

nat. Science 20,

Katie Anderson, who asked permission to drop English 41, on account of poor health and consequent heavy work, was not given leave to do so, but was advised to continue in attendance upon the class, with the understanding that she be excused from recitation.

Levona Davis was refused permission to drop English 41.

A resolution was adopted providing that when a special examination, for the purpose of removing a condition, be given, it shall be of sufficient length and scope to cover the regular work of the class during the term (quarter) preceding: that is to say, such a special examination shall be longer and more comprehensive in character than the regular examinations at the close of the quarter. This regulation is made for the reason that on a special examination the written answers in that particular instance most necessarily be accepted as equivalent to the combined results of class-work, written exercises, tests, and examinations, obtained regularly.

Tickets to St. Baldwin's organ recital, to be given the following evening at the Presbyterian church, under the auspices of the Man's Society, were distributed to the several members of the faculty, through the President.

Dr. Wayland was requested to arrange a brief program to be given during Assembly period on Peace Day, May 18.

Congressman Hay, whose recent letter was read to the faculty, accepts an invitation to deliver the commencement address in 1911.

The program for commencement day, June, 1910, reported by Miss Loose, was read and given to the committee for further consideration and possible revision.

Since practically the beginning of the session all ordinary matters of administration for the welfare and discipline of the students, particularly those living in the school dormitories, have been committed to the President and the Matron, although no record to this effect may have been made heretofore; but inasmuch as this has been the general understanding of the faculty, and inasmuch as they desire such discretion still to be exercised by the President and the Matron, this entry has been ordered made at this time.

The question, as to whether a teacher should mark an absence from class excused unless the student pre-

See pages  
33, 7, 41;  
on "conditions."



sent the excuse in the regular way provided in the printed slip issued from the office, was brought up and briefly discussed. No formal decision was reached, but it seemed to be fairly well agreed that the instructor has no authority to mark an absence excused except upon an excuse regularly presented.

The matter of holding classes over the limit of the recitation periods was also discussed - mainly by the President; and definite instructions were given to the effect that every class must be dismissed promptly at the second bell, marking the end of the class period.

Adjourned at 6:30 p.m.

John W. Wayland,  
Secretary.

Tuesday, April 19, 1910.

Faculty met in Room 11, Science Hall, at 4.50 p.m.

Present: Pres. Burritt, Messrs. Hartwile and Wayland, Misses E. P. Cleveland, Shoninger, Fawcett, loose, Sale, Speck, King, L. P. Cleveland, Harrington, and Bell.

Minutes of the preceding meeting were read and approved.

Case of Lucy Lewis, regarding work in Am. Literature was referred to Miss E. P. Cleveland and Miss Shoninger, with power to act.

Miss A. E. Caldwell allowed to drop Math. 38, to be taken later.

Alice Brown to drop Eng. 41, she being a special student.

Lillie Taylor, Maude Wescott, and Alice Harper to drop Phys. Education, on account of work in Rural Arts, practice teaching, &c.

The blanks prepared by Prof. Hartwile's committee (Relations to Other Institutions), for the use of students desiring positions to teach, were examined and explained.

The matter of summer excursions and entertainments was briefly discussed.

A number of forms for certificates and diplomas were examined, and two forms were selected: one certificate, one diploma.

The president requested that members of the faculty report to him within the next week or so suggestions for revision of the annual catalog: specially regarding the respective departments.

Adjourned at 6:10 p.m., to meet April 26 at 7.30 p.m.

John W. Wayland,  
Secretary.



Monday, April 25, 1910.

The faculty met in Room 11, Science Hall, at 4:50 p.m.

Present: Pres. Burress, Messrs. Hartwale and Wayland, Misses E.P. Cleveland, Lancaster, Shoringer, Loose, King, Sale, Speck, L.P. Cleveland, Harrington.

The minutes of the preceding meeting were read and approved.  
Alice Storrit was allowed to drop physical education, on account of much work in rural arts.

Jessie Stout was allowed to drop Math. 38.

Cora Argenbright to drop Math. 38.

A number of letters from high-school principals regarding increased requirements for entrance to the Normal courses were read by the President. With few exceptions the increased requirements were heartily approved.

Extended consideration, with accompanying discussion, was next given to the course for high-schools, as outlined by the State, and to the revised courses of the Normal School. This work was preparatory (1) to a conference the next day in Richmond concerning the State high-school course, in which conference Prof. Hartwale was to participate; and (2) to the publishing of the revised Normal courses in the next annual catalogue.

Adjourned at 10:40 p.m.

John W. Wayland,  
Secretary.

Tuesday, May 2<sup>3</sup>, 1910.

Faculty met in Room 11, Science Hall, at 4:50 p.m.

Present: Pres. Burress, Messrs. Hartwale and Wayland, and Misses E.P. Cleveland, King, Loose, Shoringer, Sale, Speck, L.P. Cleveland, Lancaster, Bell, and Harrington.

Minutes of the preceding meeting were read and approved.

The following changes in student programs were allowed:

Vergilia Sadler to drop Math. 50, for the present;

Nelia Sites to drop Geog. 10 and History 11;

Hannah Showalter to drop Math. 10 and Geog. 10, on account of afternoon work outside the school;

Florence Caldwell to drop Math. 38 and substitute Math. 10;

Rose Wilson to drop Math. 38 and substitute Math. 10.

Other communications, most of them approving, were read concerning the advanced entrance requirements.

The matter of commencement invitations was dis-

The record opposite was made from Miss Cleveland's notes, and somewhat modified, mainly by condensation, in the process of transcription. — J.W.W.

cussed, and then referred to the committee on public exercises.

A letter was read from Miss Lyla London, Farmville, chairman of committee on accredited schools, concerning requirements for entrance upon courses leading to professional and full diploma. After discussion of the matter and consideration of the course for high schools as recently outlined by the State Board of Education, it was decided to recommend to Miss London that the normal schools follow as nearly as possible the requirements of the State Board, and rely as much as possible upon the list of accredited schools to be published soon under the auspices of the State Board.

Adjourned at 6:40 p.m.

John W. Taylor,  
Secretary.

Tuesday, May 10, 1910.

Faculty met in regular session. Present: Pres. Burness, Misses Lancaster, Shouinger, Bee, Speck, Harrington, King, Foote, Sale, Mrs. Cleveland, and (E. P.) Cleveland.

Miss Virginia Brown was given permission to postpone Math. 38 till next year, and to take Math. 10 now with a view to securing better preparation in the subject.

Miss Kordie Rhodes was allowed to drop Nat. Sci. 20.

Miss Daisy Sherman's request to add Hist. 55 was postponed, because of the absence of the head of the History department.

The President once more urged that the teachers exercise great care in order to avoid the accumulation of unused books in the supply room.

The President also brought up other matters of interest, pertaining to the school Annual and to the coming of the Coburn Woodland Players next week, which were informally discussed.

Miss Foote, chairman of committee on Public Exercises, made a report advising that we use, for commencement, simple engraved cards of mere invitation — these to be accompanied by printed program cards. It was thought that these cards, together with other necessary printing in connection, would cost about \$25. The financial side of this matter was considered at some length, and it was again referred to the Committee for further investigation and report.

Other plans for commencement were freely discussed, and it was decided by vote that the idea of a reception at that time should be abandoned.

Elizabeth P. Cleveland,  
Secretary pro tem.

X Excused mainly on account of poor health.

Tuesday, May 17, 1910.

Faculty met in Room 11, Science Hall, at 4:30 p.m.

Present: Pres. Burness, Misses Heatwole and Wayland, Misses E.P. Cleveland, Moore, King, Shouinger, Harrington, Lancaster, Sale, F.P. Cleveland, and Bell.

The minutes of the two preceding meetings were read and approved.

The following changes in student programs were allowed:

Ruth MacCorkle to drop Math. 38 - to take it in Summer Quarter.

Annie Maynard to drop Math. 38 - too difficult for her.

Annie Cadwell to drop Phys. Ed. - too much work.) X

Daisy Shuman to come into History 55, as an auditor.

Katie Lam to drop Geog. 10 - has passed geography examination.

Miss Nora Bickenberger applied for permission to become a candidate for the full diploma <sup>in one year</sup> upon the basis of her professional certificate. The request was refused, one year being regarded as too short a time for doing the professional work required; and the requirements for the professional certificate at the University of Virginia Summer School, where she received the said certificate, being regarded as inadequate.

Matters regarding the approaching Coburn Plays were discussed.

Prof. Heatwole requested that members of the Faculty report more promptly concerning the qualifications of students as teachers, when they receive the blanks forms prepared for recording such information.

Attention was called to the fact that the General Athletic Association, organized about March 1, included in its membership all students and teachers of the School.

The movement, due to student initiative, toward an honor system in the school was mentioned favorably and briefly discussed.

Miss Bell, Miss Lida P. Cleveland, and Dr. Wayland were appointed a committee to express to Miss Speck the sympathy of the faculty in her recent bereavement in the death of her brother.

Miss Lancaster made inquiry concerning the work of certain of her pupils in other classes.

These pupils, about 12 in number, were generally found to have low averages. There were, however,



one or two notable exceptions.

Adjourned at 6:10 p.m.

John W. Wayland,  
Secretary.

Tuesday, May 24, 1910.

Faculty met in Room 11, Science Hall, at 4.50 p.m.

Present, Pres. Burness, Misses Hartwale and Wayland, Misses E.P. Cleveland, Shouinger, Loose, King, Sale, Harrington, Speck, L.P. Cleveland, Lancaster, Bell.

Minutes of the preceding meeting were read and approved.

Miss Annie Good elected to drop Math. 38 not prepared for it; will take Math. 10 in the summer.

Plans for the inauguration of an Honor System were discussed. The faculty will be ready to hear the plan of the student committee when they are ready to report.

Miss Loose reported regarding the Co-heren plays - a small balance being realized over all expenses.

Further discussion was had of the girls who were named by Miss Lancaster at the preceding meeting as being weak or delinquent in her classes.

Adjourned at 6:15 p.m.

John W. Wayland,  
Secretary.

Wednesday, May 25, 1910.

Faculty met in Room 11, Science Hall, at 4.50 p.m.

Present, Pres. Burness, Misses Shouinger, Harrington, Loose, King, Speck, Lancaster, Bell, E.P. Cleveland, L.P. Cleveland, and Sale, Mrs. Brooke, and Misses B. Hartwale and Wayland.

The report of the student committee on an Honor System for the school was read and considered. Certain modifications and additions were suggested. Misses Lancaster, Shouinger, E.P. Cleveland, and Mr. Wayland were appointed a special committee to report to the student committee, and to discuss the suggested changes with them.



Adjourned at 6:50 p.m., to meet the next day at 4:45 p.m.

John C. Dayland,  
Secretary.

Thursday, May 26, 1910.

The faculty met in Room 11, Science Hall, at 4:50 p.m.

Present, Pres. Burness, Misses Heatwole and Wayland, Misses E. P. Cleveland, Speck, Shouinger, Harrington, Loose, King, L. P. Cleveland, Sale, Bell, Lancaster, and A. V. Cleveland.

The discussion of the student committee's report on Honor Rules, as modified, was continued. After further careful consideration, and the suggesting of a few additional changes, the report was approved.

The desirability of having students remain through commencement, with the best places for keeping them, was discussed.

Adjourned at 6:30 p.m.

John C. Dayland,  
Secretary.

Tuesday, May 31, 1910.

Faculty met in Room 11, Science Hall, at 4:50 p.m.

Present: Pres. Burness, Misses Sale, Lancaster, L. P. Cleveland, Bell, Loose, King, E. P. Cleveland, Speck, Shouinger, Harrington and Misses Heatwole and Wayland.

Minutes of the preceding meeting were read and approved.

Miss Carrie McClure was allowed to drop Math. 38 - she will take it during the summer quarter.

The adoption of the Honor Rules by the student body was reported: also, the names of the students chosen to compose the Honor Committee.

Brief report of the work on the annual and in reporting news to the local papers was made; suggestions were also received as to the possibility of getting a write-up of finals, etc., in some of the leading State papers.



Miss Loose reported that the cigarette invitation and the printed announcement cards for commencement would be on hand in a day or two.

The committee on student welfare made a brief report.

Prof. Heatonale, for the committee on relations to other institutions (appointments to positions, etc.), spoke briefly of the work in progress towards securing places for the girls wanting to teach next year.

Information concerning the best stereoscopes and reflectoscopes was asked for by the President, and the use and usefulness of these instruments in school work and entertainment were discussed.

Adjourned at 6:05.

John W. Wayland,  
Secretary.

Tuesday, June 7, 1910.

Faculty met in Room 11, Science Hall, at 4.50 p.m.

Present: Pres. Burress, Misses G. P. Cleveland, Speck, Shouinger, Harrington, Sale, King, Loose, L. P. Cleveland, Lancaster, Bell, Mrs. Brooks, and Dr. Wayland.

Minutes of the preceding meeting were read and approved.

The President read a statement, recently issued by the State normal at Mansfield, Pa., concerning entrance requirements and the standing to be given in the several courses to the holders of different grades of teachers' certificates. The provisions as outlined correspond in a striking degree with those recently made here.

The schedule of examinations for the end of the quarter was discussed and modified in certain particulars.

The question as to whether various promotions, standings, etc., of students should be announced at commencement was discussed at some length, with the result that it seemed best to limit public announcements, as far as possible, to the cases in which diplomas or certificates are awarded. It was also decided to make

## State Normal and Industrial School for Women

HARRISONBURG, VIRGINIA

OFFICE OF THE PRESIDENT

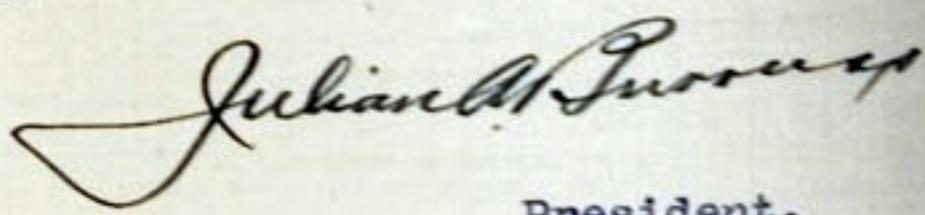
June 13, 1910.

In order to avoid confusion the constitution of the Faculty, until such a time as a change of organization shall become necessary, is defined as follows:

All officers of the school whose names are included under the head of "Faculty" in the annual catalogue, except the Assistants shall have the privilege of attendance at Faculty meetings, and of voting and taking part in the business of the meeting.

The Registrar and Matron, and the <sup>present</sup> Assistant in Foreign Languages shall be members in addition to the foregoing, with all the rights and privileges of other members.

No other person shall be permitted to attend Faculty meetings or take part in the business transacted, except by special invitation of the Faculty.



President.

announcement from the platform of certificates awarded, without having the recipients to appear on the platform: only diplomas — none of which are being conferred this year — to be given from the platform.

The proper steps to be taken in making exhibits of work done — specially in the departments of Manual Arts, Domestic Science, Rural Arts — were considered. The exhibits to be made, for the most part, in the rooms of the respective departments.

The final programs, with plans for field day, etc., were announced. The order of march to the church, place of meeting, &c., was agreed upon.

The question as to whether the usual garrison suits are to be used in the field-day exercises was brought up by a petition from the council of the Gen. Athletic Association. After thorough consideration and discussion a decision was reached allowing the young ladies to give the drills, etc., in the suits regularly used.

The President announced the meeting of the association of the girls' schools of Virginia at Staunton on the 14th and 15th of the present month, and urged that as many of our teachers as possible attend the sessions. Miss E. P. Cleaveland is to be the official representative of this school.

Adjourned at 7 p.m.

John W. Wayland,  
Secretary.

Monday, June 13, 1910.

Faculty met in Room 11, Science Hall, at 10 a.m. Present: Pres. Burress, Misses E.P. Cleaveland, Shouinger, Harrington, Loose, King, Speck, Lancaster, L.P. Cleaveland, and Bell; and Messrs. Heatwole and Wayland.

Minutes of the preceding meeting were read and approved.

The appraised record of who constitute the voting faculty was ordered. The meeting was called for the special purpose of determining formally which students were entitled to the various grades of certificates.

Miss Sara Lewis was granted a special drawing certificate.

It was decided not to send examination questions for Miss Alice Stovall to her instructor at her home — away from the school.

Adjourned at 12:30 p.m.

John W. Wayland,  
Secretary.



Monday, June 20, 1910.

Summer School faculty met in Room 15, Science Hall, at 5:10 p.m. Present: Pres. Buruss, Misses E. P. Cleland, Sale, Shouinger, Bell, Loose, Speck; Mrs. Heatwole, Messrs. Smith, Smithy, Heatwole, and Wayland.

The president explained the several black forms to be used in registering students. The matter of State examinations, credit toward courses at the school, etc., were discussed. It was decided to advise all students against taking a large number of classes, and to limit those desirous of credit in the school to 14 points — as announced in the <sup>printed</sup> bulletin.

The following special committees were appointed:

On Registration: Prof. Heatwole  
Prof. Wayland  
Miss E. P. Cleland  
Prof. Smithy

On Public Exercises and Entertainments:  
Miss Loose  
Miss Sale  
Miss Speck  
Mrs. Heatwole

On Student Homes: Miss Sale  
Miss Speck

Miss Shouinger  
Prof. Heatwole

On Excursions: Prof. Wayland  
Prof. Smith  
Mrs. Heatwole  
Miss Shouinger

Adjourned at 8:30 p.m.

John W. Wayland,  
Secretary.



Thursday, June 23, 1910.

Faculty met in Room 12, Science Hall, at 5:40 p.m.

Present : Pres. Burness, Mrs. Hartwale, Misses E. P. Cleveland, Speck, Shouinger, Bell, Sale, Loosie, A. V. Cleaveland, Messrs. Hartwale, Smith, Smither, and Wayland.

Various matters were discussed. It was decided that visitors may be admitted in the several classes, with the permission of the respective instructors—these visitors being limited for the most part to registered students. As to the final examinations, if one is applying for credit from the State examinations, the questions of the State Department, with the answers given, are to be made the sole basis of test; on the other hand, if the student is applying for credit in the school, the grade make on the State questions may be reinforced by the student's class grade—according to our regular plan. (See page 33.)

It was decided to offer a twice-a-week class in spelling, for the benefit of those desiring it—the period used to be the latter half of the Assembly period on Tuesday and Thursday of each week. In connection, "old-time spelling contests" are to be held from time to time, and possibly a prize will be awarded to the best speller.

The revised daily schedule of classes was gone over and approved.

Adjourned at 6:20 p.m.

John W. Wayland,  
Secretary.

Tuesday, June 28, 1910.

Faculty met in Room 15, Science Hall, at 5:40<sup>p.m.</sup>. Present, Pres. Burness, Misses Loosie, E. P. Cleveland, Speck, Sale, Shouinger, Bell, Mrs. Hartwale, Messrs. Hartwale, Smith, Smither, and Wayland. The minutes of the two preceding meetings were read and approved.

It was decided to offer three prizes, of \$3, \$2, and \$1 respectively, to the three persons making the best records in the special spelling class and contests. Monday, July 4, is to be given the school as a holiday; but classes are to be conducted on Saturday, July 2. Partial reports were given by the committees on entertainments and excursions. A communication from the State Supt. of Public Instruction, urging that as much subject-matter as possible be given normal students, was read.

Adjourned at 6:20 p.m. John W. Wayland, Secretary.



Friday, July 1, 1910.

The faculty met in Room 11, Science Hall, at 5.45 p.m.

Present: Pres. Burress, Misses E.P. Cleveland, Sale, Speck, Bell, Stoninger, Loose, A.V. Cleveland, Messrs. Heatwole and Wayland.

The President stated that the meeting was called to consider the plea of Miss Gladys Berlin, who is anxious to finish her work for a firstgrade certificate during the present six-weeks term.

Her record was shown to be as follows:

	<sup>1<sup>st</sup> Q.</sup> Geog. 42 -	<sup>2<sup>nd</sup> Q.</sup> Eng. 41 -	<sup>3<sup>rd</sup> Q.</sup> Eng. 40 -	
	55(E)	80(B)		
	64(D)	63(D)	(E)	
	78(C)	67(D)		
Hist. 46 -			71(D)	
Eng. 30 -			70(D)	

} 1909-1910.

Upon motion it was decided to allow Ed. 38 (double period), running 6 weeks, to be substituted for Geog. 42—not now given by Miss King; also, to regard the failure (E) in Eng. 41, 3<sup>d</sup> Q., as a condition (D); the last to be discharged under such direction and aid as the instructor in English may see fit to give.      and others regularly allowed,

Upon the basis of these provisions, Miss Berlin is to be allowed the chance of making up her conditions during the present term (of 6 weeks); and when she shall have satisfied all regular requirements, either at the end of this term or later, she shall be given the regular credits and awarded the proper certificate.

Adjourned 6.20 p.m.

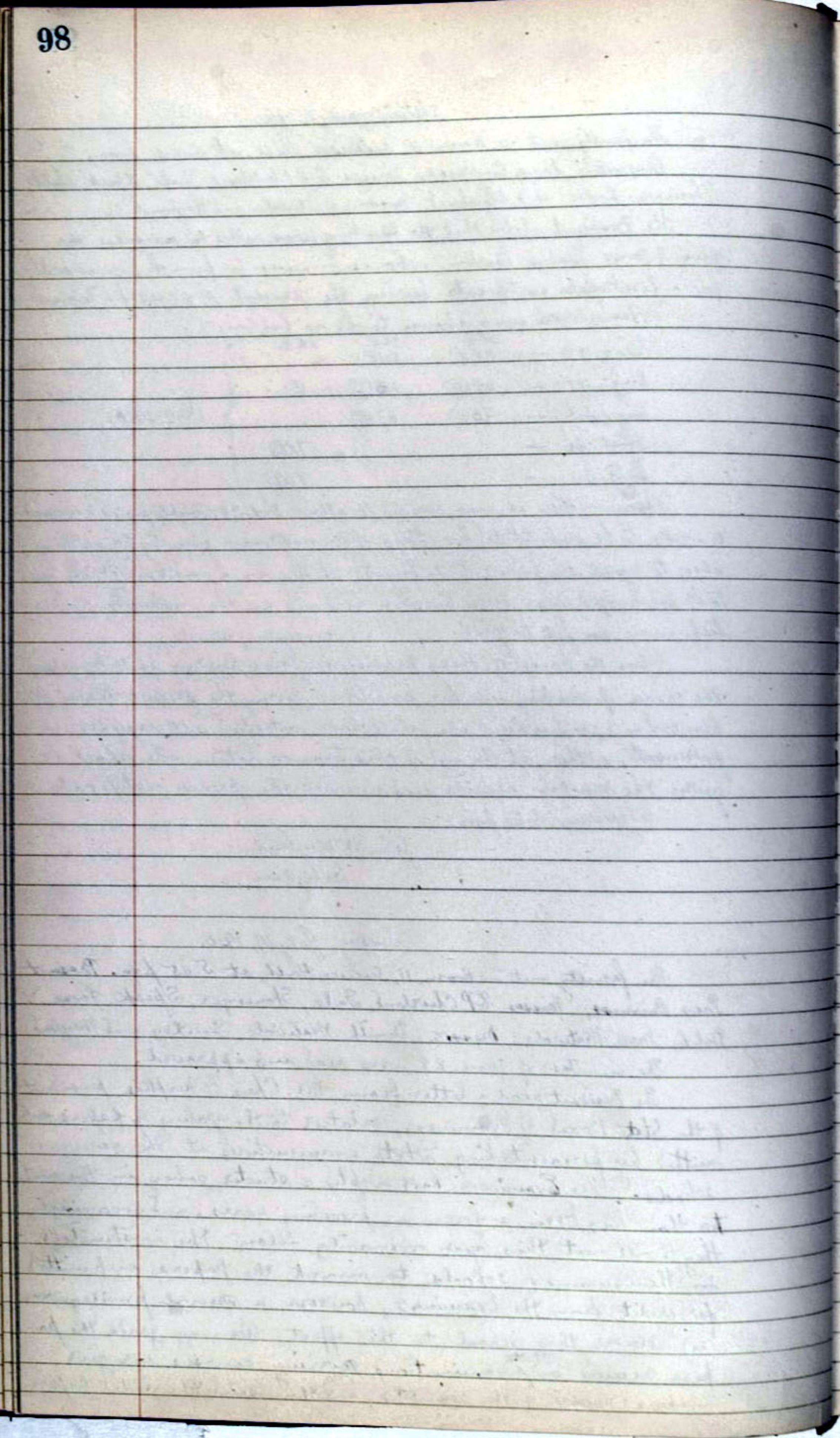
John W. Wayland,  
Secretary.

Tuesday, July 19, 1910.

The faculty met in Room 11, Science Hall, at 5.45 p.m. Present: Pres. Burress; Misses E.P. Cleveland, Sale, Stoninger, Speck, Loose, Bell; Mrs. Heatwole; Messrs. Smith, Heatwole, Smiley, and Wayland.

The minutes of June 28 were read and approved.

The President read a letter from Mr. Chas. G. Mathis, president of the State Board of Examiners, relative to the grading of papers submitted by persons taking State examinations at the summer schools. The Examiners have adopted a stricter policy in the matter than has been enforced in preceding years, and accordingly they will not this year ordinarily allow the instructors in the summer schools to mark the papers submitted for credit from the Examiners; however, a special privilege was (is) allowed this school, to this effect: We may grade the papers received on State examinations covering courses we give; make a record of the results; and then send the graded papers,



together with a tabular statement of the respective grades, to Mr. Maphis. This is a matter of confidence.

The State examinations, coming July 28, 29, 30, are to be given in the place of our regular school examinations for the end of the term (1<sup>st</sup> term of Summer Quarter), wherever practicable. The schedule of classes was gone over, then by item, to see in what cases independent examinations need be given for credit in the school.

Plans for the examinations were briefly discussed. The matter of excursions to Washington City and elsewhere was mentioned, and some plans suggested.

Adjourned at 6.25 p.m.

John W. Wayland,  
Secretary.

Tuesday, July 26, 1910.

The faculty (Summer School) met in Room 11, Science Hall. Present: Pres. Burriss, Prof. Hartwell, Miss E. P. Cleveland, Prof. Smithy, Dr. Wayland.

The purpose and work of the meeting was to outline plans for the second term (five weeks) of the Summer Quarter.

Adjourned at 6 p.m.

John W. Wayland,  
Secretary.



Monday, September 26, 1910.

The faculty met in Room 15, Science Hall, at 10.20 a.m.

Present: Pres. Burruss, Prof. Heatwole, Miss Bell, Mrs. Brooke, Misses Shriner, C. P. Clarkland, Gale, Lancaster, Loose, and King; and Dr. Wayland.

The president read and explained certain general regulations that were later posted upon the bulletin board. He also reported the particular textbooks ordered or on hand for the respective classes.

It was reported by the Librarian that during the past year only two books had been lost from the library — and one of these was thought to be recoverable. A larger number of magazines has been provided for the reading room than was had last session. The president reported that he had found an adequate and convenient class book for the use of the instructors of the school.

What to do with conditioned students who fail on their special examination was a question given for consideration and future action. It seems not to be clearly understood or defined whether the conditioned student may have one or more than one examination under her condition. Some having a condition have made only a "conditioned" grade on the special examination. May such have another special examination, or must they take the class again before being entitled to another examination?

It was suggested that a special date or special dates be fixed as early as possible in the quarter, upon which date or dates all conditioned students in school shall take their special examinations.

Several calls from different parts of the State for speakers at teachers' institutes were reported by the president. These for the most part could not be responded to at this time, owing to the special duties incident upon the opening of the session; but it is hoped that the several sections may be visited by our representatives later in the year.

The matter of the opening reception to new students and new members of the faculty was placed in the hands of Miss Loose's committee, with the request for an early report.

The work of meeting students at the trains was brought to the attention of Miss Lancaster's committee.

Arrangements were made for beginning the registration of students the next (Tuesday) morning at 8:30 o'clock.

Copies of the printed schedule of classes for the first quarter were distributed.

Adjourned at 12:25 p.m.

John L. Wayland,  
Secretary.