November 1, 1928

My dear Mr. Manly:

I wish to send a record of the fact that the amount of service given by the departmental counselors in your department, I consider equivalent to at least two majors of instruction. Will you please recognize this fact in making your quarterly report to the Recorder, showing the service of the person or persons doing this work.

Very truly yours,

David H. Stevens
Assistant to the President.

Mr. John M. Manly,
Faculty Exchange.

C Mr. N. C. Plimpton, Auditor
Mr. Assistant to the President

May 20, 1939

Mr. President,

I wish to send a record of the fact that the number of vacancies given in the text of your letter to me amounting to two, were of information that you please acknowledge that these items be marked as corrected returns to the records, amounting to surplus of the bureau on account of the number given in the text.

Very truly yours,

[Signature]

Mr. H. B. E. Stevens

Assistant to the President
November 1, 1928

My dear Mr. Hitse:

I wish to send a record of the fact that the amount of service given by the departmental counselors in your department, I consider equivalent to at least one major of instruction. Will you please recognise this fact in making your quarterly report to the Recorder, showing the service of the person or persons doing this work.

Very truly yours,

David H. Stevens
Assistant to the President.

Mr. Wm. A. Hitse,
Faculty Exchange.

C Mr. N. C. Plimpton, Auditor
The year was 1938.

I wish to send a record of the fact that the amount of service given by the Department of Commerce to your department I consider enviable.

It is my earnest hope that the Department of Commerce will continue to serve the needs of the nation in the manner in which it has served us.

Very truly yours,

David C. Stevenson

Secretary of the Treasury
November 1, 1928

My dear Mr. Boucher:

I should like to have you release from teaching the various counselors referred to in your letter of October 51, according to the recommendations that you make, namely, English, 2 majors, and Romance, 1 major. Before giving this release to History, I wish to report that Mr. Dodd has engaged Miss Farr to serve as counselor during Spring Quarter, 1929, at a salary of $600. This breaks the routine, surely, for someone, and should be considered in the releases. I am reporting to Mr. Manly and Mr. Nitze the two releases about which we now are agreed.

Very truly yours,

David H. Stevens

Assistant to the President.

Mr. C. S. Boucher, Dean
Faculty Exchange.
The gear at present

I would Like to have your presence
for the various communication regarding to the
assignment of October 28th. In accordance to the communication
I have received, I am directed to have this message delivered to you.

Very truly yours,


date

Assistant to the President.
October 31, 1928

Mr. David H. Stevens, Faculty Exchange.

Dear Mr. Stevens:

After I wrote you the other day concerning Mr. Coleman's teaching schedule while acting as departmental counselor, I had a talk with Mr. Coleman. I do not believe that he is going to push the claim for release from more than one major of instruction during any academic year. He is not even going to press for allowance for one major of the two majors which he gave last Spring when he was entitled to release from one major. He gave the extra major voluntarily because he and the department felt that it was needed. I think that you and Mr. Woodward should know that he did this voluntarily, and if at any time in the future you see fit to take that into consideration when occasion may arise it seems to me that it would be appropriate.

In regard to the comparative loads of different departmental counselors, the figures for October 25, 1928 show that each of the five following departmental counselors had assigned to him for educational guidance Senior College students in residence to the extent of the number indicated in each case:

- English: 168
- History: 94
- Chemistry: 47
- Romance: 40
- Art: 34

You will note that the English load is away above that of any other department. I believe that the English departmental counselor should be released from at least two majors a year and possibly three. History has enough to have a claim worthy of consideration for release from two majors of instruction. Chemistry asks for no release from instruction because Mr. Glattfeld and Mrs. Link, of that department, who are Deans in the Colleges, do the counseling of the Chemistry Department in addition to their work as Deans. Romance, you will see, stands fourth on the list and in my opinion deserves release from no more than one major of instruction.
October 27, 1932

Mr. Daniel E. Broome

Dear Mr. Broome:

After I wrote you the other day, I was not able to complete the work I had intended to do. However, I am now ready to send you the information you requested. I have arranged to have the data sent to your office as soon as possible. I will also send you a copy of the report I have prepared on the subject.

I hope this information is of help to you. If you have any further questions, please do not hesitate to contact me.

Sincerely yours,

[Signature]

Regarding the communication from the Department of Education:

It seems that the communication from the Department of Education is dated October 27, 1932. It is a request for information regarding the status of certain projects or programs. The specific details of the communication are unclear from the scan provided.
Mr. David H. Stevens, #2

October 31, 1928

Of course during the current quarter and the following two quarters a considerable number of students who are just entering Senior College will be assigned to departmental counselors, but this is balanced by the fact that a considerable number of the students included in the numbers given for each department will graduate at one of the next three convocations and are therefore in their final stages of work and in many cases will require no further attention on the part of the counselors. It is my opinion therefore that the numbers as of October 25, 1928 represent pretty well the actual load of each counselor and the comparative loads of the several departmental counselors.

Very truly yours,

CSB/AT

C. S. Boucher.
October 5th, 1935

To Mr. George C. Egan,

We hereby report the completion of the following work:

The construction of several small buildings for the use of the employees of the company. The work was supervised by Mr. John Smith, who is in charge of the construction department. The buildings were designed to meet the specific requirements of the company and were constructed of high-quality materials. The work was completed on schedule, and the buildings are in good condition.

Sincerely yours,

[Signature]

Chief Engineer
Mr. David H. Stevens,  
Office of the President,  
Faculty Exchange.

Dear Mr. Stevens:

I am enclosing herewith a letter from Mr. Coleman dated October 15th and a copy of my answer dated October 18th. The two will explain themselves.

I am enclosing also a sheet of statistics compiled for our guidance at the time we inaugurated the counselor service. I have also arranged with Mr. Payne that as soon as the records are available for the current quarter some time next week he will furnish me a list of the departments with the number of students in residence this quarter assigned in each case to the departmental counselor.

Very truly yours,

C. S. Boucher.
Mr. Algernon Coleman,  
Faculty Exchange.  

Dear Mr. Coleman:

October 18, 1928

I have your letter of October 15th and am glad to answer your questions in so far as I am able. My recollection of the arrangements agreed upon with the President's Office was that the Departmental Counselor for Romance Languages and Literatures was to be relieved from one major of instruction in an academic year in view of his counselor's services. This means that the Counselor of your department would be on a five major basis. I would say then that if you are in residence the three quarters Autumn, Winter, and Spring of 1928-29 the President's Office would expect you to teach five majors.

I note that you carried a full program each of the three quarters last year in addition to your work as counselor. If you are to receive credit during the present academic year for one major not expected of you last year and thus be expected to teach only four majors during the present year the arrangement will have to be approved by the President's Office. I am sending your letter together with a copy of this letter to Mr. Stevens.

Very truly yours,

C. S. Boucher.
October 16, 1938

Mr. A. E. Cowman

Dean, Engineering

Dear Mr. Cowman:

I have your letter of October 10th and am glad to say that I have received your letter of October 7th. I am pleased to hear that you are going to the University of Chicago, where I am now teaching. I hope you will have a successful year. I am very busy with my classes and research, but I am looking forward to meeting you at the University.

Best wishes,

G. E. Bonner.
Dean Boucher,
Faculty Exchange.

Dear Dean Boucher:

At the time when the plan for Departmental Counsellors was being discussed, it was suggested that in certain of the larger departments, counsellors should be relieved of a portion of their teaching obligations. Last year my work under that head ran during a good part of the Autumn and Spring Quarters to as much as six to eight hours a week of consultation in my office in addition to a good deal of time devoted to answering correspondence and keeping special appointments with students who were unable to come for personal interview. I had announced a full teaching program for the Autumn and Winter Quarters and one course for the Spring of 1928. However, owing to several changes in the Departmental Schedule, it seemed to me desirable to add a second course for the Spring, so that I carried a full program of teaching throughout the year in addition to my work as Departmental Counsellor.

For the present academic year, I am down for a full program in the Autumn, one course for the Winter and I had expected to be out of residence during the Spring but circumstances made it desirable for me to change my plans in regard to this quarter, so that I shall be in residence and shall announce one or two courses, according to the ruling that may be made in regard to the duties of counsellor in this department. Should the counsellor in this department be expected to carry a teaching program of four, five or six majors? As we are making up the programs for 1929-30, the ruling of the administration on this point would have a distinct bearing on the announcements.

The demands on the Departmental Counsellor are somewhat irregular, but seem to run heaviest in the Autumn and Spring if last year's experience may be taken as a precedent.

Yours sincerely,

Algernon Coleman

AC-r
October 13, 1959

Dear Professor,

I am writing to inform you that the Department of Computer Science has decided to hold the annual conference on the theme of "The Future of Computer Science" at our university next month. The conference will be held on the 23rd and 24th and will focus on the latest developments and future trends in the field.

Please note that the conference is open to all interested parties, both faculty and students. We are expecting a diverse range of speakers from various institutions around the world. The keynote address will be given by Dr. John Doe, a renowned expert in the field of artificial intelligence.

I would like to invite you to attend the conference as a guest speaker. Your presence would greatly enhance the event and provide valuable insights to our attendees. If you are unable to attend in person, you may consider participating via video conferencing.

I would be grateful if you could confirm your availability and confirm your willingness to participate by the end of this week. If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Signature]

Assistant Professor

[Stamp]
Collages of Arts, Lit. & Science, -- Major sequence of students graduating:
Feb. 10, 1927. Numbers of students -- (1) - summer 1926; (2) - autumn 1925;
who have declared a major sequence in -- (3) - winter 1926; (4) - spring 1926;
the respective departments. Students -- (5) - total for four quarters.

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Total students, Feb. 10, 1927, who have declared major sequence 110
Students 27 to 36 mjs., no sequence, plan B., uncl., Feb. 10, 1927, 40.
Students 18 to 26 mjs., no sequence, plan B., uncl., Feb. 10, 1927, 161.
Students 9 to 17 mjs., no sequence, Feb. 10, 1927, 466.
Students 0 to 8 mjs., no sequence, Feb. 10, 1927, 783.
Total students who have not declared major sequence, Feb. 10, 1927, 1455.
Total students, with and without sequence declared, Feb. 10, 1927, 2565.