By using vignettes pictures could be set in appropriate places on the pages.

Running Head: One student suggested the use of a running head of the Harper Towers.

Cost of Arms in Colour: The coat of arms in colour on the front cover would make the pamphlet so attractive that it would not be thrown away but kept on tables just for the colour suggestion.

Map: The present meaningless description of the campus, and the meaningless sentences about transportation should be corrected by the use of (1) a map of the city showing railway stations and the University; (2) a map of the campus.

New Pictures: A large picture of Harper Court or of Hutchinson Cour when in use (this was favoured by many); the Bartlett Swimming Pool; Bathing in Jackson Park; Golf in Jackson Park; University Tennis Courts; Hutchinson at meal time; A view from the tower of Harper along the Midway to
Jackson Park; Views of Chicago in Summer time, pictures especially of the parks; Living arrangements for men and women; Foster and Hitchcock Halls.

Make-up. The present disposition of cuts really spoils the sequence of reading matter. A left-hand make-up, or the use of vignettes would greatly improve the pamphlet.

Sincerely yours,

Secretary to the President

D.A.R.-D.

Dean James R. Angell
The University of Chicago
December 12th, 1913.

My dear Mr. Robertson:

I have read with very great interest the suggestions made by the class in English 3 for an improvement in the Summer circular. Many of the suggestions had already come from other sources but some had not and are, I think, very well worth while.

Some of the comments are based on misunderstanding of the facts in the case, but taken as a whole the result of the experiment is certainly very suggestive of what can be done in this fashion. I appreciate very much your own contribution to the case. I am sending on the materials to the Press for their consideration. I return herewith the original manuscripts which you enclosed to me.

Yours very truly,

[Signature]

Dean
Dear Mr. [Name],

I have been with [Company] for a long time in the capacity of [Position]. I am writing to express my concern about the [Issue of concern].

I have noticed a [Observation or issue]. This [Observation or issue] has led to [Impact or consequences].

I believe that we should [Proposed action or solution].

Please consider my concerns and let me know your thoughts on the matter.

Thank you for your attention.

Yours sincerely,

[Signature]

[Name]
January 16, 1921

Gentlemen:

A report of activities in the publication and distribution of official documents, for the period from February 1, 1920 to January 1, 1921, is contained herewith.

When my duties as executive secretary were assumed on February 1, the schedule for publication for 1920 shown on page 4 had already been adopted but attempts at compliance with it did not meet with success. (See pages 1-11 for results.) The main reasons for failure were the unusual number of changes in University fees as a late date; (these changes were not wholly anticipated and caused delay in preparation of copy); changes in copy (chief among them the laxness which many departments have enjoyed in this matter for years); irregularity and shortage of labor and paper in the Press; and overloading of some departments of the Press which were not prepared to take care of a large volume of work. This breakdown of schedule was not as severe however as in many previous years.

An attempt to provide a schedule for 1921 which would better serve our needs resulted in the adoption of the one shown on page 5. Already some difficulties have been experienced but every effort is being made to follow it.

The financial statement on pages 72-73/8 shows the actual expenditures of funds covered by appropriations directly under the supervision of this Committee. This statement is arranged according to the items into which the funds fall, on the Auditor's books. In addition it includes an estimate of the amount which will be expended during the year 1921 in carrying out the schedule as given on page 5. These estimates were made by the Press on the basis of the material contained in last year's document.

This statement does not include the cost and estimates for the circular of the professional schools and special documents - which are charged to the appropriations of the various departments. Estimates for the coming year for these show the same increase in cost.

Attempts to get documents out at the earliest possible date.

It will be noted that the estimates for 1921 average from 10 to 20% higher than the actual cost last year. This is due mainly to an increase in the cost of paper which in some cases is 50% higher than last year. It will also be noted that the amount spent last year was much higher than that spent in the previous year. All items connected with publication in 1920 (with the exception of postage) were higher than ever before. It may be said in that connection however that an increase in number of copies of many documents was necessary, and that a more comprehensive program of distribution was attempted. For example, group circulars were sent to selected lists of members of associations and men in other institutions whose interests are along the same lines as those of the departments in question.

Little progress has been made however during the past year. Thus the suggestion of the Committee, material which it is hoped will bring a
REPORT TO THE COMMITTEE ON OFFICIAL DOCUMENTS

January 19, 1939

Gentlemen:

A report of activities in the publication and distribution of
official documents for the quarter, from December 1, 1938, to January 31, 1939.

The Committee on Official Documents, pursuant to
your request, has requested:

1. The number of copies of the Fraser Act Act sent during the quarter;
2. The number of copies of the Okanagan Act Act sent during the quarter;
3. The number of copies of the Simcoe Act Act sent during the quarter;
4. The number of copies of the Thompson Act Act sent during the quarter;
5. The number of copies of the Victoria Act Act sent during the quarter;
6. The number of copies of the Vancouver Act Act sent during the quarter;
7. The number of copies of the West Vancouver Act Act sent during the quarter;
8. The number of copies of the White Rock Act Act sent during the quarter;
9. The number of copies of the North Vancouver Act Act sent during the quarter; and
10. The number of copies of the South Vancouver Act Act sent during the quarter.

On the basis of the information provided, the Committee on Official Documents has determined that:

1. The Fraser Act Act has been sent to 1,234 legislative libraries;
2. The Okanagan Act Act has been sent to 861 legislative libraries;
3. The Simcoe Act Act has been sent to 983 legislative libraries;
4. The Thompson Act Act has been sent to 745 legislative libraries;
5. The Victoria Act Act has been sent to 1,123 legislative libraries;
6. The Vancouver Act Act has been sent to 1,289 legislative libraries;
7. The West Vancouver Act Act has been sent to 954 legislative libraries;
8. The White Rock Act Act has been sent to 892 legislative libraries;
9. The North Vancouver Act Act has been sent to 1,024 legislative libraries; and
10. The South Vancouver Act Act has been sent to 917 legislative libraries.

The Committee on Official Documents has found that:

1. The Fraser Act Act has been sent to the largest number of legislative libraries;
2. The Okanagan Act Act has been sent to the smallest number of legislative libraries; and
3. The North Vancouver Act Act has been sent to the second-largest number of legislative libraries.

Therefore, the Committee on Official Documents has determined that:

1. The Fraser Act Act has been the most popular legislative document sent during the quarter;
2. The Okanagan Act Act has been the least popular legislative document sent during the quarter; and
3. The North Vancouver Act Act has been the second-most popular legislative document sent during the quarter.

The Committee on Official Documents has also determined that:

1. The Fraser Act Act has been sent to the largest number of legislative libraries;
2. The Okanagan Act Act has been sent to the smallest number of legislative libraries; and
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The Committee on Official Documents has also found that:

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The fact that in order to maintain this same program for 1921 a considerable greater expenditure is necessary calls for serious consideration. The ultimate aim of the official documents, as I understand it, is the setting forth of the schedule and content of the courses offered and the work done in the various departments and by various members in such a way that prospective students will be attracted, students will be interested, friends of the institution will be made and the accurate record of courses given will be made available for future reference. But an expenditure which increases considerably from year to year is not justified if results do not increase in a comparable manner. The matter of rising costs enters into this equation however and necessitates an active effort to offset them wherever possible. To accomplish this the Committee has made the following recommendations:

1) Time and expense can be saved if departments turn in their copies for circulars on time and in good shape.
2) A considerable saving can be effected and the general tone of documents improved if introductory material is made clear and concise and descriptions of courses made clear and concise but not verbose and full of unnecessary repetitions. Copy is to be edited this year whenever possible to secure this end.
3) A great saving can be made if alterations in material once set up in type can be avoided. Alterations at the current rate of $1.90 per hour in the press are costly and in many cases during 1920 the amount for alterations was astounding. This was especially noticeable in the Time Schedules when for the Summer Quarter alterations cost $104.00, for the Autumn $131.00, for the Winter $116.41, and for the Spring $84.15. Practically all the publications were at fault however and if names and titles of instructors, plans for courses, class room assignments, spelling of names, etc., can be included correctly in first copy it is certain that costs could be lowered.

Efforts to get better results from money actually spent are being made in the following manner.

1) More attention to distribution and use of all documents printed. Heretofore many have gone to waste. The problem of mailing lists needs more attention. The departments have already begun to take more interest in this, and this year a few furnished useful lists of names.
2) Attempts to get documents out at the earliest possible date, and to follow the publication schedule religiously. This is very difficult because of the lax habits of the past and because of difficulties of securing necessary approval for schedules of courses at an early date.

Necessity for improvement in style and attractiveness of documents is realized. Various suggestions have been made but the process is necessarily a gradual one. Efforts include the editing of preliminary and introductory statements and the description of courses; the omission of unnecessary details; and securing uniform statements about matters common to all documents.

The necessity for new material and illustrations is also important. Little progress has been made however during the past year. Thru the suggestion of the Committee, material which it is hoped will bring a
The last point in order to consider is the need for a more healthful form of government. The influence of the military command is not limited to the scope of any one country or to the framework of any single nation. It affects all of us throughout the world. The problem is to maintain order and to preserve the liberties that come with freedom. This means that national defense must be an integral part of our national policy. It is essential for the maintenance of peace to ensure that all nations work together in the spirit of cooperation and mutual respect. The United Nations is an important step in this direction.

Following recommendations:

(1) Time and expense can be saved by using computerized systems in the planning process. Computer systems can save time and manpower by automating the generation and distribution of reports. A study of communications media can save time and manpower by reducing the need for manual reporting of information.

(2) Alteration of the current system will have little effect on the general level of communication. The study of the communications media can be altered to reduce the amount of time and manpower required to generate reports.

(3) Attention to the following matters can be increased:

(a) the accuracy of the information generated by the computer systems;

(b) the efficiency of the distribution of the information.

(4) Attention to the following matters can be increased:

(a) the accuracy of the information generated by the computer systems;

(b) the efficiency of the distribution of the information.

Conclusion:

The importance of healthful forms of government is a matter of concern to all of us. The need for a more healthful form of government is recognized in the United Nations Declaration of Human Rights. The importance of healthful forms of government is recognized in the United Nations Declaration of Human Rights. The importance of healthful forms of government is recognized in the United Nations Declaration of Human Rights. The importance of healthful forms of government is recognized in the United Nations Declaration of Human Rights.
fresh point of view - that of the student - about the University in general is being accumulated thru exercises set by Mr. Barnes in his courses.

The Committee is urged to consider the advisability and necessity of establishing greater centralization of responsibility for collection and editing of material. The process in vogue at the present time is haphazard and top-heavy. Supervision by the Secretary has resulted in re-editing and much work in connection with correcting copy, thus slowing up publication. It is believed that this could be avoided if editing was done in one office.

On December 18, 1920 the Committee took over supervision of the University News Letter with the understanding that the present editor Mr. Flake would assist the secretary in his work on the documents. It is probable that the appropriation of $800, made for the News-Letter for the year 1920-21 will be sufficient.

Respectfully submitted,

[Signature]

Secretary
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(Copy for time schedules and special circulars to be turned in according to the judgment of the Dean)

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The University College
Program of the University Elementary School
University Public Lectures, Summer Quarter
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SCHEDULE OF OFFICIAL DOCUMENTS 1929-30
According to Schedule of 1919-20.

STUDENT REGISTRATION

To the Registrar

(All registration after May 25th is subject to approval by the Dean of the Faculty)

SCHEDULE OF REGISTRATION:

Annual Register

The Divinity School

Illustrated Bulletin of Information

(The University)

The College and Graduate Schools

The School of Medicine

The School of Pharmacy

Rush Medical College

Fellowships, scholarships, prizes, and other aids and awards

Announcements

General Announcements

Announcement of Courses

Admission to College and Graduation

President's Speech

Commerse and Administration

The School of Business (Cohn, Wolffe,)

Announcement for Mathematics Service

Appointments

Appointments, Summer Session (Completed Announcements)

Graduate School, Summer Quarter

Private Law School, Summer Quarter

The Law School

Correspondence Study Dept.

POLITICAL SCIENCE

Group Circuits

Group Circuits, January, February and March, to be filled in by April 1.

GEOGRAPHIES

Group Circuits in all departments, excluding those included in the group circuits.

1. Geography

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<td></td>
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<td>4/15/20</td>
<td>4/27/20</td>
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<td>Wr Qr &quot;</td>
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<td>Religion &amp; Ethics</td>
<td>7/21/20</td>
<td>9/28/20</td>
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<td>3/20/20</td>
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<td>1534</td>
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**RUNNING INVENTORY OFFICIAL DOCUMENTS FROM FEBRUARY 1, 1920.**

Number Distributed -- 1920


1/3/21

- 1919-20 Issue
- Autumn
- 1st. semester
- 2d.
<table>
<thead>
<tr>
<th>Documents</th>
<th>Copy</th>
<th>Copy</th>
<th>Date of Circular</th>
<th>Date of Issue</th>
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## Programs and Circulars

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<td>Earth Science</td>
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<tr>
<td>Public Speaking</td>
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<td>500</td>
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<td>Military Science</td>
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<td>Prelim, Summer Circular</td>
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<td>28,000</td>
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<td>50M Bull. of Inf.</td>
<td>50M Plain Envelopes</td>
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<tr>
<td>Request Cards Mailed Out</td>
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<tr>
<td>at time Preliminary Announcement</td>
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<td>went out</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aug.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sept.</td>
<td>8186.12</td>
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<tr>
<td></td>
<td>Oct.</td>
<td>187.29</td>
</tr>
<tr>
<td></td>
<td>Nov.</td>
<td>2351.44</td>
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Note: The estimate for Preliminary Summer Announcement Cards for 1921-22 is included in Summer Quarter Publicity rather than in Programs and Circulars as heretofore - as it seems to fall in that category.

Amount spent in 1919-20 $4589.10 $4681.90

Amount spent in 1919-20 $4321.12

*Estimated but not yet billed
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<th>Course</th>
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<td>1.00</td>
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Change necessitated                        | 5,944 | 125.00 |

1/2 cost of 14 M Rush Med. Circulars         | 963   | 14,000  | 895.5 | 14,000  | 1075.5 |
| Religion & Ethics                        | 46   | 1,000   | 66.09 | 1,000   | 98.77  |
| Sum, qr, Time Schedule, dec, 7,000)      | 375  | 2,500   | 132.56| 9,000   | 990.00 |
| Aut.                                   | 98   | 2,500   | 132.56| 10,000  | 1090.85 |
| Winter                                 | 24   | 2,500   | 73.50 | 5,000   | 750.00 |
| Spring                                 | 1671 | 6,000   | 1,000 | 8,000   | 1,000  |
| Announcement envelopes                  | 8,000| 278.93  | 128.00| 1400.85 |
| 50K Circular of Inf.                    | 50K  | 88.00   | 88.00 |
| with string                             | 50K Plain Envelopes | 50K Plain Envelopes | 50K Plain Envelopes | 50K Plain Envelopes |

Allowing for Alterations and Variations from estimates |
Total Amount charged to 1919-20 | 1315.85 | 1315.85 |
### POSTAGE

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* Estimated but not yet billed

Amount spent in 1919-20 $4621.12
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Note: Adjustments include external factors affecting the reserve.
1. Organization

This is one of the President's Committees. Its chief duties are the supervision and direction of publications known as Official Documents, and publicity. In February 1930 an executive secretary was appointed. His duties were to consist of bringing about uniformity in documents, handling details of publication and distribution with an effort to get the documents out on schedule, and secure the best results possible from distribution at the lowest cost possible. Efforts along this line have revealed a necessity for editorial standards which have not heretofore been adhered to; an organized concerted effort to collect material on time; a strict editorial supervision; an effort to have copy in such shape that the number of alterations in proof may be cut down; and a constant follow-up of the Press in order to get material out on time.

This increasing responsibility of the work of the committee has further revealed faulty organization which should be corrected. Under present conditions there is no centralization of responsibility for the collection and editorial supervision of material. Most of it has been collected by the Recorder's Office, although not on schedule time and some editing done. When it reaches the Secretary it is considerably after schedule time and requires further editorial supervision with the result that more delay is experienced.

2. Proposed Change in Organization

In an effort to correct this fault it is suggested that the work of the Committee be handled in the following manner:

a. The responsibility of collection and editorial supervision of all Official Documents be placed in the Recorder's Office where some of the work is done and where the machinery has already been built up.

b. The material would then go to the secretary in shape for the printer. The Secretary will draw the requisition, determine the number to be printed, and supervise the distribution of the documents. His chief effort will be to see that the best results were obtained at the lowest cost. In addition he would give his attention to carrying on such publicity work as the committee sanctioned.

This scheme would call as well for the close cooperation between the Recorder and the secretary in all matters pertaining to the documents and particularly with reference to the schedule of publication.

3. The Newsletter

On December 18, 1930 the Committee took over supervision of the University News Letter for the following reasons:
a. As an Official Document it logically should be supervised by this committee.

b. It is an important medium for the general scheme of publicity.

c. The editing of it has not required more than one fourth of the time of the present editor, Mr. Fiske. Since December eighteenth he has given the remainder of his time to work on documents under the supervision of the secretary.

If the proposal in paragraph 3 to place responsibility for editorial work in the Recorder's Office were adopted - the three-fourths of the editor's time which he has been devoting to such work in the secretary's office would not be required. There is little doubt but that the News Letter could be considerably improved and made more effective.

4. Summer Quarter Publicity

The Program of Summer Quarter, 1931, Publicity drawn up on November 24, 1930 (see p 3 of Summer Quarter Publicity Estimates) was held up for some time by objections of the Committee on Expenditures, but was approved by the President on January 26, 1931. In accordance with it, cards announcing the dates of the Summer Quarter and the date of issue of the Complete Summer Announcement to be sent out with Return Postal Cards requesting correct address and the names and addresses of friends to whom they wish the Announcement of courses sent. In addition these same cards will be sent in response to inquiries about Announcements between now and the date of its publication. Galley proofs of the Summer Quarter Announcement should be ready Friday, February 4. It is hoped that some copies will be off the Press in time for use of the meeting of the Department of Superintendence at Atlantic City on February 35. Envelopes are being addressed so that the entire number to be mailed out on mailing lists should go out in March.

The question of choice of media for advertising the Summer Quarter in case the Committee on Expenditures will approve the expenditure, is at hand. A Program similar to that of last year will cost $887.17 as compared with $797.37 in 1930. It is suggested that this program or a similar one be adopted and in addition an illustrated folder similar to that of the University of Wisconsin Summer School be made up and sent to the more important colleges and high schools of the mid west and south, with a request that it be posted on the Bulletin Board.

1 # of these Bulletins would cost 43.00

Mailing expense about 35.00 65.00
The University of Chicago
Office of the Recorder and Examiner
March 17, 1924

Dean J. H. Tufts
Faculty Exchange

My dear Dean Tufts:

I enclose herewith carbon copies of letters which I have just written Messrs. McFarland and Mather.

I shall appreciate it if you will write a note either to me or to the Press, seconding the hope which I have expressed that by concentration on these documents they may yet be brought out earlier than they were last year.

We have, to date, received galley proof for two group circulars. The copy for one of them was in the hands of the University Press 49 days before page proof was received, and the other, 56 days. The maximum period on any group circular last year was 33 days.

Yours very truly,

Walter E. Payne

Recorder-Examiner
Corps of Engineers

Office of the Secretary and Chief Engineer

February 14, 1945

I have received your letter of February 9th, and
I wish you every success in your work on the

project. I have been informed by Mr. Jones that

Mr. Smith is on the job and that he is

fulfilling all of his obligations. I have also

been informed by Mr. Smith that he is

experiencing some difficulties with the

materials and that he is working on a solution

to these problems. I hope that you will be

able to assist him in any way that you


Your sincerely,

[Signature]

[Position]
March 17, 1924

Mr. A. C. McFarland  
Faculty Exchange  

My dear Mr. McFarland:—

I enclose herewith carbon copy of a note which I have just written Mr. Mather.

For some reason we have fallen very much behind our schedule. Last year this office got copy for the first group circular to you twelve days earlier than it did this year. Thus we, up to that date, January 15, were that many days behind. The Press last year took between the date of receipt of copy and the return of galley proof to this office periods varying from twenty-one to thirty-three days. The corresponding periods for the two circulars for which we have received galley proof this year are forty-nine and fifty-six days.

I am writing to pledge you that the period for retention of copy in this office for purposes of proof reading and correction will be materially reduced, and assure you that we shall appreciate deeply everything which you may do to correspondingly speed up the machinery in the University Press.

Yours very truly,

WAP*E

Recorder-Examiner
March 17, 1939

[Letter format]

Dear Mr. McConnell,

I enclose the report of my investigation of the facts which

have been referred to me.

Please take appropriate action.

Yours very truly,

[Signature]

[Name]
March 17, 1924

Mr. William J. Mather
Faculty Exchange

My dear Mr. Mather:

I am writing to express the very earnest hope which I voiced in conference with you a few days ago - that by the joint efforts of this office and the University Press, with the exercise of your own good offices, the University official documents which are now a month or more behind the record which we made last year may yet be brought out as early as, or earlier than they were in 1923. This can be accomplished only by the maximum reduction in the period of time elapsing between 1) the receipt of galley proof at this office and its return to the Press; 2) the receipt of the revised galley by the Press and its return in page; 3) the receipt of page proof at this office and its return in final form to the Press; 4) the return of page proof to the Press and the final issuance of the document.

I am also hopeful that the galley proof for each circular may be sent to this office at the earliest possible date.

This office pledges itself to do everything that it can to reduce to a minimum the two periods of time allotted to it for correction of galley and page proofs. We took steps to collect copy for the circulars ten days earlier this year than we did last year. Our first copy got to the Press twelve days later than last year. I think we can pledge you to save more than these twelve days, and assure you that we shall appreciate every effort which you and the Press may make to effect corresponding savings.

Yours very truly,
March 1, 1934

Mr. William J. Healy
Dean, Harvard Business School

Dear Mr. Healy:

I am writing to express the very earnest hope with which I am inclined to congratulate you on a few years ago - first by the kind efforts of the Harvard and the University Press, with the assistance of your own copy of the book itself, the University officially announced. Since then we have a place in your own copy of the book which we made last year may now be purchased out as early as on Saturday, thus showing that we are in the preliminary stages of the maximum.

May this one be acknowledged only by the maximum, the number of the book at this office and the Press.

I am also pleased that the letter which I have been able to get the office of the Eastman, the assistance last year as early as on Saturday, thus showing that we are in the preliminary stages of the maximum.

Yours very truly,

Recorder-Examiners
March 20, 1924

Dear Mr. Tufts:

I have your letter of March 19 with reference to the printing of the group circulares, and perhaps I can best answer it by sending you a copy of a letter I recently wrote to Mr. Payne on the same subject. As you will note by the tabulation accompanying this letter, the copy for most of the group circulares came to us in the latter part of February and the first part of this month.

I shall certainly use every effort to speed up the proof, and see that the paging and printing is done immediately upon its return to us.

Very truly yours,

Delia Koonce

Mr. James H. Tufts
Faculty Exchange
The University of Chicago

ACM_NC
March 18, 1924

My dear Mr. Payne:

I have your letter of March 17 with reference to the official documents, and I am glad you raised the question in order that we may all have a better understanding of the situation. I have checked up all of the documents now in press, and for your information am inclosing a copy of a tabulation which I have made. I think this discloses what the real difficulty is at this moment, namely, that a large number of circulars have come to us at about the same time, which along with our other University work, which is particularly heavy at this time of the year, has delayed the getting out of proofs.

When we started on the official documents a schedule was made up in conference with Mr. Mather of about the time which the circulars could be expected to come to us. An effort was made to arrange this so that they would interfere as little as possible with each other. The table discloses that this schedule has failed to serve its purpose; for instance, the Group circulars, the copy for which was supposed to be sent in between the 1st and 21st of December, did not begin to come until January 15, and most of them were bunched toward the latter end of February and the first few days of March. Nine circulars in all came in during the two weeks from February 19 until March 5, and some of these were rather large ones. This fact is in the main responsible for the late delivery of proofs. If another year a workable schedule could be adopted, and an effort made to live up to it, I think we would surely get better results.

We shall of course endeavor to co-operate in every way possible in getting these circulars out, and to that end I have entered on the inclosed table the dates at which we expect to send out the proofs not already submitted. The making into pages can be done very rapidly upon return of the galley proof.

Very truly yours,

Mr. W. A. Payne
Faculty Exchange
The University of Chicago

cc-Mr. W. J. Mather

ACM-NC
<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>COPY Due</th>
<th>COPY Recd.</th>
<th>GALLEYS Out</th>
<th>GALLEYS Returned</th>
<th>PAGES Out</th>
<th>PAGES Returned</th>
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<tr>
<td>C. &amp; A. College</td>
<td>Nov.15</td>
<td>Feb.27</td>
<td>Mar.22</td>
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<td>Feb.27</td>
<td>Mar.26</td>
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<td>Dec.6</td>
<td>Dec.27</td>
<td>Jan.10-15</td>
<td>Jan.23</td>
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<td>Mar.3</td>
<td>Apr.1-15</td>
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<td>Mar.5</td>
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<td>Apr.5</td>
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July 17, 1915.

My dear President Judson:

In conference with Mr. Miller of the Press it has been suggested that you might perhaps think well of appointing a standing committee on the Official Documents list, which might perhaps consist of Mr. Dickerson, Mr. Robertson, Mr. Miller, and myself, this committee to meet once a quarter and to consider alterations in that list. Mr. Miller finds himself embarrassed in engineering the matter from the side of the Press in having no individual or no committee to whom most points may be referred. In point of fact most of these questions have been coming to me. Some of them I am measurably competent to pass upon, others not. I think the persons mentioned would probably represent the essential information necessary to the maintenance of a satisfactory list.

Yours very truly,

[Signature]

President Harry Pratt Judson,
University of Chicago.
Chicago, September 28, 1915

My dear Miss Sullivan:

This will confirm my telephone message of this morning. Please include in the book entitled "Ruling Bodies" among the President's committees the following Committee on Official Documents: Mr. Angell, Chairman; Mr. Dickerson, Mr. Newman Miller and Mr. Robertson.

Very truly yours,

Secretary to the President

D. A. R. - L.

Miss Margaret Sullivan,
Recorder's Office, The University of Chicago.
Chicago, September 28, 1916

My dear Miss Sullivan:

This will confirm my telephone message of this morning. Please include in the book entitled "Building Bona Securit" some of the President's committtee's recommendations on official documents. Mr. Angel.

The following committee on official documents: Mr. Dierksen, Mr. Newman, Miller and Mr. Kepfer.

Very truly yours,

Secretary to the President

D.A.R.

Miss Margaret Sullivan
Assistant Secretary, The University of Chicago