

Montevallo, Alabama,
May 11, 1923.

To his Excellency, William W. Brandon, Governor,
And the Honorable,
The Board of Trustees,
Alabama Technical Institute and College for Women.

Dear Sirs:

Immediately after your called meeting in the Governor's office in Montgomery, your representatives, the late Mr. Lloyd M. Hooper and the President, attended the meeting of the State Council of Education and presented your request for an enlargement of the course of study to the effect that the Alabama Technical Institute and College for Women be permitted to give, in addition to what had already been endorsed by the committee of the council, a full A. B. degree course with other subjects than education as majors, and that sufficient income be recommended by the council for making this a full standard Grade A. college.

At the council meeting it was ascertained that the presidents of the other two higher institutions had not agreed upon the division of the funds to be derived from the proposed three mill tax, as I had reported to you. The Council of Education then appointed the three presidents as a committee to consider the requests from this board. On February 9, the committee met in Birmingham. Dr. P. P. Claxton, of the University, and Dean O. C. Carmichael, of the Alabama Technical Institute and College for Women, were invited to meet with the committee and participate in the discussions, but not to vote. After two very long conferences, the committee unanimously approved the request of this board for this college to present, in addition to the enlargement of courses previously granted, a full standard A. B. course. A unanimous agreement was not reached as to the division of the funds to be derived from the proposed millage tax, if adopted by the people. The council has not yet held another meeting.

Acting upon the unanimous recommendation of the committee of the council and your instructions in former resolu-

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tions, the faculty has outlined a full college course in accordance with the standards of the Grade A. colleges of the country. The catalog has been sent to press, and will soon be ready for distribution.

CHANGES IN BOARD OF TRUSTEES.

On February 14, Mrs. Edgar L. Clarkson, trustee from the sixth district, tendered her resignation on account of continued illness of a member of her family and the heavy cares and responsibilities resulting therefrom. She expressed deep regret that she was compelled to take this action, and further stated that she had greatly enjoyed her associations with the board, and sincerely hoped that all the plans for enlargement of the college would be carried out.

The Governor appointed Honorable Robert Benson Evins, of Greensboro, to fill the vacancy. His term, after his confirmation by the senate, will expire on the third Monday in January, 1939.

On April 23, the trustees, faculty, and students were shocked and ^{deeply}grieved on account of the death of Mr. Lloyd McKee Hooper, trustee from the fourth district. A more extended notice of his life and work, with appropriate resolutions for your consideration, will be submitted at the meeting.

The Governor on April 25 appointed Mr. James Bachelor Ellis, of Selma, to fill this vacancy. His term after confirmation by the senate will expire on the third Monday in January, 1931.

Mrs. Clarkson's resignation left a vacancy on the executive committee. The Governor appointed Dr. W. T. Sheehan, of Montgomery, to fill this vacancy.

Mr. Hooper's death caused a vacancy in the representation of this institution in the State Council of Education. It will be the duty of this board to elect at this meeting one of its members to fill this vacancy. Heretofore, the trustees have not fixed any definite term for membership in this council.

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I recommend that the term of the one elected expire on the third Monday in January, 1927, and thereafter the term do expire on the same date in January at the beginning of each quadrennium.

REPAIRS.

More extensive repairs are now needed than in former years. As the summer school is conducted for three months, this repair and renovating work must be done while school is in session. A painter has been employed to work regularly by the month. In this way, it is believed that the work can be more economically done. All windows in the dormitory have been screened; painting and cleaning are being pushed as rapidly as possible.

The main fire pipe line for the dormitory had corroded considerably and leaks were frequently occurring. This line is now being replaced by new pipes. Such work is necessarily expensive. Much of the plumbing, having been in use for fifteen or twenty years, will have to be renewed during the summer or fall session. Two new vacuum pumps for the heating plant will have to be purchased. One Grand and six upright pianos are needed for the music department.

NEW BUILDINGS NEEDED

I again remind you that the college is sorely in need of additional buildings, as follows: auditorium, academic building, administration building, a gymnasium, new dormitory, a teacherage, training school, several homes for professors, and a practice home.

Plans for the president's home have been prepared, but it was thought best not to begin work until something more definite concerning the appropriation was settled.

These buildings are recognized by everyone as necessities. Very little has been said heretofore about the practice home. Practice home work is a required part of the home economics course. If proper standards in this department are maintained, another home must be added to the plant by the fall of 1924

TRAINING SCHOOL.

As stated in my report last year, the training school is an absolute necessity for the training of teachers. About ninety per cent of our pupils take courses leading to teachers' certificates. The chapel building is now used for the training of secondary teachers. It is not a suitable building and is unfortunately located for this purpose. The high school pupils should be farther removed from the dormitory. Such a building should be considered among the first to be erected.

VISIT FROM THE LEGISLATIVE COMMITTEE.

On April 19, six members of the Joint Recess Committee on Education visited the college, inspected the buildings and grounds, and made inquiries concerning the courses of study and the reasons for a four-year college. A request was made that a statement for necessary expenditures for maintenance and buildings for the next four years be sent to the Budget Commission. The following is a copy of statement sent to the Recess Legislative Budget Commission April 20, 1923:

"Needs for Next Four Years".

1923-24

For Maintenance	\$107,500.00
For Debt	23,000.00
For Building President's Home	20,000.00
For Academic Building	100,000.00

1924-25

For Maintenance	140,000.00
For Building and Equipment	150,000.00

1925-26

For Maintenance	155,000.00
For Building and Equipment	150,000.00

1926-27

For Maintenance	165,000.00
For Building and Equipment	100,000.00

On October 15, 1922, the trustees of the Alabama Technica/ Institute and College for Women submitted a budget for the next four years. We have been advised by the Recess

Education Investigating Committee to make a statement of the minimum requirements for the next four years. In compliance with that advice, we submit the above statement.

Respectfully submitted,
T. W. Palmer,
President."

THE NEW LIBRARY BUILDING

The new library building is now being used. A few changes must be made before the contract will have been fully complied with. The following is an itemized statement of the disbursements for the library building:

General Contract	\$57,941.80	
Architects' Fees	3,027.02	
Lighting Contract	1,600.00	
Plumbing Contract	2,275.00	
Wiring Contract	712.54	
Screening Contract	273.60	
Furniture (Loveman, Joseph)	1,885.10	
Furniture (Library Bureau)	<u>1,800.00</u>	\$69,515.06
Balance on General Contract	3,666.20	
Balance on Furniture (Lib.Bur)	<u>298.75</u>	<u>3,964.95</u>
		\$73,580.01

In addition to the above, the expense of connecting sewer, lights, steam line, etc., has been

1,798.02
\$75,378.03

In addition to this there are still due some small balances on the other contracts, and a vacuum cleaner and curtains for the windows are to be purchased. The appropriation was \$75,000.00. It will require \$2,000.00 or \$2,500.00 to complete payments, purchase curtains and install vacuum cleaner.

ORGANIZATION OF THE COLLEGE.

Degree and Diploma Courses.

With the session of 1923-24, the Alabama Technical Institute and College for Women enters the four-year field. The Bachelor of Science degree was given in 1921-22 and 1922-23 for work in home economics. The other departments of the college had one-, two-, and three-year courses of college work. It is a source of gratification to the freinds of the college to know that all departments of the college will be on the four-year basis.

The college was admitted into the Southern Association of Colleges for Women at the meeting held in New Orleans, December, 1922. It was also admitted into the Alabama Association

of Colleges at the meeting held in Birmingham, April, 1923.

This fact does not, however, change the aims or ideals of instruction. It means simply the extension of the work of the special departments such as music, art, physical education, and expression, and the addition of the A. B. degree for those who wish to take the cultural course as distinguished from the technical courses. It is clearly understood and restated that the technical courses will in no wise be curtailed, but will be strengthened and broadened to keep pace with the best technical schools and colleges.

The courses as outlined below will indicate the aims and ideals of the institution as a four-year college.

Courses Leading to A. B., B. S., and B. Mus. Degrees.

The degree of bachelor of arts, bachelor of science, and bachelor of music will be granted by the college, beginning with the 1923-24 session.

Requirements: The following are the requirements common to all the degree courses:

1. Each applicant for a degree must show one hundred and ninety-two quarter hours of credit, plus twelve quarter hours of physical education. (Under special circumstances a student may be excused from physical education, but such excuse will be granted only upon the recommendation of the college physician.)
2. A student's record must be cleared of conditions before she is recognized as a candidate for graduation.
3. Two years of English are required of each applicant for a degree.

Brief Description of the Four-Year Program and the Needs It Aims to Supply.

The aim of the college at Montevallo is expressed fairly clearly in the degrees that it offers as a four-year college. Each degree course represents a ^{special} type of training designed to prepare the student for a special sphere of work. The degrees are Bachelor of Arts, Bachelor of Science, and Bachelor of Music.

An applicant for the Bachelor of Arts degree may take as her subject of major interest any one of the following subjects: education, history, English, expression, or foreign language. In pursuing this course the student acquires a general cultural education and is able to follow up thoroughly the subject of special interest. In addition to this general preparation, she may prepare herself, as many of them do, for teaching in the high schools of the state by taking required education courses.

The Bachelor of Science Degree. This degree is granted for work in four special fields - home economics, physical education, art, and industrial science.

B. S. in Home Economics. This course prepares vocational and general teachers of home economics for the high schools of the state. There is a great demand for such teachers which the state at present is not able to supply. Many of the high school home economics teachers in Alabama today come from outside the state. With the four-year course, Montevallo now will be able to supply those needs and furnish home economics teachers for the elementary and high schools of the state.

B. S. in Physical Education. One of the great demands now being made by the elementary and high schools of the state is for well trained teachers of health and physical education. No other state institution in Alabama gives any special training in this field. Montevallo now has the great responsibility of preparing as many teachers of physical education as possible for the public school system of the state. The demand greatly exceeds the supply of these teachers. In the larger city systems, most of the teachers are brought in from elsewhere.

B. S. in Art. This course is designed to give the pupil well rounded training in art which will prepare her for commercial art work or for the teaching of art in the public schools. Few teachers have had any special training in fine or manual arts which are becoming so popular in the elementary

and high schools of the state. Montevallo's place is again unique in this field. No other state institution specializes in this type of work. The opportunities are unlimited if the institution is enabled to develop its program in art.

B. S. in Industrial Science. It is the aim of this course to prepare students for various professional and industrial positions, in which there is a demand for women trained to assist physicians, dentists, county and state health officers, and to do the necessary laboratory work in hospitals and creameries. Besides fitting the students for these fields of endeavor, the course as outlined prepares her most effectively for the teaching of science in the high schools of the state.

B. Mus. The aim of this course is to produce intelligent musicians of liberal culture. The course is so arranged as to prepare a student for work as a concert soloist, as a teacher of music, or as a supervisor. There is a great demand now for teachers and supervisors of music thruout the public school system. Many of the high schools and elementary schools are calling for trained teachers but are unable to find them. Montevallo is the only state institution that prepares teachers for this type of work. In the case of music, as in other fields, the demand far exceeds the supply.

Two-Year Diploma Courses.

The demand is so great for teachers of the special subjects mentioned above that it is deemed wise to put on special two-year courses for those pupils who will not be able to finish college, in order that we may supply more adequately the needs of the state along these lines. The following two-year courses are outlined for the coming session: home economics, public school music, business courses, education.

Two-year courses in home economics prepare the student to teach in the elementary and junior high schools of the state.

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The two-year normal course in music equips the pupil to teach or supervise music in the elementary or high schools.

The business course is designed to take care of those who wish to enter business life. It prepares them in stenography, bookkeeping, business arithmetic, commercial law, and business English. This will also enable a student to teach the commercial subjects in the junior or senior high schools.

The two-year course in education is designed to prepare teachers of general subjects in the grades and junior high schools.

FACULTY.

Not having any definite income for next session, I have moved cautiously in making a budget. Have offered positions to a few teachers, and have discussed the proposition with others and may settle with them in a few days after the meeting of the board. Some new teachers will have to be employed during vacation.

Our salary schedule has been so far below that of any other college we have found it difficult to secure teachers.

EXPENDITURES RECOMMENDED

The following items appear to me to be absolutely

necessary:

Insurance		\$5,200.00
Balance due University of Alabama		2,140.00
Land Account		1,300.00
Care of Grounds		4,000.00
Office Supplies		2,000.00
Bulletins, News Letters, Advertising		2,000.00
President's and Dean's Traveling Expenses		750.00
Summer School		3,000.00
Miscellaneous Maintenance		5,000.00
President's Emergency Fund		4,000.00
Improvements and Special Repairs		6,500.00
Redecorating dormitory	\$2,500.00	
Microscopes	1,000.00	
New machinery	1,500.00	
Remodeling old library	500.00	
New home economics equipment	500.00	
Books for library	500.00	
		<u>\$35,990.00</u>

Salaries (to be determined after consultation with Board)

Building Fund

President's Residence

One of the buildings mentioned in report

REQUEST FOR RIGHT OF WAY AND DEED TO EIGHTY ACRES

We have a request from the Community Club of Birmingham for right of way for a road over our lands. Will make a recommendation after conferring with Land Commissioner and Executive Committee.

About two years ago it was agreed to sell Judge Charles B. Teasley, of Montgomery, eighty acres of land for \$2,000.00. He agreed to take the land as soon as squatters could be gotten off. He has telephoned that he has succeeded in removing the squatters, and now wishes the deed prepared for him. This has been referred to the Land Commissioner for a report.

Respectfully submitted,

T. W. Palmer,
President.

