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MINUTES OF THE STEERING COMMITTEE MEETING - AUGUST 12, 1942

Steering Committee
Members present:

Miss Lelia Anderson
Dean Alice Hoyt
Dean Marion Brown
Dean Walter Homan
Dean Lucy Stebbins

Consultants
present:

Homer Morris
Dr. Elton Trueblood
Mrs. Pauline Trueblood

Staff Members
present:

Thomas R. Bodine
Joseph Conard
Trudy King
Wilma Wight

Marion Brown reported her experiences in analyzing student questionnaires. She described the difficulty of making an adequate judgment of "personal factors" because the references named by the student were often unsatisfactory.

She found it advisable to read through the folders of all the students given to her before she analyzed any one student.

She found it difficult to decide how heavily to weigh the high school record as against the college record and decided that in general the high school record was less valuable and that the greater weight should be given the college record.

She pointed out that I. Q. tests given in the 9th grade or below mean almost nothing.

It was Dean Brown's feeling that interviews in about one-fourth of her cases were almost a necessity for adequate analysis.

The Steering Committee discussed at some length the desirability of having interviews before making a final analysis on each student and came to the conclusion that although interviews are very desirable there simply is not time now that it is August 12.

The Committee also decided that if the college record on a student was adequate then the high school record of that student would, in general, be ignored. If, however, the college record is inadequate because the student is only a Freshman, then the high school record would be given careful consideration.

The Committee decided that when two analysts disagreed in their judgment of a given student they would get together and reach a compromise, where they were geographically close to one another.

Where the disagreeing analysts do not live close to one another, then the final judgment would be left up to the "matcher."

It was the feeling of the Committee that Art students probably required the same special care as Medical students and that the "matching" process for Art students should probably be handled by someone familiar with the field.

The Committee discussed in some detail the value of the reference letters and decided that because they were not of any great value it would be wise to proceed with the analysis of top-ranking students without waiting until two letters of reference have arrived for each of them.

It was decided, therefore, that the staff would immediately go through all the student folders where the college transcript has been received, or, if the student is an entering Freshman, where the high school transcript has been received, and send to the analysts all students with scholastic average 2.5 and up, whether or not any letters of reference have yet come in; and, if the student is already in college, whether or not his high school transcript has been received. If the analysts are not swamped with averages 2.5 and up the staff will select for immediate analysis all students with averages of 2.0 and up.

It was admitted that the failure to hold interviews and the decision to proceed without waiting for letters of reference were probably not representative of the ideal way of doing this job, but then time is getting very short and colleges are beginning to demand decisions and in some cases to cancel their willingness to take students.

The Committee decided that in general for students who have transferred from our area to some Center in the South we should send whatever material we have in the file to our Southern Office.

Several church groups have indicated their desire to assume full responsibility for analyzing and placing (where desirable) all students who have indicated membership or preference for their denomination. The Committee felt that to be fair to the students who might prefer to go to a college not of their own denomination we should always write and get the student's own choice in the matter before we turn him over to the church group in question. It was suggested that the staff write to each student in question and ask him whether he would like to take advantage of the generous offer from his church group or whether he would rather take his chances along with all the other students.

"The Immediate Release and Travel Permit Department" reported that as of August 12 there are 220 students who, on their own initiative, have won acceptance at one of 88 separate colleges. Of these, two are now relocated, five have received their travel permits, six have been submitted to the governmental authorities with a request for travel permits, and 47 are all ready to submit except for approval by the Navy of the institution to which they are going, which is expected momentarily.

One small point was brought to the attention of the Committee. Namely, that on the colored 4" by 6" analysis cards the analyst might enter in the space entitled "References: 1 2 3" the words "Pastor, Friend, Lawyer," or whomever it is the reference has been received from.

It was announced that Robert L. Kelly, founder and Executive Secretary Emeritus of the National Association of American Colleges has indi-

cated his willingness to come to Berkeley next week to assist in the task of "matching." It was decided that we should go ahead and begin the "matching" process as soon as Dr. Kelly arrives, even though we will not at that time have analyzed the majority of students. It was felt that no harm could be done if we were to fill a few of the places that are now available. The Philadelphia Office informs us that there are now 155 colleges who have indicated their willingness to take a total of 1000 students. We do not know how many of these colleges will be approved by the various agencies in Washington, but we are hoping for fairly rapid clearance from now on. Of the 49 names of colleges submitted to the War Department on July 15 as colleges for which we urgently wanted government approval, all 49 have now been approved by the War Department. Unfortunately, 24 of these 49 have still to be approved by the Navy so that as of August 12, 1942, a total of only 25 colleges have been approved by all the agencies concerned.

The Committee discussed the subject of Kibei. In indicating its approval of certain colleges the War Department specifically said that those persons known as Kibei were not to be allowed to relocate. We have not as yet received an official definition of Kibei. After much discussion the Committee decided that rather than prepare a general definition which might be unduly restrictive we should merely present to the governmental authorities the cases of a few individual and very worthy students who might be considered Kibei but whom we feel should not be considered Kibei.

It was decided not to analyze the students who are now in "The Immediate Release and Travel Permit Department" unless they have their acceptances cancelled or for some other reason should be taken out of that Department. In other words, those students who are receiving special attention from us because they had already won acceptance at some college will not be returned and "matched" until their acceptance has been cancelled.

The meeting concluded with a discussion of staff and personnel problems. With the summer drawing to a close, many of our valuable volunteer workers will be returning to their permanent jobs, and unless we find people to replace them we shall be even more short-handed than we are at the moment.

THOMAS R. BODINE

TRB:pjh

Joseph Conrad

Lincoln Nebraska G. W. Rumbold

applic. for admis. of Lukacooji, Mitsuo
Yamamoto, Yoriada Kagawa, Gedy Aoki, accepted
will collect approval Paul Bannai.

*Picking
Students*

*Duplicate -
no keep*

REPORT OF MEETING
Wednesday night, July 8, 1942

Steering Committee
of
Committee of Counsellors for Relocation

It was decided to write for both transcripts and references for all high school students who had indicated A or B averages, and also to send for high school transcripts for all college students.

Concerning personnel, it was thought that the work should follow the outline suggested for Questionnaire procedure, being especially careful to use the counsellors in the places where best qualified. There will be need for typists and chore workers, though these must do very careful work. Others who might be interested in the work are the Institute of Child Study (names of Mrs. Jones and Miss Landreth were given) and graduates in Social Welfare. It was suggested that Miss Ward be called concerning Social Welfare students.

Some additions were made to the original suggestions for headings for the Chart. The list, including new suggestions was as follows:

1. Name
2. Center
3. Record number
4. College last attended
Semester units completed
5. High School last attended
6. Age
Sex
7. Marital status
Religious preference (by denomination)
- 8-9. Vocational plans
10. College preference
Major field, minor field
- 11, 12, 13, 14, 15 16, Finances:
 - a) adequate
 - b) needs slight supplement
 - c) " major "
 - d) willing to work
 - e) special skill
 - f) dependents
17. College contact
 - a) acceptance
 - b) payment

18. Transcripts--grade point average; trend
19. Number of reference letters in (to be checked)
20. Letters from Centers (Personnel Office)
21. General Remarks
22. Ratings a)
 b)
 c)
 d) Composite

Names would be on charts in four groups; graduates, college undergraduates, high school graduates, and postponements.

Mr. Settles, after working on records of some students who have been accepted by Eastern colleges, asked for discussion of policy for the Student Relocation Council. Can we help to get travel permits for students who have low grades and need money, for example? It was felt that a standard of recommendation should be kept. We need to assume that a college accepting a student has made the necessary inquiries and we cannot refuse to help a student secure a release who has taken proper steps to enter. Since the Student Relocation Council is working for scholarships, however, it must help the best scholars. It is hoped that concentration will be on the good students.

If a "postponement letter" is sent, it should go later, when more questionnaires are in the office. It will be very easy to dash hopes. Stress this work as an honorable competition in which all cannot win.

A revision of the reference letter needs to be made. A check form would be better, with a place for comments. It was felt that a brief chart would be returned more quickly. Mr. Settles was asked to work on a new form, with the help of Homer Morris and Joe Conard.

Joe Conard read a statement that was to be sent East to the Philadelphia Office concerning matching of students names with openings in Eastern schools. It was suggested that the National Student Relocation Council inform the colleges who might accept students of the process of selection used here and the names of some of the people actually doing the work. It was felt that the matching should be done on the West Coast, as the statement indicated.

There is a need for the various church denominations to understand our attitudes about scholarship. Perhaps one or two of the Counselling Committee (counsellors) could meet with them after our meeting on Friday night at which we hope Mr. Chapman can be present.

Next meeting of Steering Committee, Wed. July 15, 7:30
Next meeting of Executive Committee, Fri. July 17, 7:30

Marydel Balderston

Marydel Balderston