

February 10, 1919

The Senate met in the Senate room Monday, February 10, President McVey presiding.

The minutes of the meeting of January 21 and Council minutes of January 24 and 31 were read and approved.

President McVey called attention to a letter recently mailed to instructors regarding reporting delinquent students.

The President called for a report of the special committees. Dr. Terrell, chairman of the committee on Carnegie Insurance for Teachers reported progress and was given further time. Dr. Funkhouser, chairman of the committee on Extension, submitted the following report:

" The University of Kentucky offers extension courses in two separate fields (1) The Extension Division of the College of Agriculture, supported by funds from the Federal Government under the Smith-Lever Act and appropriations from the State and University as described on page 220 of this catalogue, and (2) The Department of University Extension which offers, through its various bureaus, instruction and assistance to the citizens of the State in a wide field of educational activities.

The object of this department is to provide, at the smallest possible expense and in the most practical manner, the highest type of education possible to the citizens of the commonwealth who are unable to attend educational institutions. It is believed that the University of Kentucky should be in close relationship with the homes of the State to the end that any citizen might feel free to call upon the University for any assistance which the institution can render.

The Department of University Extension operates through four bureaus as follows:

1. Bureau of Correspondence-Study
2. Bureau of Lectures
3. Bureau of Debating and Public Discussion
4. Bureau of General Information and Welfare

1. Bureau of Correspondence-Study

This bureau offers special forms of home study courses for those who are unable to do residence work at a regular educational institution. These courses are conducted by correspondence and may be undertaken in the leisure hours of students at their homes.

The scope of the work may be outlined under the following divisions:

1. Certain regular university studies which may be taken for credit toward a degree.
2. Preparatory and secondary school studies which may be offered for entrance to the university but which are not open to students who are in attendance at any regular institution. These courses are intended for those who are not able to attend schools but who desire a knowledge of such courses as are usually offered in high schools. Students in secondary schools or those who have been in attendance in such schools within a year will not be admitted to these courses except on the express recommendation and request of their school principals.
3. Study outlines for clubs or other organizations which may desire to devote their attention to special fields.

A student who desires to take correspondence courses should send for an application blank on which he designates the subjects desired and other information required for the records of the bureau. On the return of this application blank and fee the first lessons are sent together with instructions for study and methods of preparation and directions for returning reports. Each lesson is returned to the student with corrections, explanations and suggestions and each student is given individual attention.

A course consists of forty lessons or assignments and may be completed as rapidly as the student is able to pursue the subject. No student is hurried in the work but each course must be completed within one school year.

Students who have satisfied entrance requirements for the University may be allowed to offer a maximum of thirty-two units of correspondence work in regular university studies toward graduation.

Examinations are required if credits or certificates are sought and must be taken at the University or under the direction of the University.

The fee for one course in any subject is \$15.00. This fee is deliberately put on the lowest possible basis and is not returnable if the student drops the subject after registration.

The following courses are offered for 1919-20. Those marked with an asterisk (*) are given by the College of Agriculture. Unless otherwise indicated in the description of this course, all of these subjects may be offered for college credit. Full information regarding any of the courses will be supplied on request.

* Agriculture

* Animal Feeding
Art and Design

1. Art Appreciation. A course consisting of (1) a study of general art principles and (2) the application of these principles to city planning, landscape gardening, architecture, house furnishing, costume design and history of art. This course can be offered only to groups of not less than eight or ten members since class work is necessary to develop the community spirit so essential to the attainment of real constructive art purposes.

Botany

1. General Botany. A general survey of the vegetable kingdom; the first twenty exercises dealing largely with the non-vascular plants and the second twenty exercises dealing particularly with the vascular plants. This course is open only to students who can secure the use of a microscope or who are provided with that instrument.

Economics

1. Principles of Economics. A study of the production, consumption and distribution of wealth; the application of principles to some social and economic problems.
2. Money and Banking. Nature and functions of money; credit; Federal Reserve System and other national banking systems.
3. Business Organization and Corporation Finance. The sole trader, partnership and corporation; large scale industry; securities and conditions determining their use; fiscal policies; insolvency; receiverships and reorganizations.
4. Principles of Accounting. An introduction to the science and adaptation of accounts of a going concern; partnership and corporation accounting; cost accounting.

Education

1. Principles of Education
2. Social Education
3. History of Education
4. Administration and Supervision

English

1. Grammar Review and Elementary Composition. An elementary course in composition. For those who are not prepared to take the freshman work in composition. No college credit.
2. Commercial Composition. A study of the various forms of commercial correspondence. Business letters, etc. No college credit.

English (continued)

3. English Composition. The object of this course is to give training in the writing of correct and clear English. Accuracy of expression is demanded rather than proficiency in style. This is the University freshman English course.
4. Advanced Composition. This course is for those who have acquired some proficiency in expression and who wish to do further work in the subject. A study of the essay and the short story with practise in writing. This is the University course in advanced composition.
5. History of English Literature. This course is designed to give the student a general survey of English literature from the Old English period to the present. Extensive readings will be made from selected masterpieces.
6. American Literature. The literature of America will be studied in its relation to national life and thought. This is the University course in American literature.
7. Debate and Public Speaking. High schools will be given aid by correspondence, personal interviews and special bulletins. Package library service for debating clubs.

*Farm ManagementFrench

1. Intermediate French. A course open to students who have had two years of French in a high school or one year in college.

German

1. Elementary German. A course for students who desire to begin the study of the subject.
2. Intermediate German. Open to students who have had two years of German in a high school or one year in college.
3. Advanced German. A course in German literature for advanced students.

Greek

Any course in Greek described in the University catalogue may be obtained by correspondence. Consult announcements of the College of Arts and Science, page 122 of this catalogue.

History

1. History of the United States since 1750. Open to students who have had a good high school course in American History or the equivalent of such a course.

2. History of Europe in the Nineteenth Century. Emphasizing the reform and revolutionary periods in the first three-quarters of the century and the social movements thereafter.

Latin

Any course in Latin described in the regular University catalogue may be obtained by correspondence. Consult announcements of the College of Arts and Sciences, pages 120-121 of this catalogue.

*Marketing of Farm Products

Mathematics

Any course offered by the Department of Mathematics in the College of Arts and Sciences as announced in the regular University catalogue (156-158 pp.) may be obtained by correspondence.

Mechanical Drawing

1. A course consisting of (1) Instructions in the care and use of drawing instruments, (2) Lectures on the application of drawing to the industrial arts, and (3) A series of graded exercises to be executed one at a time and returned to the University for criticism.

Political Science

1. A course in American Government. The organization of the Federal Government; functions and powers of the President, Cabinet, Congress and Judiciary; State governments; a brief survey of county and city governments.

Psychology

1. Elementary General Psychology. A course covering the fundamental facts and laws of normal human consciousness. Includes a comprehensive study of the nervous system and sensation as a basis for an understanding of conscious processes. In addition to a standard text, students will be provided with supplementary notes outlining exercises and experiments.

Public Speaking

1. Speech composition. A course in the preparation and writing of speeches for delivery.
2. Argumentation and Debate. A course on the principles of preparing and presenting arguments.

Road Building

1. A course designed to meet the wants of actual road builders such as road inspectors, county road engineers, members of fiscal courts, contractors, etc., the subject matter being presented in such manner that it may be easily understood by the non-technical student. The lessons will cover general conditions, road economics, road laws, road administration, construction and maintenance of earth, sand-clay, gravel,

and macadam roads, the care and maintenance of bridges and culverts, road financing, bond issues, general and special tax, cost data, methods of making reports, history of Kentucky roads and needed legislation. No college credit will be given for this course and the course will not be open to high school students.

Sociology

1. Economic Evolution. A systematic presentation of the historical development of the economic process as a factor in civilization. Brief attention is given to the methods of livelihood of primitive and barbarous peoples. The major part of the course is occupied with the later stages of economic activity as manifested by the peoples of modern Europe and America and with the development of a world economy.
2. Introduction to Sociology. A scientific analysis of community life in its historical and current aspects. The course sets forth the basis and nature of sociality, the factors producing and directing social evolution, the characteristics of the principal social institutions and the essential processes of social life. The treatment is concrete and affords an intimate acquaintance with the interests and problems that make up the life of today.
3. Statistical Method. A study in the quantitative investigation of phenomena with a view of mathematical exactitude in the statement of facts and laws of human life. The course includes the planning of statistical research, the framing of schedules, the collection of material, classification and tabulation, averages, measures of variation, methods of correlation and the construction of index numbers.
4. Sociological Topics. This course is designed to accommodate individual interests. According to the desire of the student, it may be confined to a study of the Family, of Community Service, of the Sociology of Religion, of Charities, of Criminology, or of such other sociological topics as the student desires. A combination of such topics may also be arranged.

Spanish

1. A course for students who have had two years of Spanish in high school or one year in college.

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11 Bureau of Lectures

The University offers through this bureau:

1. Single lectures or series of such lectures
2. Speakers for teacher's institutes
3. Commencement addresses

4. Special occasion lectures, such as speakers for memorial or dedication exercises, convocations, civic and women's clubs, etc.

The charges in each case will be arranged through this bureau and will vary according the lecturer and subject, the locality, the time required for the engagement, etc.

111 Bureau of Debating and Public Discussion

This bureau offers assistance to any individual or organization interested in important social, political or educational problems and fosters forum activities in study and discussion. Clubs, debating societies, school organizations, business associations and similar organizations will be supplied with any material which the University is able to provide. The principal activities of the bureau are conducted under the following heads:

1. Subjects for debates with bibliographies
2. Facts and arguments on special subjects
3. Guides, reports and bulletins

IV Bureau of General Information and Welfare

This bureau is intended as a clearing-house through all reasonable inquiries of the people of the State on general matters may receive consideration. In general the activities of the bureau fall along the following lines:

1. Clearing House for inquiries
2. Reports on special subjects - foods, sanitation, disease, etc.
3. Information on economic political, social and ethical topics - social conditions, child labor, municipal problems, etc.
4. Assistant in Community Dramatics

Detailed information regarding any of the above topics will be supplied on request. It may be stated in regard to the last item, that in order to enable the citizens of Kentucky to develop interest in drama, festivals and pageants as intimate, democratic mediums for self-expression of community life, the Department of English of the University offers assistance in the organization of community pageants, dramatic clubs, and little theatres, advice on new plays worthy of support and suitable for presentation, advice in regard to drama study, and other forms of assistance and cooperation.