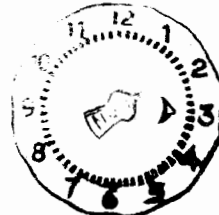


A G E N D A

Meeting of
BOARD OF GOVERNORS
of
YOUNGSTOWN COLLEGE

April 27, 1936



- I. Enrollment Figures, April 13, 1936
- II. Library
- III. United Engineering Company
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- V. League of Ohio Law Colleges Report
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BOARD OF GOVERNORS

of

YOUNGSTOWN COLLEGE

Meeting held April 27, 1936

I. Enrollment Figures, April 13, 1936

<u>Schools</u>	<u>1936</u>	<u>1935</u>
Day Liberal Arts	376	329
Evening Liberal Arts	181	113
Business Administration	128	127
Day Business	167	142
Evening Business	<u>109</u>	<u>91</u>
Total	961	802
 <u>Special Courses</u>		
Recreation Leadership	55	
Saturday Morning Art	40	
Engineering Course	<u>75</u>	
Grand Total	1131	

II. Library

The College Library is now occupying its new quarters on the fourth floor of the College building. The Library can accommodate 126 students at one time and we have found that an average of 200 students study in the library every day. The library rooms, furnishings, and new books have done much to improve the academic atmosphere of the College.

III. United Engineering

For some time an effort has been made to secure closer cooperation between the Youngstown College and some of the industries of the valley. It has been our thought that the College should become affiliated with the industries which have provided financial aid for the institution. At the beginning of the second semester 97 students from the United Engineering Company enrolled in Youngstown College carrying a total of 6 semester hours work per week, which is equivalent to two fifths of a full time program. A number of the original group are now unemployed and a few found the work too difficult so that 75 are still attending classes in mathematics and engineering drawing. The United Engineering Company is paying the entire cost for those students who attend classes regularly. They pay all the cost for instruction and supplies and, in addition, pay the Youngstown College \$6 per student as tuition fee. It is hoped that similar relationships may be worked out with some of the other industries.

IV. Ohio College Association Report

The Inspection Committee of the Ohio College Association visited Youngstown College recently. We are attaching a copy of their report.

V. League of Ohio Law Colleges Report

The report made by representatives of the League of Ohio Law Colleges concerning our Law College is attached.

VI. Financial Report

The Financial Report is attached.

VII. Open House

On April 30 and May 1, Youngstown College is holding its annual Open House and Science Exhibit. All Board members are invited to attend and bring their friends. In addition to the usual exhibits, The Westinghouse Electric Company is bringing Dr. Phillips Thomas to give illustrated lectures on "Ramblings in Research". The Chairman of our Board is largely responsible for this opportunity being afforded Youngstown College students and the guests who attend our Open House.

REPORT UPON INSPECTION OF YOUNGSTOWN COLLEGE OF LAW

January 9 and 10, 1936

Organization

The College of Law is a department of Youngstown College which is a part of the Young Men's Christian Association, controlled by a Board of Trustees. Youngstown College is immediately ruled by a Board of Governors which is responsible and subject to the Board of Trustees of the Y.M.C.A.. The President of the College is responsible to its Board of Governors which controls all matters of educational policy as the Board of Trustees controls financial matters of the entire organization. The President formulates his budget for the College and submits it to the Y.M.C.A. Board of Trustees. The latter can alter or disapprove the budget if it sees fit to do so.

The Dean of the College of Law has immediate control as to the selection of members of the faculty and educational policy.

Physical Facilities

The Physical accommodations are sufficient to the needs of the school. The school is housed in the single building which cares for the entire College. The class rooms are well lighted and ventilated and ample in size. They are equipped with moveable arm chairs. The students are provided with lockers. The instructors have no offices.

Library

The library has the National Reporter System, U. S. Supreme Court Reporter, Federal Reporter, Lawyers Reports Annotated, American Law Reports, Ohio Reports, Ohio Jurisprudence, Corpus Juris, Ruling Case Law, Massachusetts and New York Reports, American and English Annotated Cases, British Ruling Cases, English Ruling Cases, and the Second Decennial Digest, Federal Statutes Annotated. It has a small number of text books but few recent ones. The library is now subscribing for the Cincinnati and Michigan Law Reviews, but does not have the back volumes.

The room which now contains the library of the College of Law is also used as the general library but quarters are now being completed on another floor for the general library. When the change contemplated is completed, there will be ample space for both law books and students in the room now being used which will comfortably seat about forty students.

The library is kept open during both day and evening hours.

The amount of money now being spent for law books is small. When the general library is moved, there will be definite steps taken to improve the content of the library and it has been indicated that the authorities will be hospitable to suggestions as to how funds available can be most wisely spent.

Faculty

The faculty is composed of seven teachers.

Dean George H. Gessner, LL.B., Western Reserve University,
Judge of the Court of Common Pleas
Henry C. Church, LL.B., Baldwin-Wallace College (Law work taken
at Cleveland Law School)
Raymond Falls, LL.B., Western Reserve University
John W. Ford, LL.B., Harvard University
Erskine Maiden, Jr., LL.B., Western Reserve University,
Judge of the Court of Common Pleas
Richard Wills, LL.B., Yale University
Knowles Wyatt, LL.B., Youngstown College

Length of Course

The law school is operated on the quarter system and the law course extends over a period of five calendar years. Work is offered in summer sessions and students are required to attend these in order to complete the course in five calendar years.

Each class meets on Tuesday and Friday evenings each week. Each class normally has two subjects each evening of school, the recitation covering a period of an hour and a half.

The unusual length of time over which the course is spread probably tends to discourage students from enrolling unless they are very much in earnest.

Method of Instruction

The method of instruction used is the case method.

Enrollment

The enrollment in the school at the present time is 33, divided as follows: First year, 12; Second year, 10; Third year, 9; Irregular, 1; Special, 1.

There was strong criticism of the school at one time by prominent members of the Youngstown Bar and the Board of Trustees closed the school for a period of two years, as far as the admission of new students was concerned. During this period, a committee composed for the most part of lawyers who had been critical of the school, when it had a large enrollment and was making a lot of money, caused a thorough survey to be made. It was concluded that the school should not be opened unless operated on a basis of much higher standards. So operated, it was the Committee's view that the school would serve a useful purpose in the community. In September, 1933, students were again admitted. The extension of the period of time covered by the course is a part of the new program adopted. The present administration seems to be making an honest attempt to improve standards as rapidly as possible.

Admission of Students

In addition to presentation of the credentials necessarily required for admission, each applicant must present himself to a Committee on Admissions for an interview. This Committee includes the President and the Dean of the School and three laymen. Some applicants are eliminated by the President or Dean before they reach the Committee. The Committee inquires about the applicant's motives for studying law and his philosophy of life. His personality is studied. Not infrequently students are denied admission whose scholastic record is unsatisfactory. Twenty-five has been set as the maximum number that will be admitted to the first-year class. Last September, only 13 were admitted. In each of the two preceding years, 18 were admitted.

System of Records

Criticism must be made of the system of records found in this school. In many cases the original transcripts of college work had been sent to the Clerk of the Supreme Court of Ohio and no copies had been made. In consequence, in a good many cases, the only information disclosed was the name of the school attended and the hours of credit allowed. In one case noted an applicant was accepted whose sixty hours included "Sight Singing and Ear Training", 2 hours, and "Glee Club", 1 hour. That such subjects should not be accepted is obvious. In another case, an applicant was accepted because he had registered for the study of law in October, 1926, and was advised by the Clerk of the Supreme Court that, because of this, he did not have to present any college credit for admission to the Bar. That this fact does not justify a school in admitting such a student, except as a special, appears to be obvious. No comprehensive study could be made, however, of admission practices because of the defects in the records above referred to.

Scholarship Requirements

This school appears to have no published standard of scholarship which must be attained in order to remain in school. It is only required that the student pass all the courses offered in order to graduate. Some such requirement should be adopted.

Grade Distribution

A study of grade distribution on one year of school work of two classes was made. It was noted that most of the failures were in first-year subjects. In such classes numbering from 13 to 18, as high as four failures were noted. In only one first-year class in which 9 were examined was there no failure. This suggests the enforcement of fair standards.

On the other hand, in an equal number of hours of second-year work, there were only two grades of D and of failure given. The failures and one D grade were in the same course. This suggests that grading is not as strict as it should be after the first year. It is recognized, however, that the study made here was too limited to safe generalization.

Examination Questions

Some criticism must be made of the examination questions that were given during the past school year. Most of them were in the form of hypothetical cases but rather simple ones. Some called for definitions and abstract statements constituting principally challenges to the memory.

Implications of the Budget

The following shows the income and expenditures for a period of three years:

<u>Year</u>	<u>Income</u>	<u>Expense</u>	<u>Surplus</u>
1933-34	\$3134.00	2373.14	760.86
1934-35	3377.50	2230.63	1146.87
1935-36	3400.00	(est) 2928.00 (est)	472.00 (est)

The expense items above include only such direct expenses as instruction, advertising, catalogs, postage, etc.. They do not include any cost of general

administration or building overhead. Such expenditures as were made for the library were not separated from general library expenditures. A change in this respect is desirable. It does not seem that the surplus here apparent is sufficiently large to justify the inference that the law school is being made to support unreasonably other departments of the College or that the school is not putting a sufficiently large percentage of what its students pay into its program of instruction. The men connected with the school must not be motivated by a desire to make money. The Dean is paid a salary of \$80 per month and the other teachers are paid \$3.00 for each session of an hour and a half. At least one of them donates his compensation to needy students.

Observations and Suggestions

(1) This school appears to be honestly trying to do a good job in legal education. It is not affected by a desire to make money. The authorities seem to be entirely unconcerned about numbers. They seem to be interested only in providing good legal educational opportunity for those in reality not able to attend a day school. It was stated that students had been denied admission who appeared to be able to study in standard schools.

(2) There was no opportunity to visit classes. The fact, however, that the case method of instruction is used indicates an ambition to use modern methods of instruction. The examinations should be stiffened in some courses and the grading made stricter in some courses.

(3) The system of records should be changed to remove the criticism above made.

(4) Attention should be given to the matter of academic credits accepted for admission referred to above for the sake of the students. Credits without substantial value as a preparation for law should not be accepted. Moreover, students should be urged to obtain adequate grounding always in English, History, Political Science, Economics, Sociology, Psychology, Philosophy and Accounting. Study in the natural and physical sciences and general cultural subjects is of course desirable but the subjects specified should be taken because of their great vocational importance.

(5) Attention of the school should be called to certain curricular matters. Subjects such as Private Corporations, Trusts and Conflict of Laws are now being given only two semester-hours of credit. The whole curriculum should be gone over carefully with a view to a more reasonable apportionment of time to the various subjects.

Respectfully submitted,

REPORT OF INSPECTION OF YOUNGSTOWN COLLEGE
Youngstown, Ohio

You may remember that the Committee of Membership and Inspection of the Ohio College Association inspected Youngstown College last year and reported on its findings to your Committee. At that time we felt that the college was not ready for admission to the Association for the following reasons:

1. Need of improvement in faculty
2. Need of higher standards of scholarship
3. Need of better library facilities
4. Lack of necessary financial endowment

The College has applied again this year for admission to the Association and the members of the Committee with the exception of Dean Schoonover of Marietta College, have spent one day at the College.

W. D. Trautman's report of inspection of Youngstown College.

This report is concerned with the curriculum, its functioning and application.

The Curriculum is administered by a strong committee under the chairmanship of Dr. Scudder, Professor of Chemistry. Dr. Wilcox, Dean and Professor of Education, is a member of this committee.

The Curriculum is being studied carefully by this committee and is under constant revision. Not only are courses subject to scrutiny of this committee, but it also undertakes to suggest new courses with respect to content and scope.

At present the subject of majors is under discussion. Ten departments offer major and minors. The problem of the number of hours required for a major is being studied. It is planned to make their minimum requirements uniformly thirty hours, with a good distribution in related fields as well as a broad distribution in unrelated fields.

I studied several student programs to see if the broad requirements are being met and found that this is done.

A careful check is kept by the Dean to see that graduates have taken at least 40 hours of senior work and at least 60 hours of junior and senior courses. While not yet effected, lower and upper divisions are in fact emphasized.

I studied next the question of admissions. Any high school graduate who has the necessary hours of required subjects is eligible, and upon application is admitted. There is no discrimination against students with poor high school records, but a study of the correlation of high school and college work is carried on and checked annually.

Transfer students are admitted freely without respect to previous academic record. The records of as many as a dozen or more of such students showed improvement in grades in the work at Youngstown. This does not necessarily indicate that the work at Youngstown is easier, or that grades are higher. Practically all of the students live at home and conditions under which the students work at home are different from those away from home.

Attention might be called to the student records. They seem not well organized or readily accessible. Perhaps a better unification or systematization might be recommended.

New students all meet the Dean upon matriculation, and are sent to faculty members for advice and scheduling. This schedule is checked for requirements and distribution of subjects by the Dean. His records of students are adequate but are not on substantial forms. He has a supply of the American Council of Education Cumulative Records and is planning to use them. They may prove adequate.

A study of grade distribution has been made. For the past semester it is as follows:

A	971	19%
B	1729	33.8%
C	1376	27%
D	447	8.8%
F	584	11.4%

Dean Wilcox is aware of the lack of a good distribution. The preponderance of B grades is being studied and the causes being investigated.

Students are not dismissed because of low scholastic standings, but the withdrawal of poor students is hastened by the requirement of quality points. As many quality points as hours passed are required for graduation.

The grading and checking seemed to me a little weak, but not serious.

The student body is as follows:

Freshmen	153
Sophomores	75
Juniors	52
Seniors	37

This would indicate that proper checks and balances are preventing the graduation of unfit students.

On the whole, the condition of the prosecution of the curriculum seemed healthy and sufficiently guarded to warrant a favorable opinion.

The Faculty is well equipped. Salaries are not too low. The teaching load average is 16 hours.

Faculty meetings are held regularly and the work well distributed. Objectives and procedures as well as student problems are discussed.

I inquired about scholarships and recruiting. These phases present no problem.

The Curriculum Committee has been mentioned. There is also a strong committee on Student activities. This Committee is studying the manifold problems of student adjustment to community life, and has not only an ambitious program but also a very praiseworthy objective. It is planning toward meeting the needs of the people of Youngstown who intend to live there the good life. The linking of academic training with civic life gives meaning to the whole program of Youngstown College.

On the whole I carried away a very favorable impression of Youngstown College, and cast my vote for its recognition by the Ohio College Association.

Respectfully submitted,

(signed) W. D. Trautman

B. E. CARTMELL'S REPORT ON INSPECTION OF
YOUNGSTOWN COLLEGE

CURRENT BUDGET

*Income

Students
(All other income applied to debt reducing, etc.) \$102,950.

Expense

Admin.	\$27,998.	
Inst. & supplies	67,871.	95,869.

Surplus \$ 7,081.

Estimated (College) inclu. summer

Expense

Admin. & general	\$13,999.	
Inst. (inc. summer)	35,605.	
Other (adv. etc.)	10,325.	\$ 59,929.

No division of income
(estimated student fees) 61,050.

*Does not include \$8,000 student fees through NYA which will be expended for library.

Endowment None
Debt, \$25,000 out of \$125,000
originally (at 6%)

Y.M.C.A. raised a million dollars from industries for this plant and alteration in Y.M.C.A. building, etc.. Cost of college building and grounds approx. \$400,000. \$300,000 to \$400,000 still due on those pledges (5 years old). Estimated collectible \$150,000 which can be applied first on this balance of \$25,000. Previous payments on debt have been made out of these collections.

In 1934 - pledges paid	\$46,553.
In 1935 - pledges paid	13,191.

Even by discounting optimism regarding collections, the debt should be paid in the next two years.

The College has an interlocking Board with Y.M.C.A. and therefore has most of the big Youngstown industries represented.

College Board is 35 (see catalog). 12 of 35 members are trustees of Y.M.C.A. Members of College Board are elected by Trustees of Y.M.C.A.. General Secretary of Y.M.C.A. is a member of the College Board. Administrative responsibility for the College is vested in the President of the College. The Budget is made up by college budget committee, then approved by college trustees and submitted to Y.M.C.A. Trustees for approval. College may call upon Y.M.C.A. for support from Community Fund but there has been no necessity for such call in recent years.

MEMO

Working arrangement with City Library and Y.M.C.A. Gymnasium. College expended last year on its own library \$4,000 which does not show on budget (student N.Y.A. fees). Library expended average of \$3,000 for last three years.

Approximate student body limit:

Day students college	400
Day students business	200
Night students all depts.	400

Actual enrollment, October 15, 1935:

Lib. Arts Day	371
Lib. Arts Night	198
Bus. Adm.	141
Law	36
Bus. School Day	186
Bus. School Night	111
Music	16

Total	1059
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1931 Faculty Salary:

Professors and Assoc. - 9 month basis	\$1650 to \$2520
12 month basis	1850 to 2730
Instructors (9 mo. basis)	1200 to 1500
add about \$200 for 12 month basis	
Administration - 12 month basis	2100 to 4200

Present year salaries increased:

Dean	\$300
Other	\$100 to \$200

17 full time instructors
2 part time instructors (Day School)

Seventeen divided as follows:

10	professors
2	associate professors
3	assistant professors
2	instructors
1	of above teaching 19 hours per week
5	" " " 18 " " "
3	" " " 17 " " "
3	" " " 16 " " "
1	" " " 14 " " "
1	" " " 13 " " "
2	" " " 10 " " "
2	" " " 9 " " "
1	" " " 6 " " "

Financial records are kept at Y.M.C.A. Auditors office. All business somewhat intertwined. No endowment but from record of depression years it looks as though the big industries were interested and would continue to back the school financially through the Y.M.C.A. If other factors ripe for admission would suggest that in case endowment requirement is waived the school be admitted on same basis as all Catholic schools have been admitted.

Would recommend that:

1. As soon as possible college and opportunity school work be separated financially and otherwise.
2. As a college its own financial records should be in hands of President or Business Manager.

WILLIAM S. CLARK'S REPORT ON INSPECTION OF
YOUNGSTOWN COLLEGE

Scope of Inspection of Instruction: Visits to day classes in English (2), History (2), French, Music, Physics, Social Science, Biology, Mechanical Drawing, Mathematics, Education, Art, and to night classes in Commercial Art, Political Science, and English (2). Twelve instructors were observed once; three instructors twice, and one instructor, three times: i.e., sixteen instructors altogether. The facilities and equipment in the science and art laboratories were also carefully surveyed.

Conferences: Discussions of general instructional problems, or of departmental programs, or of course aims, were held with the Board of Governors at a luncheon round table session; with the President, the Dean, and instructors in English, Social and Political Science, Biology, Art, Music, at private conferences.

Observations: The general survey of faculty personnel and instruction disclosed that the appointments of the present administration were resulting in a decided strengthening of the calibre of the faculty; that the attitude of the present administration on instructional matters was culturally liberal, educationally progressive, and definitely provocative of faculty action looking toward improvements in the college and departmental curricula.

Several departments have made recent thorough-going revisions in their programs of study, notably Biology and Social Science. The new programs are to be highly commended in their effort to bring about more intensive and more carefully correlated study. The major program in Social Science is designed, in accordance with the most advanced methods of concentration, to secure an integrated field of study embracing the various branches of social knowledge.

In Art, Music and Dramatics the instruction is being carried on by persons who are alert to draw out the creative talent in the individual students along with the proper professional discipline in technique.

The foreign languages are being taught by instructors who are either native to the language in question or possess first-hand acquaintance by reason of residence and study abroad. Due attention is given to training in the oral use of language.

On the whole, the instruction observed was of satisfactory collegiate substance and well directed toward the stimulation of independent thinking from observed factual data. A possible exception to this general favorable condition may exist in the advanced English courses. The quality of instruction in English literature appeared below the level elsewhere in Youngstown College and scarcely of collegiate grade in substance or method on the day of inspection. The training and experience of the staff in this extremely important department of the college leaves something to be desired and may, in part, account for the seeming inferiority of the instruction.

Recommendations: (1) The departmental programs of courses as printed in the annual catalogue should be so arranged and described that the program actually being undertaken in any given year may be accurately and clearly ascertained from the catalogue of Youngstown College. The various courses, more or less defunct at the moment, should be omitted or grouped under a special heading. The curriculum as advertised in the latest Youngstown College Bulletin (December, 1935) indicates a considerably less extensive curriculum than the 1935 catalogue outlines in most departments.

(2) An increasing emphasis upon the importance of languages and literature in the B.A. course of Youngstown College would seem desirable. To that end it might be well to stiffen somewhat the B.A. requirements as well as the major-minor requirements in the fields of language and literature. The present rather meager offering of literature courses in foreign language might also be expanded to aid in creating greater interest. The projected program in French for 1937-38, if carried out, will effectively enrichen the literary courses in that subject. Some

expansion of the English curriculum for day students might prove advantageous in securing larger election of advanced courses in that field as a minor or a free elective.

(3) A careful evaluation of the present personnel in the English department and of the content of their respective courses would appear worthy of immediate attention. If the observations of the inspector are at all accurate, a definite strengthening in this, one of the most vital sections of a liberal arts college, is greatly needed.

Final Estimate: Both the general average of instruction observed, and the prevailing character and attainments of the instructors who were met, support the opinion that in these respects at least Youngstown College has arrived at the standard which clearly qualify it to be admitted to the Ohio College Association.

SUMMARY

Faculty: The faculty is composed of 24 members, 6 of these are heads of departments and hold the Doctor's degree (not honorary) from representative graduate schools. 2 others, not heads of departments, also have the Doctor's and another has the equivalent. Four members hold the Master's degree. Attached hereto is a list of the faculty members showing their degrees and the names of the institutions conferring the degrees. The Committee is of the opinion that the faculty is competent and that the Administration has been very fortunate in selecting the present staff of Youngstown College. The faculty is well equipped and the average teaching load is sixteen hours.

SALARIES: The minimum salary for a full time professor is \$1800, the maximum, \$2669. Salaries have been paid to date.

ENROLLMENT: The student body is composed of 153 freshmen, 75 sophomores, 52 juniors, and 37 seniors, a total of 317.

ADMISSION: Students are admitted on the basis of their diplomas or graduation from recognized high schools.

GRADUATION: The distribution of the student body as listed above would indicate that the proper checks and balances are preventing the graduation of unfit students.

CURRICULUM: The curriculum is administrated by a strong committee. The curriculum is being studied carefully by the committee and is under constant revision. Not only are courses subject to the scrutiny of this committee, but it also undertakes to suggest new courses with respect to content and scope. At present the subject of majors is under discussion. Ten departments offer majors and minors. The plan is to make the minimum requirement uniformly thirty hours with a good distribution in related fields as well as a broad distribution in unrelated fields.

LIBRARY: The library contains 4,387 volumes and 38 current periodicals received regularly. The sum of \$6500 was appropriated for the purchase of books and magazines for the current academic year. A great deal of money has been spent during recent years on the library. The Youngstown City Library located across the street from the college contains 142,780 volumes. The college pays for the help of four assistants who work part time in the city library. The books have been chosen with care and the Committee is of the opinion that the library facilities are adequate for the present offerings of Youngstown College.

FINANCIAL REPORT: Attention is called to Mr. Cartmell's statement of the financial situation at Youngstown College.

The Committee is of the opinion that from the standpoint of the general average of the instruction observed and the prevailing character and attainments of the instructors who were met, Youngstown College has arrived at the standard which qualifies it to be admitted to the Ohio College Association, provided the Association is willing to waive the deficiency in productive endowment. If the College is admitted to the Association, we believe that administration of Youngstown College should be given a period of five years in which to satisfy the financial requirement.