

7-25-1959

Board of Trustees Minutes, July 25, 1959

Eastern Washington College of Education

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Eastern Washington College of Education
MINUTES OF BOARD OF TRUSTEES MEETING
7:30 a.m., Saturday, July 25, 1959
Bellingham Hotel, Bellingham, Washington

The Board of Trustees of Eastern Washington College of Education met at 7:30 a.m. in the Bellingham Hotel, Bellingham, Washington, on July 25, 1959. Those present were Mrs. Zelma Morrison, chairman; Mrs. Hazel Laughbon, member; and Dr. Don S. Patterson, president of the college. Since there was not a quorum present, vote of those present was taken and telephone votes were obtained later from Mr. Harvey Erickson and Mr. Joe M. Smith. Action indicated represents the vote of four board members.

MINUTES

The minutes of the meeting of the board for June 10, 1959, were approved.

CONFIRMATION OF CHANGE ORDERS AND BIDS

The board approved the telephone votes which had been obtained on the following items, with the low bid being accepted from the bids which were opened in Mr. Rasque's office on July 14, 1959, on roofing and miscellaneous repairs:

(a) Change order on sidewalk paving, amounting to \$3,818.88

(b) Roofing

Spokane Roofing Company -----	\$5,964.00 plus tax
Brunette's -----	9,331.17 plus tax

Renovation of Buildings

Custis Construction Company -----	17,155.00 plus tax
S. G. Morin & Son -----	17,894.00 plus tax
Smith & Roberts -----	19,426.00 plus tax
"SPADCO" -----	19,500.00 plus tax
Hazen & Clark -----	22,353.00 plus tax
C. J. McGovney -----	22,957.00 plus tax
Purvis Construction Company -----	28,116.00 plus tax

RESIGNATIONS

The following resignations were accepted as of the dates indicated:

Eva Callahan, veterans clerk, as of September 28, plus accrued vacation

JoAnn Savitz, junior secretary, office of Director of Public Information, as of July 17, plus 25 days of accrued vacation

Sandra West, clerk, duplicating office, as of July 17
Lynne Powell, assistant nurse, as of July 31

CHANGES IN STATUS

The board approved the following changes in the status of employees:

Hazel Briggs, dining hall, from monthly to hourly employment
Elsie Curtice, clerk, business office, from half-time to full-time
as of June 17

NEW PERSONNEL

The board approved the employment of the following personnel at the rank or classification indicated:

Instructional

Loretta Naoma Fretwell, to complete Ed. D., at Colorado College in August, 1959, as Assistant Professor of Psychology, at \$5900 for the 1959-60 academic year

Robert E. Wooldridge, M. S. plus graduate work at University of Missouri, as Assistant Professor of Industrial Arts, at \$5900 for the 1959-60 academic year

Joseph C. Daugherty, M. F. A., University of Oregon plus graduate work, as Assistant Professor of Art with one-half time in Campus School and one-half time in the college art department, at \$6,000 for academic year of 1959-60

Marion Bacon, Ph. D., Washington State College, as Assistant Professor of Biology, at \$6,100 for 1959-60 academic year

Marian P. Freer, A. B., B. S. in Lib. Sci., University of Illinois, as circulation librarian, at \$6,000 for academic year and nine weeks of summer session, on 11 months basis

Graham P. Conroy, Ph. D., University of California, as Assistant Professor of Humanities, to be in charge of organization of reference library for freshmen and sophomores, at \$6,000 for academic year of 1959-60

Theodore McDonald, Ph. D., University of Washington, as Acting Assistant Professor of History, for the academic year of 1959-60 only

Charles J. Martin, M. A., University of Colorado, as Acting Instructor of History, at \$4,900 for the 1959-60 academic year only

Russell Matuska, M. B. A., University of Denver, as Acting Instructor in Business Education, at \$5,100 for academic year of 1959-60 only

July 25, 1959

Clerical

Wilma M. Van Tine, as Clerk of Veterans Affairs, at base pay of \$235 plus two steps on schedule for experience, making a monthly salary of \$255, as of September 21

Anna Primiani, as junior secretary in office of Director of Public Information, as of July 15 at \$235

Sharon Peterson, as clerk in duplicating office, at \$205 as of September first

Lola Di Vito, junior secretary, business office, at base pay of \$235 plus two steps on schedule, making \$255 as of September first

Betty Morris, as cashier in dining hall, at base pay of \$235 plus one step on schedule as of September first

Margaret Springer, as clerk in library, at \$205 as of September 15 on eleven months basis

Donna Steadman, clerk, in deans' office, at \$205 as of September first

LEAVE OF ABSENCE

The board approved two weeks military leave with pay for Mrs. Helen Fleming, Captain in the reserves, from August 9-21

ADJUSTMENTS IN SALARIES

The board approved adjustments as indicated in salaries as follows:

Summer School

Removal from the post session payroll of Mr. Francis Schadegg
Dr. Agnes Colton, from nine weeks to five weeks with change in salary from \$1279 to \$914

Dr. Donald F. Pierce, an additional \$107 for two weeks additional load of one-third to relieve Dr. Colton for the last two weeks of summer session

Mr. Darrell P. Morse, an additional \$102 for two weeks additional load of one-third to relieve Dr. Colton for the last two weeks of summer session

Mr. Wm. R. Kidd, an additional \$102 for two weeks additional load of one-third to relieve Dr. Colton the last two weeks of summer session

Gwendoline Harper, to teach overflow in music for fine and one-half credit hour load for seven weeks session at \$602

Clifford Rajala, to replace Mr. Schadegg in post session at \$296

Arthur Quine, PTA Conference speaker, at \$100 in seven weeks session

July 25, 1959

Regular Salaries

Ellen Anderson, dining hall, salary erroneously reported as from \$185 to \$195, and it should have been \$190 to \$200, as of July 1

Ladd Kafflen, annual increase of \$250, making annual salary of \$5290 as student union manager, effective July 1

CONTRACT WITH STUDENT UNION MANAGER

The Board approved the contract between the Student Union Board and Mr. Ladd Kafflen as shown on the attached copy.

TRAVEL

The board approved the following travel

Transportation to the extent of \$145 for Mr. Clifford J. Rajala to attend the Western Resources Conference, Boulder, Colorado, July 13-17

Transportation at common carrier rate of \$184.34 and per diem for Mr. Ramond M. Giles to attend Education Conference on "On the Base Program", Headquarters 15th Air Force, March Field, July 13-17

RECONSIDERATION OF SICK LEAVE POLICY

The board reconsidered the sick leave policy for twelve months' employees and approved its revision to bring it in line with the policy in effect at other colleges and state institutions. This will permit all unused sick leave to be counted toward a maximum of sixty days total, instead of six days after the first year (when all twelve days were allowed).

CONTRACT WITH PARTICIPATING SCHOOL DISTRICTS

The board approved the reimbursement rate as proposed by the college for school districts participating in the supervision of student teachers. A copy of this contract is attached to these minutes.

PLACEMENT ANNUAL REPORT

Dr. Patterson gave copies of the annual report of the office of Placement, Correspondence and Extension which had been prepared by Mr. Giles, to the board members present.

ADJOURNED

The board adjourned to attend the joint meeting of the boards of trustees of the three colleges of education.

July 25, 1959

APPROVED

Zelma R. Morrison
Zelma R. Morrison, Chairman

Don S. Patterson
Don S. Patterson, Acting Secretary

Bids opened
2 P.M.
July 14, 1959

BID SHEET

Office of George Rasque

RENOVATION OF BUILDINGS

EASTERN WASHINGTON COLLEGE OF EDUCATION

CHENEY, WASHINGTON

CONTRACTORS	BASIC BID
Breen & Co.	no bid
Custis Construction Co.	\$17,155 ⁰⁰ low bidder
Hazen & Clark, Inc.	\$22,352
McGovney, C. J.	\$22,957
Morin, S. G. & Son	\$17,894
Purvis Construction Co.	\$28,116
Smith & Roberts	19,424
"SPADCO" (Springer Painting Co.)	\$19,500

17,155
5,964

23,119
2,312

25,431

George M. Rasque & Son
Architects
Spokane, Washington
July 14, 1959 - 2:00 P.M.

ROOF REPAIRS
 EASTERN WASHINGTON COLLEGE OF EDUCATION
 CHENEY, WASHINGTON

Office of GEORGE M. RASQUE & SON
 ARCHITECTS
 2:15 P.M. JULY 14, 1959

Bids opened 2:15 pm
 July 14, 1959

CONTRACTORS	BID 1	BID 2	BID 3	BID 4	BID 5	BID 6	BID 7	BID 8	BID 9	TOTAL OF BIDS
BRANDT BROS.	no bid									
BRUNETTE'S	25 ⁴⁰	31 ⁷⁵	489 ⁶⁴	609 ⁶⁰	95 ²⁵	2786 ⁶⁰	3,379 ⁰⁴	1280 ¹⁶	589 ²⁸ *	9,331 ¹⁷
KRUEGER	no bid									
MONK-EVERS	no bid									
SPokane ROOF.	15 ⁰⁰	25 ⁰⁰	1146 ⁰⁰ 114-	146 ⁰⁰	74 ⁰⁰	2268 ⁰⁰	2739 ⁰⁰	945 ⁰⁰	453 ⁰⁰	5,964 ⁰⁰

*Gutter 44⁹⁵

Low bid

- BID 1 HARGREAVES LIBRARY
- BID 2 MONROE HALL
- BID 3 INDUSTRIAL ARTS
- BID 4 MUSIC BUILDING
- BID 5 STUDENT COURT
- BID 6 ANDERSON HALL
- BID 7 HUDSON HALL
- BID 8 SHOWALTER HALL
- BID 9 R.O.T.C. BUILDING

1146
 1014
 132

6779
 32

EASTERN WASHINGTON COLLEGE OF EDUCATION

Intra-College Memorandum

To: Dr. Don S. Patterson, President

From: N. William Newsom *WNW*

Date: June 26, 1959

Concerning certain members of the staff of the seven-week session of the 1959 summer school, I have the following recommendations concerning the employment, length of employment, and/or teaching loads, together with the salaries recommended.

1. Miss Gwendoline Harper - Music Department \$ 482.00
(Miss Harper is teaching five and one-half (5-1/2) credit hours work during the seven-week session. For this teaching, based upon her regular salary of \$7600.00 for 1959-60, she should receive \$482.00.)
2. Dr. Agnes Colton - Social Studies 914.00
(Dr. Colton has asked to be relieved at the end of the fifth week of the seven-week session. Based upon her seven-week salary of \$1279.00, she should receive \$914.00 for the five weeks.)
3. Dr. Donald F. Pierce - Social Studies 107.00
(Dr. Pierce will teach one-third of a full load extra during the last two weeks of the seven-week session, for Dr. Colton. Accordingly he is entitled to \$107.00 extra, or over and above his \$1132.00 salary for the seven-week session.)
4. Mr. D. P. Morse - Social Studies 102.00
(Mr. Morse will teach one-third of a full load extra during the last two weeks of the seven-week session, for Dr. Colton. Accordingly he is entitled to \$102.00 extra, over and above his \$1075.00 salary for the seven-week session.)
5. Mr. William R. Kidd - Social Studies 102.00
(Mr. Kidd will teach one-third of a full load extra during the last two weeks of the seven-week session, for Dr. Colton. Accordingly he is entitled to \$102.00 extra, over and above his \$1075.00 salary for the seven-week session.)
6. Mr. William L. Wilkerson - Natural Science 415.00
(Mr. Wilkerson is teaching one four-credit hour section, or one-third (1/3) of a teaching load, during the seven-week session. Based upon his \$5200.00 salary for 1959-60, his salary for one-third of a full teaching load for the seven-week session should be \$415.00.)

CONTRACT
FOR
STUDENT UNION DIRECTOR
Eastern Washington College

This agreement is made between Mr. K. Ladd Kafflen, party of the first part, and the ASSOCIATED STUDENT BODY of the Eastern Washington College of Education represented by the Student Union Board, party of the second part, this first day of July 1959 for the period 1 July 1959 through 30 June 1960.

In consideration of his fulfilling the duties of Director of the Eastern Washington College of Education bookstore and student union, as outlined in the May 1, 1950 and subsequent minutes of the Bookstore Board of Control and Student Union Board, party of the first part agrees to the following conditions:

That his base salary shall be \$5290 for the year from July 1, 1959 to June 30, 1960, payable in 12 monthly installments of \$440.83 each due and payable on the final day of each month commencing with July 31, 1959. His employment shall be governed by the same policies, rules and regulations as for other non-academic employees. The dates of his vacation shall be approved by the Board. The director shall work a normal 40 hour week with actual working hours to be set by the demands of the job. The job description for the position of Student Union Director will be a part of this contract.

The Student Union Director is also responsible for reporting and keeping records of income and expenditures from the Student Union and the Bookstore. This includes all income producing activities within the Student Union.

Contract-Student Union Director

Periodic reports must be made to the Student Union Board with a copy of each report to the President of the College and Comptroller of the College. Details of reports and reporting procedures will be furnished the manager by the Student Union Board.

At the close of the period, June 30, 1960, the ASSOCIATED STUDENT COUNCIL and the Student Union Board of Control will meet to consider a contract for the Student Union Director next year.

Notice of termination of this contract for any reason other than those stated above in the contract shall be given by either party at least 60 days before termination.

Party of the first part

K. Ladd Kafflen, Student Union
Director

Party of the second part

Chairman of the Student Union Board

ASB Adviser

ASB President

Information Copy

TO: Dr. Patterson

AGREEMENT GOVERNING DISTRICT SUPERVISION OF STUDENT TEACHING

1. The superintendent of schools in the local district which participates in the student teaching program of E. W. C. E. agrees to designate one member of his staff to serve as district supervisor of student teachers. This staff member will be expected to:
 - a. Assign student teachers to their individual schools and teachers for both the less preferred and the preferred level.
 - b. Furnish the Director of Student Teaching with a list of student teacher assignments.
 - c. Conduct an orientation meeting the first day of the college quarter for the purpose of acquainting student teachers with the requirements of the less preferred level of experience.
 - d. Check proposed teaching and observation schedules.
 - e. Observe student teachers in their classroom performance and follow up with a conference.
 - f. Plan weekly student teacher meetings.
 - g. Conduct mid-term and final evaluation conferences with each student teacher.
 - h. Distribute, collect, and send evaluation reports to the Director of Student Teaching.
 - i. Write an evaluation report for each student teacher.
 - j. Provide the Director of Student Teaching with information necessary to assist in the preparation of the payroll for teaching and administrative personnel who have participated in the student teaching program.
 - k. Conduct a post-student teaching evaluation conference.
2. The participating district shall receive \$175 per student teacher for purposes to be determined by the local Board of Education. This amount will be in addition to that paid to supervising teachers and principals. Expenses incurred in the performance of student teaching supervision shall be born by the district.
3. The Director of Student Teaching will provide assistance in helping the district supervisor interpret the established student teaching program of the college by:
 - a. Conferring with the supervisor before the beginning of the college quarter.
 - b. Participating in the student teacher meetings four times during the quarter.
 - c. Arranging for the district supervisor to visit the college campus several times at college expense.

Approved: _____ Date: _____
(College)

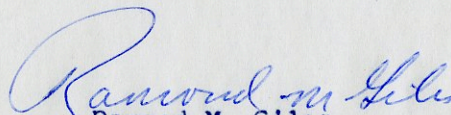
Approved: _____ Date: _____
(District)

TO: Dr. Patterson, President
Eastern Washington College of Education

RE: Annual Report, 1958-59

Attached are the annual reports for Placement,
Extension-Correspondence which include:

1. Placement report for the period of December 1, 1957, through November 30, 1958, - which includes graduates of fall, 1957, winter, spring, and summer, 1958.
2. Extension and Correspondence Report for the period of July 1, 1958, through June 30, 1959.


Ramond M. Giles
Director of Placement and
Extension-Correspondence

EASTERN WASHINGTON COLLEGE OF EDUCATION
PLACEMENT REPORT
Year 1958

Eastern Washington College graduated 274 students during the placement year of December 1, 1957, to November 30, 1958. Of this number, 216 graduated with Bachelor of Arts Degrees in Education, and 58 with Bachelor of Arts Degrees. Our records show that the following distribution of these graduates in education took place:

Secured teaching positions in Washington	160
Secured out of state positions	24
Married, not teaching, service, or on to school	18
Unknown or failed to report	14

Bachelor of Arts graduates were placed as follows:

Industrial Concerns	13
Teaching	2
Military Service and on to school	21
Unknown or failed to report	22

Placement started early in January and continued throughout the year. Inexperienced teachers' salaries averaged about \$4300. The Placement Office sent out 1,779 sets of credentials to superintendents and other employers, and assisted about 237 experienced teachers in securing positions. During the year of 1958, a sum of \$1,251.10 was collected for Placement fees.

There is no charge for current graduates' initial placement; however, we do charge an annual fee of \$3.00 to graduates after the first placement which includes placing them on the active list and sending out four sets of credentials. Additional sets are .50 each.

We moved our office to the Davenport Hotel again this year during the Inland Empire Education Association meetings and conducted interviews there for the three-day period.

Attached are summaries of the placements of first-year teachers and Liberal Arts graduates for the year.

FIRST YEAR TEACHERS
 EASTERN WASHINGTON COLLEGE OF EDUCATION
 PLACEMENT REPORT
 December 1, 1957, through November 30, 1958

NUMBER PLACED IN COUNTIES IN THE STATE OF WASHINGTON

Adams	5	Klickitat	1
Benton	6	Lewis	1
Chelan	3	Lincoln	3
Clallam	1	Mason	1
Clark	3	Okanogan	7
Cowlitz	2	Pend Orielle	1
Douglas	2	Skagit	1
Ferry	1	Snohomish	3
Franklin	4	Spokane	70
Garfield	1	Stevens	12
Grant	8	Thurston	1
Gray's Harbor	1	Walla Walla	2
King	6	Whitman	9
Kittitas	2	Yakima	3

OUT OF STATE

Arizona	2	Michigan	1
California	8	Montana	3
Idaho	7	Oregon	2
Overseas	1		

OTHERS

On to School	1	Not teaching, or placed other than teaching	5
Military Service	12	Unknown or failed to report	14

SUMMARY

Fall 1957, Winter, Spring, Summer 1958

Secured teaching positions in the State of Washington	160
Secured out of state positions	24
Others	32
	<u>216</u>

LIBERAL ARTS
EASTERN WASHINGTON COLLEGE OF EDUCATION
PLACEMENT REPORT
December 1, 1957, through November 30, 1958

B. A. Degrees
Fall 1957, Winter, Spring, Summer 1958

Unknown or failed to report	22
On to School	11
Spokesman Review	2
Boeing	3
Military Service	10
Truax Machine & Tool Company	1
Teaching	2
C. P. A.	1
Aetna Insurance	1
Farming	1
Market Sales Company	1
Aptex of Seattle	1
Hernas Chevrolet	1
Eastern Idaho Farmer	1

SUMMARY

Military Service	10
School	11
Teaching	2
Industrial Concerns	13
Unknown or failed to report	22
	<u>58</u>

ANNUAL REPORT
EXTENSION-CORRESPONDENCE DIVISION

July 1, 1958 to June 30, 1959

EXTENSION:

The extension department has sponsored 77 courses during the year in the following localities: Colville, Connell, Davenport, E.W.C.E., Fairchild, Geiger, Greenacres, Metaline Falls, Moses Lake, Odessa, Richland, Spokane, St. Lukes, and Warden.

There were 1865 separate enrollments in the Extension Division, 212 of these were in non-collegiate courses, Math X99 and English X99. A total of 5095 credits were taken during the year, 4459 of these were earned in regular extension and 636 credit equivalents were taken in the non-collegiate courses. The fee for extension courses during the year was \$6.00 per credit, with the exception of X99 courses which were \$15.00 per course or the equivalent of \$5.00 per credit. The total income from these courses amounted to \$31,812.43.

Extension instructors were paid \$75.00 per credit hour of instruction under 50 miles, \$80.00 per credit hour of instruction over 51 miles, and instructors for the non-collegiate courses were paid \$70.00 per credit equivalent. A total of \$18,322.43 was paid to extension instructors for their services in teaching these courses. An additional \$1,390.60 was paid to the instructors for expenses at the rate of 7¢ per mile and \$9.00 per day maximum for meals and hotel accommodations.

Rent was paid to the Y.W.C.A. in the sum of \$81.00 for art courses held there. In some other areas a small charge was made for the use of their buildings, but in most cases no charge was made.

The expense of advertising extension courses by bulletin and other means was approximately \$310.00. Bulletins were sent to all teachers in Spokane County, and releases were in all Spokane papers prior to the starting of

each class in Spokane. In areas other than Spokane we used the best possible means available in the specific area.

Where interest was shown in a class in a certain area, we tried to arrange for a qualified instructor to conduct the course if it was feasible.

Attached is a list of all courses taught by extension during the year.

EXTENSION COURSES
July 1, 1958 to June 30, 1959

<u>COURSE</u>	<u>INSTRUCTOR</u>	<u>CITY</u>	<u>DATE COMPLETED</u>	<u>CREDITS</u>	<u>NO. ENROLLED</u>
Art 116 & 316	Morrison	Davenport	4-28-59	2	25
Art 121	Fleckenstein	Spokane	3-31-59	3	52
Art 321	Colgren	Spokane	3-31-59	3	19
Art 469	Morrison	Spokane	11-13-58	3	16
Art 494	Coelho	Richland	5-21-59	3	21
Art 494	Morrison	Spokane	4-9-59	3	55
Art 495	McIlvain	Spokane	12-3-58	3	23
Bio. 132	Thomson	St. Lukes	12-15-58	3	18
Bio. 133	Thomson	St. Lukes	3-17-59	3	16
Bio. 221	Nicol	St. Lukes	3-17-59	5	15
Bus. 251	Smith	Fairchild	6-3-59	5	15
Chem. 165	Bowne	St. Lukes	12-19-58	5	16
Ed. 101	Whitfield	Fairchild	2-18-59	2	19
Ed. 428	Hair	Spokane	4-10-59	3	14
Ed. 449	Baxter	Moses Lake	12-8-58	1	31
Ed. 449	McFadden	Connell	2-5-59	1	10
Ed. 449	Morgan	Spokane	11-5-58	1	41
Ed. 449	Morgan	Spokane	2-25-59	1	15
Ed. 449	Thompson	Richland	2-27-59	1	41
Ed. 462	Coman	Spokane	11-3-58	2	25
Ed. 482	Drummond & Church	Connell	3-2-59	3	13
Ed. 490	Kingsly	Richland	1-5-59	3	39
Ed. 490	McGrath	Warden	5-5-59	3	41

Ed. 493	Summers	Colville	12-5-58	3	16
Ed. 521	Kingsly	Richland	4-3-59	3	25
Ed. 564	Church	Spokane	5-1-59	4	15
Eng.X99	Grafious	E.W.C.E.	12-11-58	0	24
Eng.X99	Halwas	E.W.C.E.	12-11-58	0	19
Eng.X99	Halwas	E.W.C.E.	3-10-59	0	11
Eng.X99	Lass	E.W.C.E.	12-11-58	0	19
Eng.X99	Waddington	E.W.C.E.	12-11-58	0	19
Eng. 101	Krebsbach	Fairchild	12-1-58	3	32
Eng. 101	Krebsbach	Fairchild	3-9-59	3	24
Eng. 102	Krebsbach	Fairchild	6-1-59	3	15
Eng. 321	Miller	Odessa	4-16-59	3	18
Hist. 103	Kidd	Fairchild	3-12-59	5	16
Hist. 163	Baxter	Moses Lake	12-8-58	2	32
Hist. 163	Kidd	Spokane	11-24-58	2	39
Hist. 163	Kidd	Fairchild	5-27-59	2	11
Hist. 163	McFadden	Connell	12-1-58	2	10
Hist. 163	Schults	Spokane	5-18-59	2	22
Hist. 163	Thompson	Richland	1-26-59	2	33
Hist. 338	Pierce	Fairchild	5-8-59	5	12
Home Ec. 481	McCormack	Spokane	5-4-59	3	69
Home Ec. 482	McCormack	Spokane	1-26-59	4	51
Home Ec. 497	McCormack	Spokane	10-27-58	3	61
HPE 321	Henderson	Spokane	1-23-58	2	47
HPE 322	Henderson	Spokane	12-11-58	2	86
HPE 323	Henderson	Spokane	2-12-59	2	51
HPE 324	Henderson	Spokane	3-26-59	2	31
Ind. Arts 360	Killin	Greenacres	3-9-59	2	17

Lang. Arts 490 & 491	Grafious	Spokane	4-30-59	4	23
Math X99	Engstrom-Heg	E.W.C.E.	12-10-58	0	20
Math X99	Engstrom-Heg	E.W.C.E.	3-11-59	0	15
Math X99	Lehto	E.W.C.E.	12-10-58	0	19
Math X99	McKeehan	E.W.C.E.	12-10-58	0	20
Math X99	Stahl	E.W.C.E.	12-10-58	0	16
Math X99	Stahl	E.W.C.E.	3-11-59	0	15
Math X99	Stahl	E.W.C.E.	5-27-59	0	15
Math 104	McKeehan	Fairchild	3-12-59	5	13
Math 104	Stone	Fairchild	12-5-58	5	21
Math 154	Stone	Fairchild	3-12-59	5	13
Math 154	Stone	Fairchild	6-3-59	5	21
Music 302	Stieler	Spokane	4-23-59	3	23
Music 305	Stieler	Spokane	12-10-58	3	6
Nat. Sci. 490	Mercer	Spokane	12-17-58	4	24
Phil. 251	Robertson	Fairchild	3-17-59	5	17
Psych. 101	Casey	St. Lukes	12-19-58	5	16
Psych. 101	Patmore	Fairchild	5-20-59	5	24
Psych. 101	Powers	Geiger	4-15-59	5	21
Psych. 468	Allen	Metaline Falls	5-14-59	4	15
Soc. 161	Stewart	Fairchild	12-11-58	5	17
Span. 420	Robertson	Richland	5-7-59	2	51
Sp. 151	Ritter	Fairchild	11-19-58	2	22
Sp. 300	Grafious	Fairchild	5-25-59	3	13

CORRESPONDENCE:

The Correspondence Department offered 95 courses during the year. The bulletin was sent to all County Superintendents, Private Schools, Elementary, Junior High, and High School principals, Superintendents of Public Schools, Junior Colleges, and to others upon request.

The Correspondence Department had 1,648 new enrollments during the year and a total of \$29,473.35 was collected as fees for these courses. The instructors were paid \$13,693.49 during the year. Four thousand five hundred copies of the bulletin were printed at a cost of \$304.00.

At the end of the year we had 1,602 people currently enrolled in correspondence.

Fees for correspondence courses during the year were \$6.00 per credit.

The rate of pay to correspondence instructors was \$4.00 per credit.