

III Junior colleges - Statistics

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1963

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Paul F. Johnston, Superintendent
Des Moines 19

Consultant's Report on Public Community or Junior Colleges

1962 - 1963

Division of Advanced Education
and Instructional Services

April, 1963

3-701

State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Paul F. Johnston, Superintendent
Des Moines 19

Consultant's Report on Public Community or Junior Colleges

1962 - 1963

to
State Superintendent of Public Instruction

Division of Advanced Education
and Instructional Services

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State of Iowa
DEPARTMENT OF PUBLIC INSTRUCTION
Des Moines 19

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Report Prepared by

Louis R. Newsham, Consultant
Community Colleges and Continuing Education

INTRODUCTION

Consultant's Report on Public Community or Junior Colleges 1962-1963

The public community or junior college evaluation has been based on the following areas:

1. Action taken by the board of education, the school administrators and faculties on recommendations for compliance with the standards for the 1962-1963 school year.
2. Teacher personnel report by the certification division.
3. Reports and an extensive visit with the superintendent and dean regarding each of the following areas:
 - a. Study of community needs; new programs as a result of these studies
 - b. Student personnel and counseling
 - c. Library and librarian
 - d. Faculty qualification procedures
 - e. In-service programs
 - f. Uniform accounting and budget procedures
 - g. Teaching loads
 - h. Full-time staff versus part-time staff
 - i. North Central Association activities directed toward a self-study

The foregoing items were areas of concentration for 1961-1962, and progress was made by the various colleges in all areas to varying degrees.

The area community college study as directed by House Resolution No. 6 acted as an impetus to some of the schools and caused them to progress two or three times faster than would have been the case under ordinary circumstances. In other colleges minimum progress has been made, particularly from the standpoint of plans to expand facilities. This attitude stems from the uncertainty of future area college developments and their influence on a small college with a limited program.

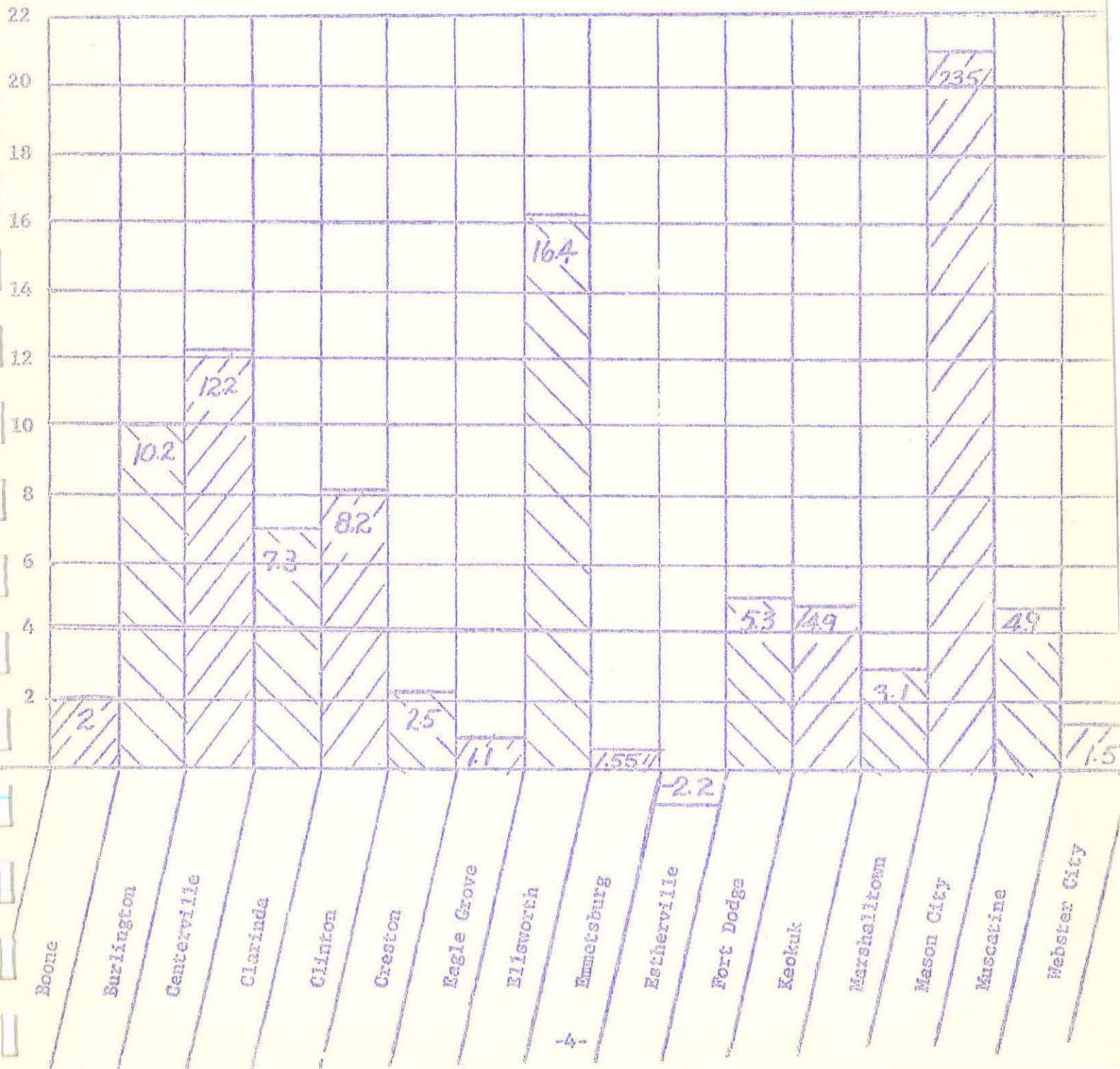
The common problems confronting the community or junior college may be partially or even fully solved by appropriate action in the local district; however, due to the lack of financial base and pressure of the needs of elementary and secondary schools in the local district, certain of the most crucial problems shall continue to exist until proper financial base organization and administrative structure are available. The problem becomes one of "how hard do you beat a slow horse to make him exceed his capabilities?"

On the following pages there appears for each community or junior college a brief summary of certain information based on reports filed and visits made during the 1962-1963 school year.

PER CENT OF TOTAL STATE ENROLLMENT INCREASE

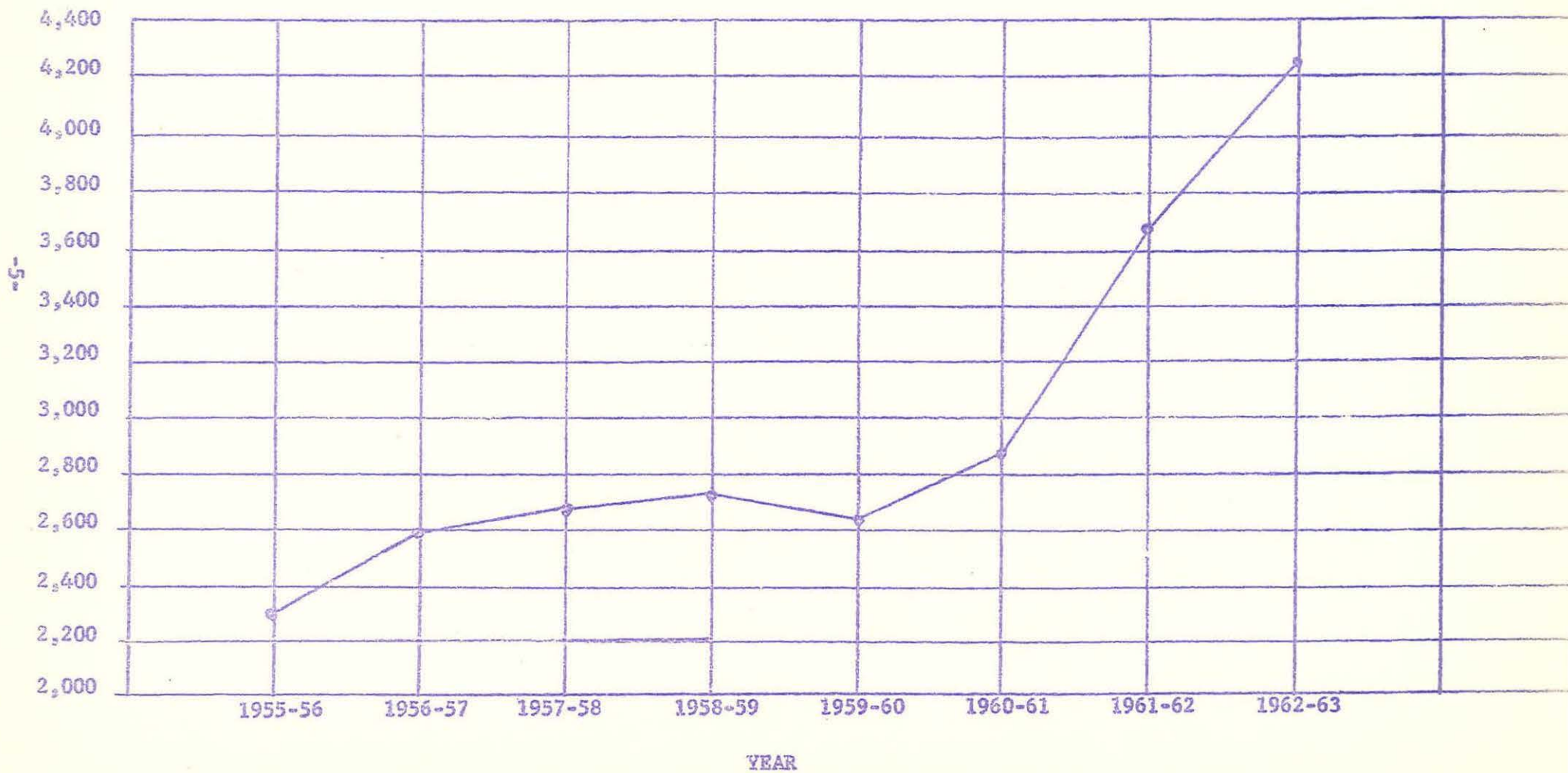
1962-63 OVER 1961-62

FOR EACH COMMUNITY-JUNIOR COLLEGE

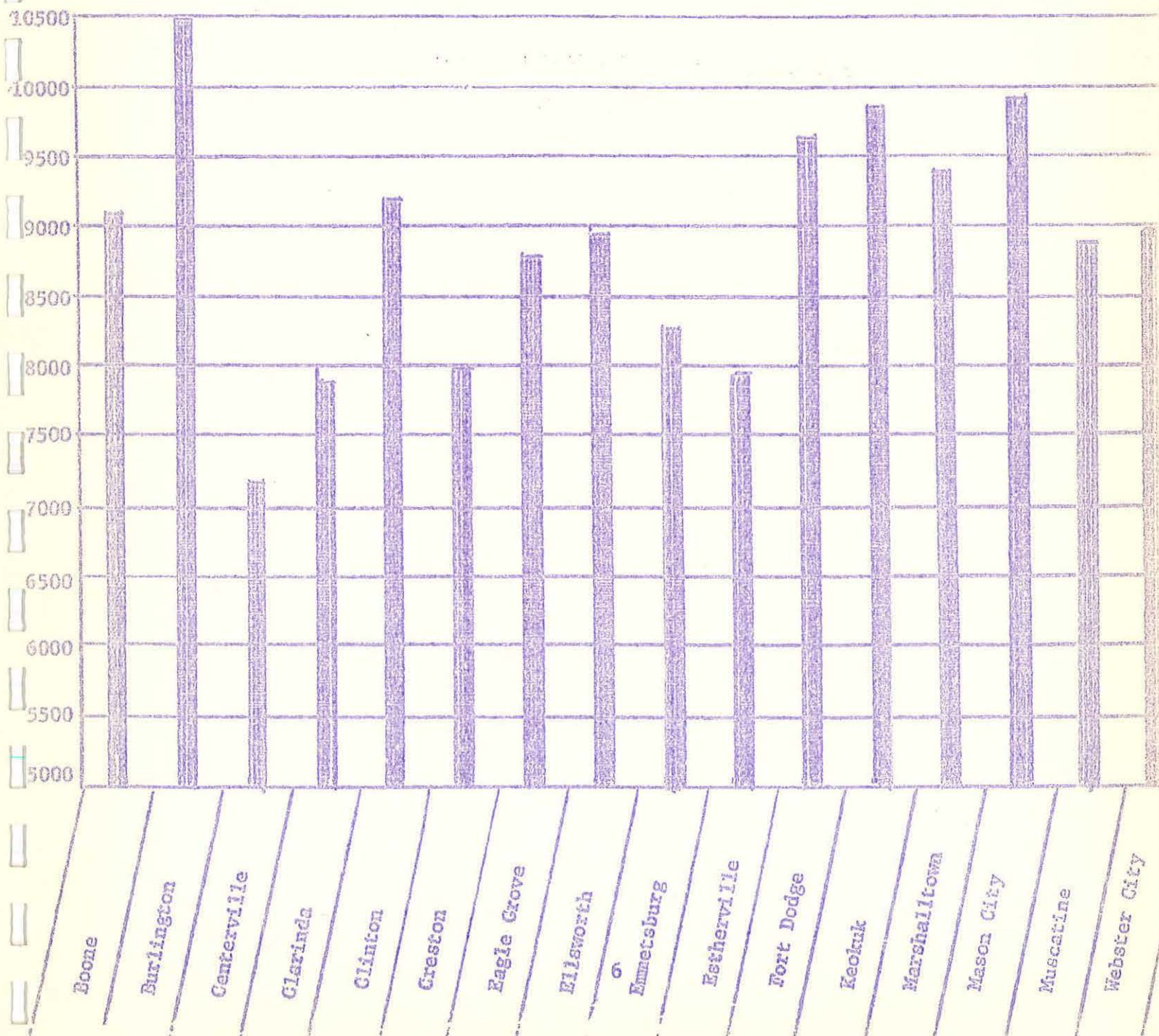


COMMUNITY OR JUNIOR COLLEGE
TOTAL FULL-TIME STUDENT ENROLLMENT

NUMBER
OF
STUDENTS

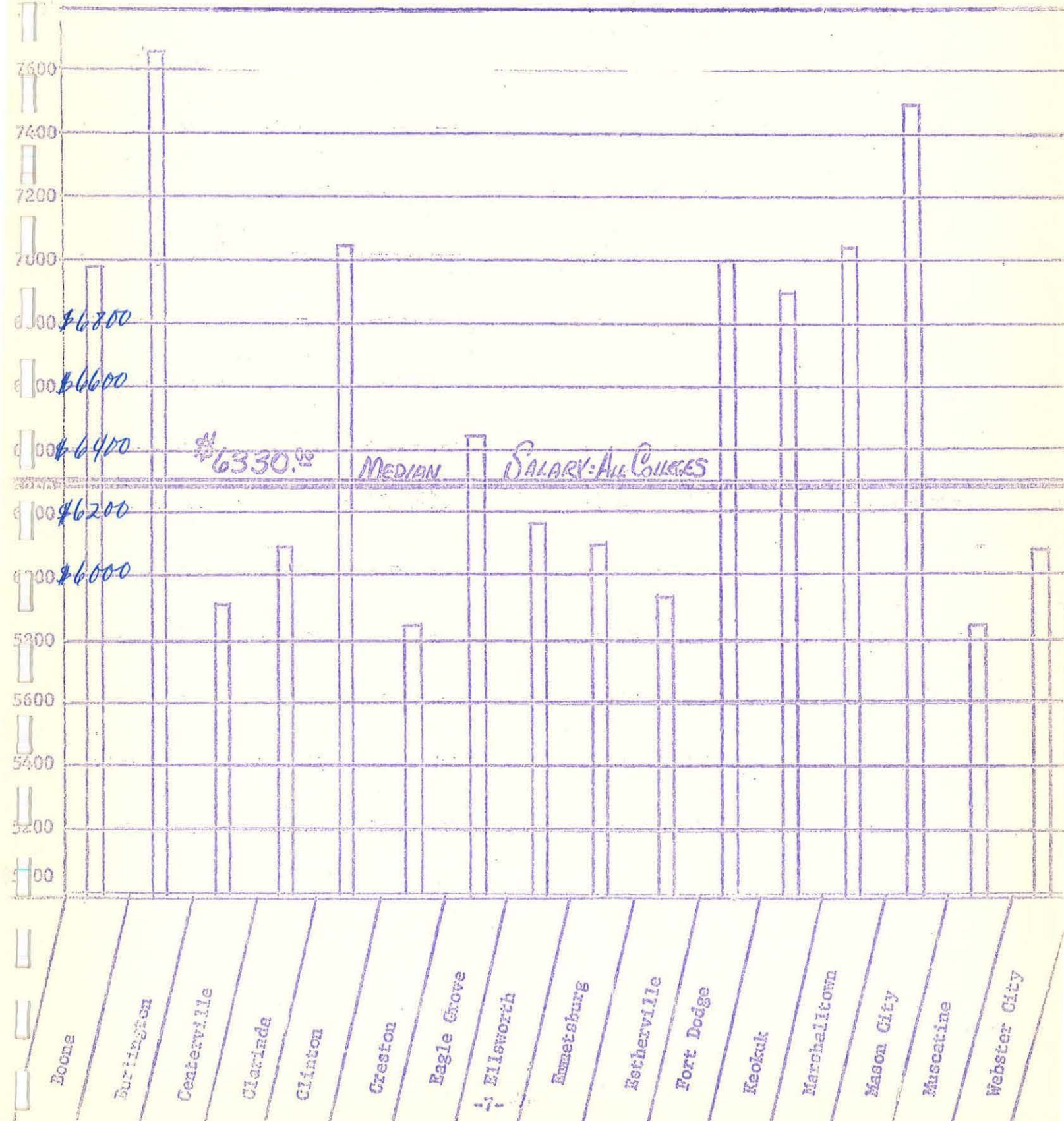


SALARIES OF COMMUNITY OR
JUNIOR COLLEGE DEANS
1962-1963



COMMUNITY COLLEGE SALARY STUDY
 FULL-TIME INSTRUCTORS = COLLEGE OR COLLEGE AND HIGH SCHOOL
 EXCLUDING = ADMINISTRATORS AND PART-TIME COLLEGE TEACHERS

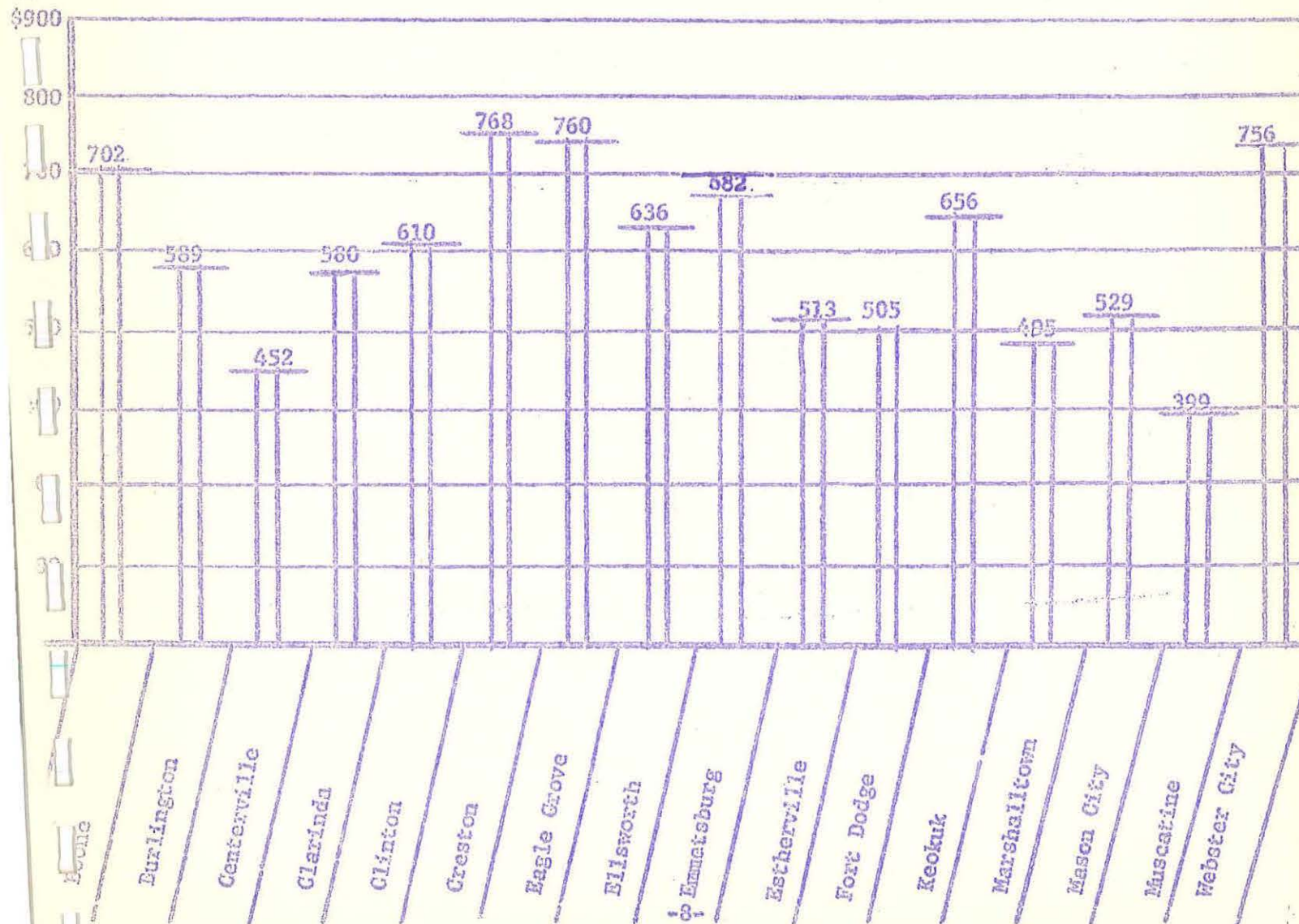
MEDIAN SALARIES



1961-1962

PER STUDENT COST

SCHOOLHOUSE AND GENERAL FUND EXPENDITURES



CITY	LIBRARY BUDGET		NEW OR IMPROVED FACILITIES		LIBRARIAN	
	Average		Adequate - None		Minimum: Combination High School-College	
BOONE	Average		Adequate - None		Minimum: Combination High School-College	
BURLINGTON	Above Average		Extensive Improvements		Full-time	
GENTERVILLE	Average		None (Moving into new quarters 1963-64)		Combination High School-College	
KLARINDA	Average		Improved Facilities Still Minimum		Combination High School-College	
CLINTON	Average		None		Combination High School-College	
CRESTON	Average		None		Combination High School-College	
EAGLE GROVE	Average		None		Combination High School-College	
FAIRBURY	Average		None		Combination High School-College	
FAIRBURY	10,000	1962-63	Excellent		3/4 Time	
FAIRBURY	10,000	1963-64				
FAIRBURY	10,000	1964-65				
FAIRBURY	Average		None		Combination High School-College	
FAIRBURY	Average		None (New quarters 1963-64)		Combination High School-College	
FORT DODGE	Average		None		Combination High School-College	
GEORGETOWN	Average		Excellent		Combination High School-College	
MARSHALLTOWN	Average		None		Combination High School-College	
MASON CITY	Average		Extensive (Good)		Full-time	
MUSCATINE	Average		None (New quarters 1963-64)		Combination High School-College	
WEBSTER CITY	Average		Above Average		Combination High School-College	

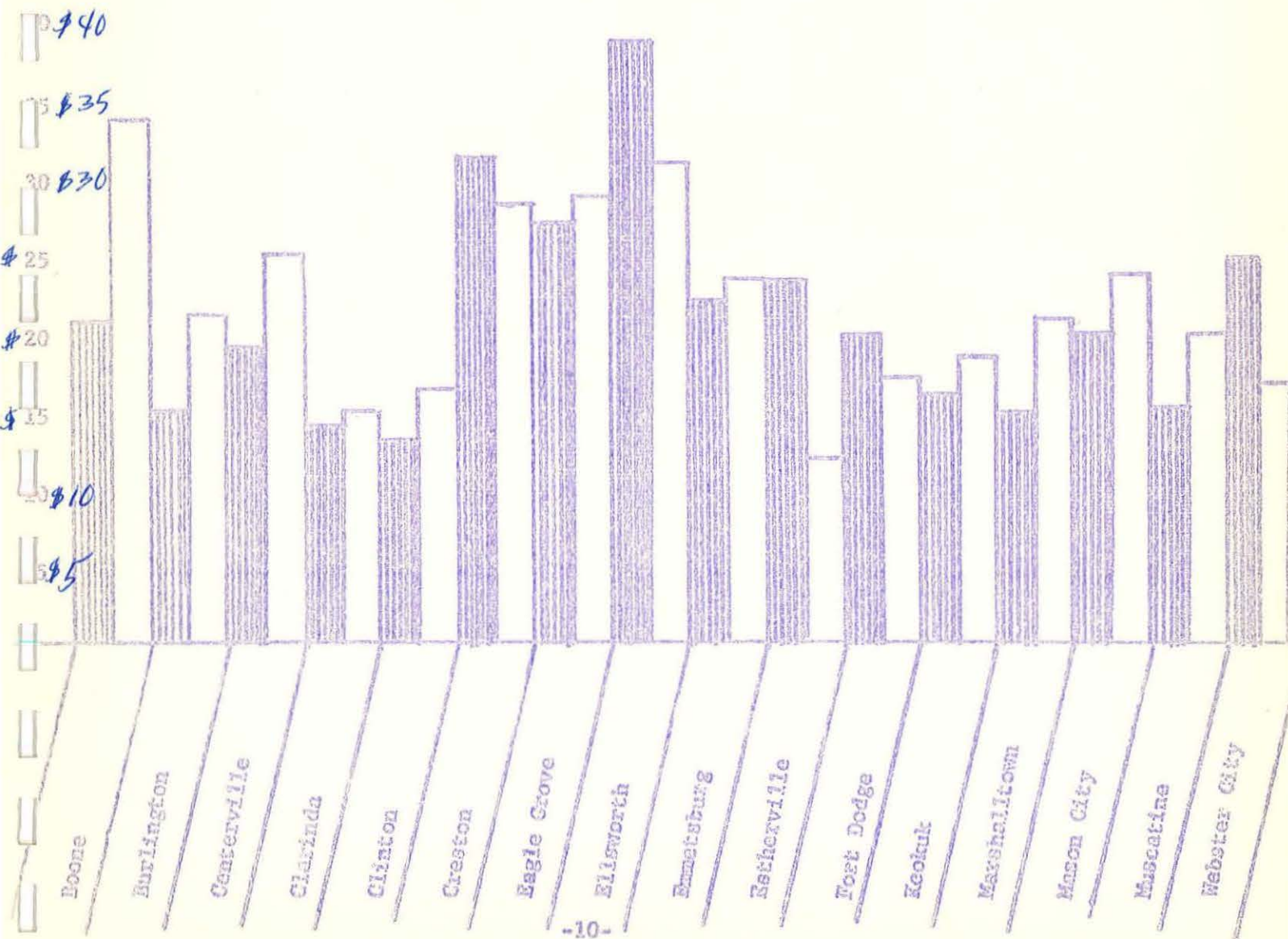
1960-61

1961-62

LEGEND

LIBRARY EXPENDITURES PER STUDENT

1960-1961 AND 1961-1962



1962-63
TOTAL NUMBER OF STAFF MEMBERS
AND

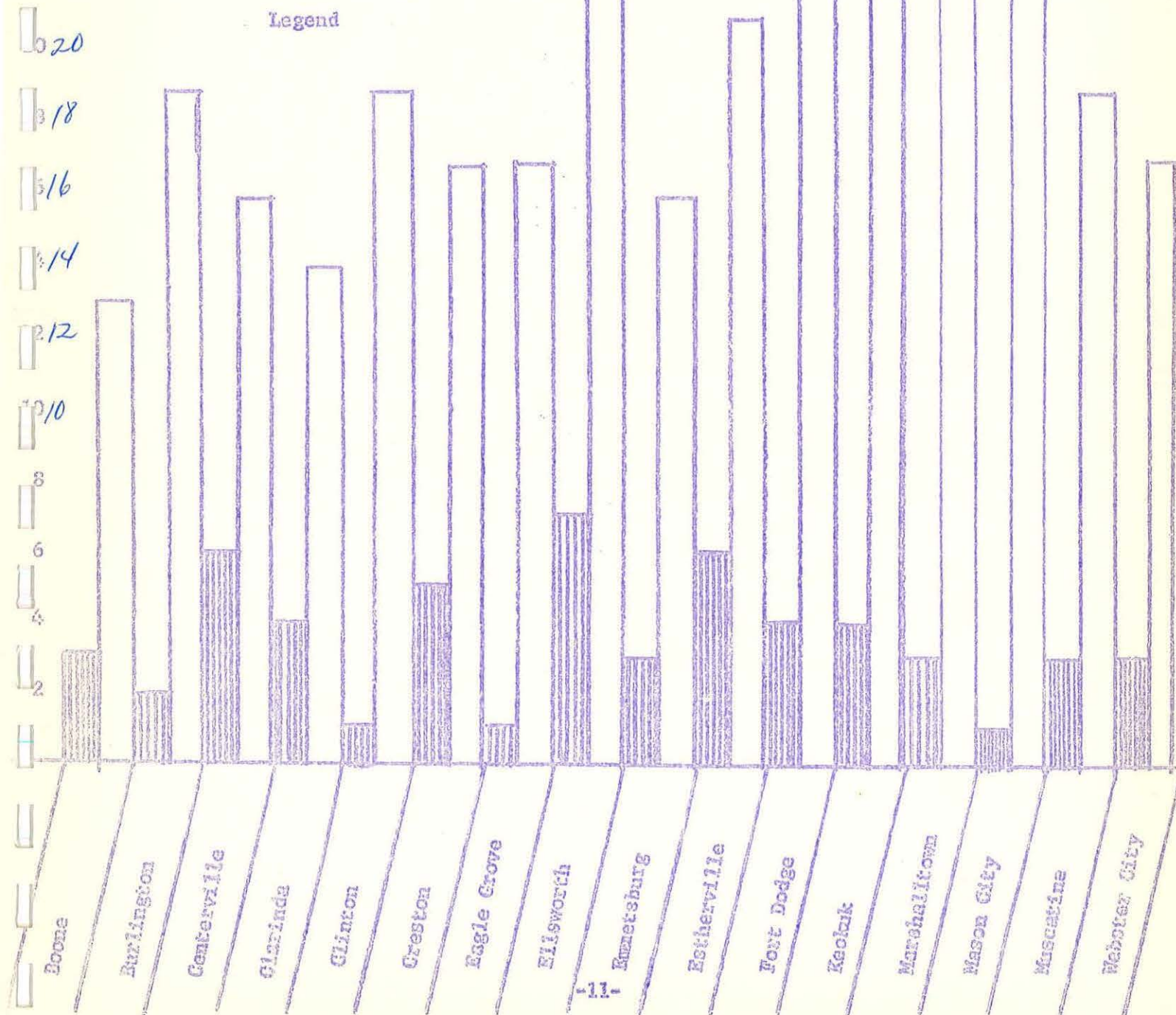
NUMBER OF STAFF MEMBERS TEACHING ON TEMPORARY APPROVAL

17.8% Community-Junior
College Teachers On
Temporary Approval

Number of Staff
Members
on
Temporary
Approval

Total Number
of
Staff
Members

Legend



Suggested Letter to be Sent to Each Community-Junior College*

This letter is written to inform you that the State Board of Public Instruction and the State Board of Regents have officially approved the payment of state aid for the _____ College for the 1962-1963 school year to the _____ School District in accordance with the provisions of Chapter 286A, Code of Iowa 1958, as amended by Senate File 538, Fifty-ninth General Assembly.

The Iowa Committee on Secondary School and College Relations has asked us to inform you that it has voted to accept college credits from your institution for the school year 1962-1963.

Attention is called to the fact that state aid to community-junior colleges is not paid unless the approval standards for such institutions adopted by the State Board of Public Instruction and the State Board of Regents and effective July 1, 1959, are met as determined by favorable action of these two boards.

The State Department of Public Instruction, subject to the approval of the State Board of Public Instruction, is charged with the responsibility of enforcing these regulations. The State Board has taken action to the effect that approval for the 1963-1964 school year will be conditioned by the action taken by the board of education on the recommendations set forth in the letter from the community college consultant dated April ____, 1963.**

We appreciate the cooperation of the board of education and the administration in working with the Department of Public Instruction to improve the community-junior colleges of Iowa.

Very sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:ls

*Letter with possible modifications to be sent after the State Board of Public Instruction and State Board of Regents have taken official action.

**Department of Public Instruction letter of visitation with recommendations for 1963-1964.

BOONE JUNIOR COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 34
Range = 26 - 63

Sex Distribution

Mr. = 9
Miss = 1
Mrs. = 3
Total 13

Full-time Instructors = 5
Part-time Instructors = 8

College Teaching Experience (Does not include
high school
teaching experience)
Median = 8 years
Range = 4 - 17 years

Faculty Salary

Median = \$7,000
Range = \$4,477 - \$7,820

Highest Degrees Held by the Faculty

Master's Degree = 12
Bachelor's Degree = 1

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 190 semester hours
Range = 104 semester hours - 218 semester hours

Total graduate semester hours earned
Median = 55 semester hours
Range = 12 semester hours - 84 semester hours

Faculty Members on Temporary Approval

Number = 3
Per cent of faculty on temporary approval = 23%
Master's Degree = 2
Bachelor's Degree = 1

Teaching Load

Number over sixteen semester hours = 5

BOONE
JUNIOR COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A.	M. A.	Sem. Hrs.	Total Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Winifred Barquist	57			X	\$7,650.00		X	7		X	204	84	11		
Ben Bruns	54	X			7,705.00	X		7		X	199	58	19		
H. Hartley	63	X			7,575.00	X		17		X	203	83	20		
Marguerite Hartley	52			X	7,650.00		X	15		X	188	66	15		
Everett Porter	40	X			6,390.00		X	7		X	218	71	17		
Grace Osborne	62		X		7,820.00	X		15		X	180	60	27		
Lyle Poyzer	47	X			7,650.00		X	4		X	173	53	16		X
Bill Ryan	34	X			6,390.00	X		0		X	195	55	16		X
James Sanders	26	X			5,340.00	X		0	X		132	12	18		X
James Scamman	24	X			5,620.00	X		0		X	190	50	14		
Melvin Thompson	40	X			7,360.00	X		8		X	160	35	20		
Jack Tillson	51	X			6,730.00	X		15		X	140	40	16		
Marian Tisdale	49			X	4,477.00		X	4		X	215	34	12		

Personnel on Temporary Approval
School Year 1962-1963

Boone Junior College

1. Poyzer, Lyle Ivan--59045--Physics (M.S.--Education)

Undergraduate
Physics--24 s.h.

Graduate
Physics--3 s.h.

Comment. For several years he taught mathematics and physics on temporary approval. He chose to make mathematics his principal or 20 semester-hour field of graduate study and we agreed to permit him to build up his preparation in this field first. Then he was to start on physics and keep at it until he had the 15 semester hours of graduate credit in it required for a second field of approval. At the same time we asked the officials at the college to consider reducing his assignment to mathematics only. These officials have now informed us that he will be assigned to mathematics only in 1963-1964.

2. Ryan, Bill Ray--72115--Biology (M.A.--Science)

Undergraduate
Science--major

Graduate
Botany and Biology--15 s.h.

Comment. While he has a master's degree in science, it appears that he has not built up the equivalent of a graduate major (20 semester hours) in any one science. We have informed him that we will grant him full approval in biology as soon as he completes 5 additional hours of graduate credit in this area. He feels that we have overlooked certain courses which would be acceptable. We are contacting his colleges for additional information in this connection.

3. Sanders, James Herman--62090--Mathematics (B.S.--Mathematics)

Undergraduate
Mathematics--major

Graduate
Mathematics--NSF Summer
Institute

Comment. The NSF Institute was devoted to refresher work in teaching of calculus. It appears that he has not yet matriculated as a graduate student in mathematics. He has applied for a four-year academic institute in mathematics at Western Michigan University and, thus, will probably not return to Boone next year. We have been assured that, if he decides to return to Boone next year, he will complete graduate work in mathematics during the Summer of 1963.

April 9, 1963

Mr. Donald F. Seaton, Superintendent
Boone Community School District
Seventh and Crawford Streets
Boone, Iowa

Dear Mr. Seaton:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Student Personnel - Counseling and Guidance

That the standard relating to counseling and guidance services provides that the guidance services be directed by a staff member specially prepared and qualified in this area.

3. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs. The new curricula planned for 1963-1964, Secretarial Science and Business Management, are good examples of new programs for unmet needs.

April 9, 1963

4. Library

That the Board of Education employ at least a half-time professional librarian with an orientation and interest in the community college and that the services of this librarian be available to the college students and faculty.

5. Teaching Load

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LEN:jv

CC: Robert D. Heyen, Dean
Doane Junior College

J. Boyd Pestotnik, President
Board of Education

C. T. Howard, Secretary
Board of Education

BURLINGTON COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 50
Range = 27 - 65

Sex Distribution

Mr. = 10
Miss = 8
Mrs. = 1
Total 19

Full-time Instructors = 13
Part-time Instructors = 6

College Teaching Experience (Does not include
high school
teaching experience)
Median = 9 years
Range = 0 - 37 years

Faculty Salary

Median = \$7,680
Range = \$5,320 - \$8,175

Highest Degrees Held by the Faculty

Master's Degree = 17
Bachelor's Degree = 2

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 183 semester hours
Range = 123 semester hours - 222 semester hours

Total graduate semester hours earned
Median = 65 semester hours
Range = 35 semester hours - 130 semester hours

Faculty Members on Temporary Approval

Number = 2
Per cent of faculty on temporary approval = .05%
Master's Degree = 1
Bachelor's Degree = 1

Teaching Load

Number over sixteen semester hours = 4

BURLINGTON
COMMUNITY COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A.	M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Bacher	53	X			\$7675.00		X	31		X	197	77	16	
Bates	28	X			5215.00		X	1		X	163	33	16	
Cardle	50		X		7375.00		X	21		X	180	50	16	
Griesel	44		X		7675.00		X	15		X	197	74	16	
Haberichter	55	X			7980.00	X		14	X		151	31	15	
Hamilton	65		X		7675.00	X		9		X	222	95	18	
Haskell	49		X		7675.00		X	9		X	271	130	17	
Horn	48	X			6885.00		X	6		X	123	65	16	
Jacobson	55			X	7975.00		X	10		X	212	92	16	
Johannsen	57	X			8175.00	X		35		X	178	50	16	
Kroeger	66		X		7250.00		X	37		X	216	92	15	
Lamb	46		X		7375.00	X		6		X	205	61	23	
McAdams	56		X		7875.00	X		5		X	214	81	21	
Meuler	52	X			7975.00		X	22		X	215	79	15	
Orian	27	X			4825.00		X	0		X	208	35	16	X
Park	43	X			7875.00		X	9		X	187	67	16	
Strand	56		X		7675.00		X	24		X	181	61	15	
Sweeney	27	X			5320.00		X	1	X		177	49	16	
White	67	X			6995.00	X		32		X	161	39	16	

Personnel on Temporary Approval
School Year 1962-1963

Burlington Community College

1. Cowles, Betty Irene Miller--83353--Librarian (B.A.--Speech)

Undergraduate

Speech--major

Library Science following date

of bachelor's degree--8 2/3 s.h.

Graduate

Library Science--0 s.h.

Comment. She has been given a temporary certificate for service as a school librarian and has also been temporarily approved to serve as part time librarian in the college with the understanding that she is to be in school each summer until she can become fully qualified.

2. Oxlan, John Hachig--83090--History and Political Science (M.S.--Education)

Undergraduate

Economics--9 s.h.

History--26 s.h.

Political Science--33 s.h.

Sociology--3 s.h.

Graduate

Economics--3 s.h.

History--6 s.h.

Political Science--6 s.h.

Comment. An examination of his graduate transcript shows little evidence that his graduate work in the social sciences was of a particularly rigorous or sequential nature built upon his undergraduate work in this area. Instead, it appeared to have been directed toward high-school administration and supervision. For example, one of his history courses was entitled, "History of Indiana."

We are asked frequently if we do not take undergraduate work into consideration. Well, we had no choice in this case. We have always answered such a question by stating that our standards call for graduate credits in the field under consideration, and that we give consideration to undergraduate work when we are asked to give temporary approvals.

It is interesting to note that, in this case, the officials at Burlington Community College appear to have believed that he was fully qualified for teaching history and political science in their college by virtue of what they term "graduate-level" work. It appears that they were guided in this judgment by the following table which appears on the reverse side of his transcript:

Non-credit courses:	1 through 49
Non degree courses:	50 through 99
Undergraduate courses:	1 through 499
Lower Division:	100 through 299
Freshman:	100 through 199
Sophomore:	200 through 299
Upper Division:	300 through 499
Junior:	300 through 399
Senior:	400 through 499

Dual-level courses (Seniors
and Graduate Students):
Graduate courses:

500 through 599
600 through 699

He did complete 12 500 courses as an undergraduate but no 600's. We have reported our analysis to the officials at Burlington and to Mr. Ozian, and we have been assured that he has applied for admission to Western Michigan University where he plans to take 6 semester hours of additional graduate credit in history and political science. We are planning to have an interview with Mr. Ozian before the present school year closes in order to make sure that we have a mutual understanding of the facts.

April 9, 1963

Dr. Ralph A. Austermiller, Superintendent
Burlington Community School District
1429 West Avenue
Burlington, Iowa

Dear Dr. Austermiller:

This is a formal letter setting forth our recommendations for the 1963-64 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the Board of Education and the faculty be aware that this is an area that requires continuous effort and that the Board of Education and the faculty carry into the 1963-1964 school year the financial and professional efforts needed to provide the basic ingredients for a continuing program of in-service work and attendance at professional meetings.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

Mr. Ralph A. Austermler

- 2 -

April 9, 1963

Comments: The college building looked very good, particularly the library. Congratulations on passing the re-visitation by the North Central Association.

I enjoyed my visit and appreciated the courtesy and time given to my visit.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: D. Doyle Stonchocker, Dean
Burlington Community College

Richard Ihne, President
Board of Education

Kenneth L. Park, Secretary
Board of Education

CENTERVILLE COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 32
Range = 25 - 65

Sex Distribution

Mr. = 14
Miss = 0
Mrs. = 2
Total = 16

Full-time Instructors = 6
Part-time Instructors = 10

College Teaching Experience (Does not include
high school
teaching experience)
Median = 2 years
Range = 0

Faculty Salary
Median = \$5,920
Range = \$5,000 - \$6,975

Highest Degrees Held by the Faculty

Master's Degree = 12
Bachelor's Degree = 4

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 170 semester hours
Range = 156 semester hours - 240 semester hours

Total graduate semester hours earned
Median = 40 semester hours
Range = 8 semester hours - 71 semester hours

Faculty Members on Temporary Approval

Number = 6
Per cent of faculty on temporary approval = 38%
Master's Degree = 4
Bachelor's Degree = 2

Teaching Load

Number over sixteen semester hours = 9

GENTRIVILLE COMMUNITY
COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A.	M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Bensyl	25	X			\$5325.00	X		1	X		156	21	19	X
Corteseio	45	X			6975.00	X		6		X	177	47	17	X
Dutton	23	X			5150.00	X		0		X	162	37	25	
Fuller	65	X			6525.00	X		17		X	197	54	21	
Harbour	35	X			5500.00	X		1		X	200	42	19	
Kepner	34	X			6000.00		X	3	X		179	60	17	X
Miller	30	X			5000.00	X		0		X	158	32	17	X
Miskimins	59			X	5875.00	X		2		X	211	49	16	
Myers	34	X			6500.00		X	0		X	163	33	16	X
Naimi	35	X			5850.00		X	2		X	190	41	15	X
Nelson	50	X			5950.00	X		16	X		168	20	18	
Schupp	25	X			6500.00	X		0		X	165	35	8	
Simons	48			X	5825.00		X	4		X	200	71	15	
Sunburg	26	X			5250.00	X		0	X		152	8	17	
Tanner	34	X			6700.00		X	2		X	165	33	16	
Waddill	36	X			5875.00		X	5		X	240	60	14	

Personnel on Temporary Approval
School Year 1962-1963

Centerville Community College

1. Bensyl, Conrad Noel--76395--Chemistry and Physics (B.A.--Chemistry)

Undergraduate
Chemistry--major

Graduate
Chemistry--11 s.h.
Physics--12 s.h.

Comment. He is scheduled to get his master's degree this summer with a graduate major in chemistry (total of 21 semester hours). He will then be qualified in chemistry as his principal field. He will need 3 additional semester hours to qualify in physics as the second field.

2. Cortesio, Frank Richard, Jr.--30972--Geography and History (M.A.--Education)

Undergraduate
Social Studies--major

Graduate
History--7.5 s.h.
Geography--0 s.h.

Comment. He is scheduled to complete 12 semester hours of graduate work in history during the Summer of 1963, thus meeting the standard in history as his principal field. It will be necessary for him to take work in successive summers in order to build up geography as a second field.

3. Kepner, Harold Max--31745--Accounting and Economics (B.A.--Business Administration)

Undergraduate
General Business--major
Accounting--6 s.h.
Economics--16 s.h.

Graduate
Accounting--0 s.h.
Economics--5 s.h.

Comment. He is within $2\frac{1}{2}$ semester hours of his master's degree in business education which he expects to complete in the Summer of 1963. In order to qualify in accounting he needs 9 additional semester hours, 3 of which must be graduate credit. He needs 10 semester hours of additional credit in economics in order to qualify in that subject. When he has received his master's degree, general business will be regarded as his principal field.

4. Miller, Richard Thomas--66261--French (M.S.--English)

Undergraduate
French--22.5 s.h.

Graduate
French--0 s.h.

Comment. This person is approved for junior college teaching with English as the principal field. The misassignment in French was discovered too late in the year to make a change practicable. The officials at Centerville have assured us that Mr. Miller will be relieved of the French teaching assignment after the close of the present year.

5. Myers, Richard Wayne--53672--Psychology and Sociology (M.S.--Education)

Undergraduate
Social Studies--major

Graduate
Psychology--0 s.h.*
Sociology--3 s.h.

*Subject to consultation with officials at Drake University. It is possible that as many as 9 semester hours of work included in his graduate major in guidance and counseling could also be classified as psychology.

Comment. We regard counseling as his principal field of approval. Since we regard psychology as a "field," we will keep him on temporary approval in psychology until we have been able to credit him with 15 semester hours of graduate credit in it. He needs 12 additional semester hours of graduate credit in sociology to be approved in sociology.

6. Naimi, Mohammed Omar--66795--Political Science (M.A.--History)

Undergraduate
Social Studies--major

Graduate
Political Science--12 s.h.

Comment. His principal field for which he is already approved is history. As soon as he completes a special project for which he is now registered at Drake University (3 semester hours in political science), he will be recorded as having the required 15 semester hours of graduate credit for approval in political science.

April 9, 1963

Mr. Gerald Dunsmore, Superintendent
Centerville Independent School District
Centerville, Iowa

Dear Mr. Dunsmore:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Student Personnel - Counseling and Guidance

That this area be evaluated in the light of the needs of a rapidly increasing student body and the ability of one person to perform multiple duties and still perform his basic assignment of counseling and guidance.

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

April 9, 1963

4. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

5. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

I enjoyed my visit to Centerville and would like to congratulate the Board of Education and the administrators on the strides made in expanding the college program and facilities.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: Lyle Mellyer, Dean
Centerville Community College

Oscar Gavronsky, President
Board of Education

Laura M. Shopbell, Secretary
Board of Education

CLARINDA COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 40
Range = 24 - 65

Sex Distribution

Mr. = 8
Miss = 3
Mrs. = 3
Total 14

Full-time Instructors = 4
Part-time Instructors = 10

College Teaching Experience (Does not include
high school
teaching experience)
Median = 3 years
Range = 0 - 35 years

Faculty Salary
Median = \$6,000
Range = \$5,040 - \$7,080

Highest Degrees Held by the Faculty

Master's Degree = 9
Bachelor's Degree = 5

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 178 semester hours
Range = 128 semester hours - 200 semester hours

Total graduate semester hours earned
Median = 28 semester hours
Range = 0 semester hours - 76 semester hours

Faculty Members on Temporary Approval

Number = 5
Per cent of faculty on temporary approval = 35%
Master's Degree = 1
Bachelor's Degree = 3
Ph. D. and Pd. D. = 1 (University of Havana)

Teaching Load

Number over sixteen semester hours = 6

[illegible]

Personnel on Temporary Approval
School Year 1962-1963

Clarinda Community College

1. Bailey, Bertha Franceta Green--58882--Librarian (B.S.--Elementary Education)

<u>Undergraduate</u>	<u>Graduate</u>
Elementary Education--major	Library Science--23 s.h.
Library Science--16 s.h.	

Comment. She holds a temporary certificate endorsed for service as school librarian. She will be in attendance in the School of Library Science at the University of Denver during the Summer of 1963. She will be regularly certificated and approved as soon as she receives her master's degree. Because she has transferred from another institution, it is quite likely that she will not complete all of her requirements for her degree this summer.

2. Bassett, Bernadine--29268--Business Mathematics (M.A.--Business Education)

<u>Undergraduate</u>	<u>Graduate</u>
Social Studies--major	Business Education--major
	Accounting--3 s.h.*

*Completed by correspondence study--finished during the second semester.

Comment. In December, 1962, we learned that she was teaching accounting without having any college credits in it even at the undergraduate level. We required her to be removed as an accounting teacher at the close of the first semester but gave her temporary approval in business mathematics on the strength of the fact that she was enrolled in a correspondence-study course in accounting. Upon our recommendation, her assignment has been narrowed to encompass courses (stenography, business law, and office machines, etc.) for which she does meet approval standards.

The officials at Clarinda Community College arranged for a few students (about four) who wanted a second semester of accounting to enroll in a correspondence-study course in it offered by the University of Iowa. This is a "new angle." In a consultation with Superintendent Robert D. Looft early in April, we learned that the students are completing the course at varying rates. However, he was unable to give us precise information. We will get this information at a later date.

3. Garcia, Maria Engenia Prieto--83962--Spanish (Dr. of Pedagogy and Dr. of Philosophy and Letters, University of Havana)

Comment. Mrs. Garcia is one of about eight Cuban refugees who have been given temporary certificates for teaching Spanish in Iowa schools. She began service during the second semester as a replacement for Donald Edwin Lyle who was required to drop his assignment as Spanish teacher because he was not judged qualified even for temporary approval.

Arrangements are being made for Mrs. Garcia to complete such additional work as is needed each year until she meets full Iowa standards.

4. Lyle, Donald Edwin--72293--Spanish, but not approved. Forced to stop handling this assignment. (B.A.--Agriculture)

Undergraduate
Agriculture--major
Spanish--19 s.h.

Graduate
Spanish--0 s.h.

Comment. In December, 1962, we notified the officials at Clarinda Community College that, inasmuch as Mr. Lyle had no graduate credit in Spanish and only 19 semester hours in it as an undergraduate, a change in teachers would be necessary at the close of the first semester. The change was made and the new teacher is Maria Engenia Prieto Basulto Garcia. (See accompanying report on her temporary approval.)

5. Wagoner, Alice Margaret Hughes--46473--Speech (M.A.--English)

Undergraduate
English--major

Graduate
English--major
Speech--11 s.h. with 3 in
progress through corres-
pondence study

Comment. Since her graduate major is in English, we would approve her in speech as a second field on the basis of the above 14 semester hours. Superintendent Looft has informed us that she will be relieved of her assignment in speech for the 1963-1964 school year and will teach English only.

April 10, 1963

Mr. Robert Dean Looft, Superintendent
Clarinda Community School District
Sixteenth and Grant
Clarinda, Iowa

Dear Mr. Looft:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

April 10, 1963

4. Facilities

That efforts be continued to secure adequate housing for the community college.

The renovation of the technological area looked particularly good. Possibly, additional manpower should be devoted to identifying and contacting potential students to insure a larger class.

5. Library

That efforts be continued to improve the library facilities. Perhaps this problem will be solved if the college obtains separate quarters and the high school and college libraries are separated.

6. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

I appreciated the courtesy and time given to my visit.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: Lawrence J. Sonnenman
Dean and Registrar
Clayton Community College

Wilbert Wagoner, President
Board of Education

Mrs. Wanda Updike, Secretary
Board of Education

CLINTON JUNIOR COLLEGE

Analysis of the Instructional Staff (Exclusive of Administrative Personnel)

Age of College Instructors

Median = 38
Range = 26 - 58

Sex Distribution

Mr. = 16
Miss = 3
Mrs. = 0
Total 19

Full-time Instructors = 3
Part-time Instructors = 16

College Teaching Experience (Does not include
high school
teaching experience)
Median = 5 years
Range = 0 - 27 years

Faculty Salary

Median = \$7,050
Range = \$5,451 - \$7,498

Highest Degrees Held by the Faculty

Master's Degree = 16
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 183 semester hours
Range = 149 semester hours - 232 semester hours

Total graduate semester hours earned
Median = 45 semester hours
Range = 10 semester hours - 100 semester hours

Faculty Members on Temporary Approval

Number = 1
Per cent of Faculty on Temporary Approval = 5%
Master's Degree = 1
Bachelor's Degree = 0

Teaching Load

Number over sixteen semester hours = 9

CLINTON JUNIOR
COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Hrs. Load	Temporary Approval
Alden	30	X			\$5934.00	X		1	X	189	48	15	
Bohike	51	X			7300.00		X	16	X	214	60	15	
Crawford	26	X			5451.00		X	0	X	157	30	17	X
De Hann	37	X			6950.00	X		7	X	174	44	15	
Earpson	34	X			6417.00	X		4	X	169	37	16	
Erickson	37	X			7000.00	X		4	X	179	52	17	
Goodell	46	X			7496.00	X		4	X	196	36	17	
Hayes	32	X			6072.00	X		4	X	185	30	16	
Hingst	29		X		5900.00	X		0	X	149	10	16	
Lynn	58	X			7498.00	X		27	X	215	35	16	
Mogck	55	X			7069.00		X	4	X	202	72	16	
Parker	38	X			7488.00	X		3	X	204	80	17	
Phillips	36	X			6425.00	X		3	X	189	51	17	
Roberts	38	X			7158.00	X		7	X	176	48	17	
Rochau	42	X			7391.00	X		12	X	190	77	16	
Travis	44	X			7361.00	X		11	X	165	44	17	
Warnock	38		X		6759.00	X		14	X	151	14	16	
Whipple	35	X			6747.00	X		4	X	204	60	18	
Hartmann	56		X		7498.00	X		14	X	232	100	17	

Personnel on Temporary Approval
School Year 1962-1963

Clinton Junior College

1. Crawford, John William--67453--English (H.S.--Education)

Undergraduate
English--major

Graduate
English--15 s.h.

Comment. As soon as he completes 5 additional semester hours of graduate credit in English, he will be regarded as approved in English as a principal field for teaching in junior college. He and his superintendent were inclined to say that he should have been regarded as having completed a graduate major in English. However, upon checking with officials at Drake University, it was learned that his program was one which was planned for a high-school teacher. This program, as offered at Drake, consists of an equal number of graduate credits in the academic field involved and in education courses related primarily to secondary-school teaching. Had he indicated his objective as college teaching, he would have completed 20 or more semester hours of graduate preparation in English and his master's degree would have been in English, as we understand it. At any rate, we have made it clear that Mr. Crawford will be expected to complete the additional work required before September, 1963. We have been assured that this will be done.

April 11, 1963

Mr. James R. Mounce, Superintendent
Clinton Community School District
6th Avenue South and 4th Streets
Clinton, Iowa

Dear Mr. Mounce:

This is a formal letter setting forth our recommendations for the 1963-64 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the 1963-1964 school year:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

3. Full-time Staff Members

That the Board of Education and Administration be congratulated on their efforts to develop a college staff separate from the high school and to be encouraged to continue their efforts to develop a full-time college staff.

April 11, 1963

4. Library

That the Board of Education employ at least a half-time professional librarian with an orientation and interest in the community college and that the services of this librarian be available to the college students and faculty.

The present plan to allot one-sixth of the librarian's time to the junior college and to supplement this with additional clerical help appears to be inadequate to serve a high school student body of 1700 and a college student body of 200.

Comments: The Clinton area has a great potential for developing a comprehensive community college to serve the youth and citizens of Clinton and the surrounding area.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LEN:jv

CC: Paul B. Sherar, Dean
Clinton Community College

Vernon C. Cook, President
Board of Education

Pauline J. Nelson, Secretary
Board of Education

CRESTON COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 35
Range = 22 = 57

Sex Distribution

Mr. = 7
Miss = 8
Mrs. = 2
Total 17

Full-time Instructors = 3
Part-time Instructors = 14

College Teaching Experience (Does not include
high school
teaching experience)
Median = 2.5
Range = 0 - 20 years

Faculty Salary
Median = \$5,800
Range = \$4,650 - \$7,100

Highest Degrees Held by the Faculty

Master's Degree = 14
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 166 semester hours
Range = 137 semester hours - 218 semester hours

Total graduate semester hours earned
Median = 38 semester hours
Range = 0 semester hours - 65 semester hours

Faculty Members on Temporary Approval

Number = 5
Per cent of Faculty on temporary approval = 29%
Master's Degree = 3
Bachelor's Degree = 2

Teaching Load

Number over sixteen semester hours = 10

OREGON
COMMUNITY COLLEGE

Personnel on Temporary Approval
School Year 1962-1963

Greston Community College

1. Bergh, Florence--30516--Remedial English (M.A.--Speech)

Undergraduate
Speech--major

Graduate
Speech--major

Comment. Enrolled in a correspondence study course for graduate credit in English at the University of Iowa. Planning to continue graduate work in English this summer. Superintendent cannot see why we should ask for more preparation in English and expresses himself as follows:

The remedial English course which Miss Bergh is teaching is not transferable and is so stated in the catalog. It does not even apply to college graduation requirements. It is hard for me to understand since Miss Bergh has a Master's degree in Speech, which is a related field, and the remedial English is not transferable why there should be any question about her assignment.

2. Farmer, Gretchen Elizabeth--72463--English (B.A.--English)

Undergraduate
English--major

Graduate
English--9.7 s.h.

Comment. Approved for current school year with stipulation that progress toward master's degree with graduate major (20 semester hours) in English must be made each year.

3. Forney, William Paul--24898--American Government, Economics, Geography, and Sociology (M.A.--Education)

Undergraduate
History and Social
Science--major

Graduate
Political Science and
Economics--21 s.h.

Comment. This is a situation where one teacher is being asked to handle an almost impossibly broad assignment. He is willing (has completed 21 semester hours of graduate work during the past two years on an annual salary of \$5,825) to take graduate work as required. However, we will have him at it for a decade or so if he must have 20 semester hours in a principal field and 15 in each of as many as 4 other fields. Here is what it might look like if, in addition to the 4 fields in which he is now working, the officials at his college should ask him to teach history some year:

Economics	15 s.h.
Geography	15
History	15
Political Science	20
Sociology	15
Total	80 s.h.

This case suggests the need for some sort of a standard regarding the minimum number of staff members needed by a college offering such a broad range of courses as economics, geography, history, political science, and sociology. A defensible standard might be one which would limit each teacher to two fields. This would mean 20 semester hours in the major (history, for example) and 15 semester hours in a second one (sociology, to pick a field which is frequently taught) for a total--according to the existing standards--of 35 semester hours of graduate study. This level of preparation could possibly be achieved in a well-planned 38 semester-hour master's degree program. Such a staffing standard would call for about three teachers in a college which offered courses in five or six major fields in history and social sciences. Then, if an institution could not afford a staff of this size, the offerings would need to be limited in accordance with the number of qualified instructors it could pay for.

Possibly--if our graduate schools would design programs for the preparation of teachers of freshmen and sophomore college students enrolled in history and social science courses--it would not always be necessary for the required semester hours of preparation to be additive in the sense illustrated above. But the severity of the problem arising from understaffing is apparent from any point of view.

It is only fair to record that the officials at Creston Community College have said that one course, "Man and Society," taught by Mr. Forney, is not a sociology course. But when Superintendent Gene G. Hertz, in a letter dated February 20, 1963, states that the course title was changed from last year's "Introduction to Social Studies," because "... we changed textbooks. . . .," we feel justified in referring to it, tentatively, as a course in sociology. In any case, it appears reasonable to ask what type of background is needed by an instructor who is responsible for teaching a course which, as Superintendent Hertz expresses it, is "... an introductory course to the entire social studies field." Perhaps such a course calls for our 80-semester-hour man, or possibly here is a situation which calls for team teaching.

4. Geist, Maurice Lee--10868--Health and Nutrition, and Psychology (M.S.--Education)

Undergraduate
Physical Education--41 s.h.

Graduate
Physical Education--0 s.h.
Psychology--9 s.h.

Comment. Principal graduate field is counseling. Guidance and admissions person for the college. Needs 6 semester hours of graduate credit in psychology to meet requirement of 15 semester hours in second field.

The health and nutrition assignment is for 1962-1963 only. Gerald Van Arkel, whose master's degree is in physical education, will teach this course next year.

5. Ryan, Angela Margaret Morand--83212--Spanish (B.A.--French)

Undergraduate
Spanish--minor

Graduate
Spanish--9 2/3

Comment. She has never completed a teacher education program. It was necessary to issue her a temporary certificate as well as extend temporary approval in Spanish. The request was made for the 1962-1963 school year only with the understanding that her husband (Michael D. Ryan--74707), who is a certificated teacher, will be transferred from Creston High School to college teaching next year. He, too, will be short of a graduate major in Spanish and will need temporary approval for 1963-1964. We have been assured that he will be in school in the Summer of 1963 to work toward this goal and the master's degree.

April 22, 1963

Gene C. Hertz, Superintendent
Creston Community School District
Irving and Maple Streets
Creston, Iowa

Dear Mr. Hertz:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

April 22, 1963

4. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

5. Library

That efforts be continued to improve the library and library facilities. Perhaps a separate college library with a half-time librarian oriented to the college and its attendant needs would encourage the students and the college faculty to make extensive use of the library.

Comments: It was very gratifying to hear that the student personnel counselor was so successful.

I enjoyed my visit and appreciated the courtesy and time given to my visit.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:ls

CC: F. M. Herring, Dean
Greston Community College

Mrs. Ansell White, President
Board of Education

Berna L. Berry, Secretary
Board of Education

EAGLE GROVE JUNIOR COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 41
Range = 22 - 55

Sex Distribution

Mr. = 13
Miss = 2
Mrs. = 2
Total 17

Full-time Instructors = 0
Part-time Instructors = 17

College Teaching Experience (Does not include
high school
teaching experience)
Median = 4 years
Range = 0 - 20 years

Faculty Salary
Median = \$6,450
Range = \$4,650 - \$7,100

Highest Degrees Held by the Faculty

Master's Degree = 14
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 168 semester hours
Range = 137 semester hours - 218 semester hours

Total graduate semester hour earned
Median = 34 semester hours
Range = 0 semester hours - 65 semester hours

Faculty Members on Temporary Approval

Number = 1
Per cent of Faculty on Temporary Approval = 6%
Master's Degree = 0
Bachelor's Degree = 1

Teaching Load

Number over sixteen semester hours = 1

EAGLE GROVE JUNIOR
COLLEGE

15

Personnel on Temporary Approval
School Year 1962-1963

Eagle Grove Junior College

1. Middleton, Diane Gail Dey--65977--Spanish (B.A.--English and Journalism)

Undergraduate
Spanish--15 s.h.

Graduate
Spanish--10 s.h.*

*Completed 22 semester hours of "graduate" work in Spanish at the National University of Mexico, but only 8 were accepted toward her master's degree by the University of Colorado where she completed 2 additional hours during the Summer of 1961.

Comment. This lady made only 2 semester hours of progress in graduate work in Spanish during the two years (1961-1962 and 1962-1963) that she taught in the Eagle Grove Junior College. She took three courses in residence at the University of Colorado during the Summer of 1963, but one of them was a high-school methods course and she was permitted only to audit the third one. It appears that she did not attend for a sufficient number of weeks that she was permitted to receive credit in this course. Then, during the Summer of 1962, she had an excuse for not taking additional graduate work in Spanish which--in view of the shortage of this type of teacher--we accepted and extended temporary approval to her for a second year. It is now our understanding that she will not be teaching in Iowa next year.

April 10, 1963

Mr. Edwin L. Barbour, Superintendent
Eagle Grove Community School District
Eagle Grove, Iowa

Dear Mr. Barbour:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Student Personnel - Counseling and Guidance

That the standard relating to counseling and guidance services provides that the guidance services be directed by a staff member specially prepared and qualified in this area.

3. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

April 10, 1963

The programs in small motors, refrigeration and the proposed power mechanics course are moves in the right direction and the Board of Education and school administrators are to be congratulated for their efforts to expand the community college program.

4. Teaching Load

That the teaching load of the dean be reduced or eliminated. This should be done in the near future if the dean is to have time available to give the necessary leadership to developing the college.

5. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LNW:jv

CC: Carl E. Thorson, Dean and Registrar
Eagle Grove Junior College

Harry M. Jones, President
Board of Education

Mrs. Darcia Christensen, Secretary
Board of Education

ELLSWORTH COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 35
Range = 26 - 61

Sex Distribution

Mr. = 18
Miss = 2
Mrs. = 2
Total 22

Full-time Instructors = 15
Part-time Instructors = 7

College Teaching Experience (Does not include
high school
teaching experience)
Median = 2 years
Range = 0 - 14 years

Faculty Salary
Median = \$6,200
Range = \$5,100 - \$7,092

Highest Degrees Held by the Faculty

Master's Degree = 19
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 175 semester hours
Range = 154 semester hours - 232 semester hours

Total graduate semester hours earned
Median = 43 semester hours
Range = 18 semester hours - 68 semester hours

Faculty Members on Temporary Approval

Number = 7
Per cent of faculty on temporary approval = 32%
Master's Degree = 5
Bachelor's Degree = 2

Teaching Load

Number over sixteen semester hours = 3

WILSON
COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest R. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Beack	26	X			\$5700.00		X	0	X	154	24	15	X
Berge	35	X			5800.00		X	5	X	179	48	15	X
Campbell	47			X	6175.00		X	0	X	179	41	15	
Carlson	30	X			6775.00		X	1	X	184	36	7	X
Dittmer	37	X			7091.66	X		7	X	142	18	17	
Gaulke	57	X			6500.00		X	14	X	163	43	16	
Hey	32	X			5700.00	X		0	X	168	41	16	X
Hill	61		X		7013.88		X	9	X	178	52	10	
Iden	38	X			6625.00		X	10	X	164	45	15	
Johnson	50	X			7175.00		X	8	X	170	36	14	
Klotz	46			X	5800.00	X		1	X	162	31	3	X
Knudson	28	X			6250.00	X		1	X	168	32	16	
Parisbo	57	X			5900.00	X		4	X	192	68	16	
Randall	28	X			5250.00		X	1	X	192	46	15	
Reece	27	X			5100.00		X	0	X	166	40	14	X
Richards	33	X			6750.00		X	5	X	177	53	15	
Riekens	50	X			6600.00	X		5	X	191	57	17	
Rodgers	34	X			6000.00		X	1	X	222	41	16	
Schmidt	32	X			6300.00		X	3	X	232	76	15	

(continued)

[illegible]

Personnel on Temporary Approval
School Year 1962-1963

Ellsworth College

1. Baack, John Edward--60572--English (B.A.--English)

Undergraduate
English--major

Graduate
English--16 s.h.

Comment. He has everything done for his master's degree with graduate major in English with the exception of his thesis for which he will receive 4 semester hours of graduate credit in English. We understand that he expects to have this degree before September, 1963.

2. Berge, William Robert--82952--Regular Teacher's Certificate (M.A.--English)

Undergraduate
English--major

Graduate
English--major

Comment. Here is the only case this year where the lack of a regular teacher's certificate is the only problem. Does this situation illustrate the need for a certificate endorsed for junior college teaching, but not for high-school teaching? We issued him a temporary certificate for the 1962-1963 school year. Between 1958 and 1960, he completed three correspondence-study courses in education through the University of Minnesota with a mark of "A" in each of them. He holds an Illinois certificate for junior college teaching in English.

We are going to confer with him about his plans for the future.

3. Carlson, Dwight Lyman--77581--Psychology and Sociology (M.S.--Education)

Undergraduate
Social Studies--major
Industrial Arts--major
Sociology--12 s.h.

Graduate
Guidance and Counseling--major
Psychology--2 s.h.*
Sociology--0 s.h.

*If he were to take a considerable amount of graduate work in psychology as such, it would probably be defensible to allow about 6 semester hours from certain education courses which overlap with psychology and which already appear on his record. Even with this interpretation, he would need to complete about 7 semester hours of work in psychology proper to meet the requirement for approval in this field.

Comment. We have taken the position that he is teaching in the field of sociology because he teaches a course in "Marriage and Family." Five Iowa colleges and universities, whose catalogs were consulted, list this type of course as being in the field of sociology. (Drake University, Sociology: "Marriage and the Family," page 69; Grinnell College, Sociology: "Marriage and the Family," page 152, with sociology and anthropology courses as prerequisites; Iowa State University, Sociology: "Courtship and Marriage," page 267; Simpson College, Sociology: "Marriage and the Family," page 115; and State University of Iowa, Sociology: "Marriage and Family Relations," page 182, "Sociology of Courtship," page 184, and "Sociology of Marriage," page 184.)

Ellsworth Community College lists "Marriage and Family" as a course in psychology. Since he does teach courses in "General Psychology" and "Personality and Mental Hygiene," he must be regarded as a psychology teacher. According to our interpretation, he is also a sociology teacher. His problem could be solved by narrowing his range of assignments, of course.

4. Hey, Donald Mathew--52958--Physics (M.A.--Education)

Undergraduate
Physics--major

Graduate
Physics--13 s.h.
Science--major

Comment. His graduate record suggests that he was strengthening his background primarily as a high-school teacher and that, as a consequence, he did not choose to major in a selected science such as physics. Here we have an illustration of the fact that our community or junior colleges could make use of graduates of programs of graduate study whose objective was to prepare persons to teach college freshmen and sophomores. One or two Iowa institutions appear to be becoming convinced that there is a strong demand for persons with such preparation who are positively oriented toward lower-division college teaching.

We will continue to approve Mr. Hey on a year-to-year basis as he makes annual progress toward completing 7 additional semester hours of graduate work in physics.

5. Klotz, Dorothy Elinore Sauer--12819--Home Economics (B.S.--Home Economics)

Undergraduate
Home Economics--major

Graduate
Home Economics--major

Comment. She lacks only the master's degree and she expects to have it granted to her in August, 1963.

6. Reece, Barry Lynn--75339--Economics and Typewriting (M.A.--Education)

Undergraduate
Business Education--major
Economics--6 s.h.
Typewriting--2 s.h.

Graduate
Business Education--major
Economics--6 s.h.
Typewriting--0 s.h.

Comment. He has about 24 semester hours of graduate study in what the State College of Iowa classifies as General Business and Retailing. Thus, he is well-fitted in General Business as his principal field. Aside from economics and typewriting, he is teaching courses with these titles: "Introduction to Business," "Business Mathematics," "Consumer's Problems," "Salesmanship," and "Office Machines." His major appears adequate for these subjects. He needs 3 additional semester hours of undergraduate or graduate work in typewriting and 9 graduate hours in economics to be approved in these two areas. Accounting, which could be added to his list if he were to complete 9 more hours in it including 3 at the graduate level, would appear to be a good area for him to have. But, here we again have a case of one person being asked to handle an unreasonable range of subjects. Why not assign at least typewriting and economics to another instructor. Business education departments are being added in more and more of our community or junior colleges. If they are to include broad offerings, more than one instructor is clearly called for.

7. York, Phillip Edward--28754--Political Science (M.A.--History)

Undergraduate

History--major

Political Science--3 s.h.

Graduate

History--major

Political Science--8 s.h.

Comment. He will be approved in political science after he has completed 7 additional semester hours of graduate credit in the field.

If a teacher were to be asked to become qualified in two fields in the whole history and social studies area, history and political science would appear to be chosen often. At least our records appear to support this statement. (See case of Paul Forney of the Creston Community College for a discussion of the problems of staffing a full program in history and the social sciences.)

April 11, 1963

Mr. Earl R. Cope, Superintendent
Iowa Falls Community School District
Central School Building
Iowa Falls, Iowa

Dear Mr. Cope:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

I am submitting my reactions and recommendations for the 1963-1964 school year as follows:

1. In-Service Program

That the Board of Education and the faculty be aware that this is an area that requires continuous effort and that the Board of Education and the faculty carry into the next year the financial and professional efforts needed to provide the basic ingredients for a continuing program of in-service work and attendance at professional meetings.

The planned program of monthly faculty meetings, the self-study committee assignments, and the extension course from Iowa State University combine to give the basis for faculty improvement in this area.

2. Student Personnel - Counseling and Guidance

That the appointment of a full-time student personnel guidance and counseling director should enable this program to develop an area of extreme importance to the successful community college program.

3. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

April 11, 1963

Present plans for future programs indicate a desire on the part of the college to meet the educational needs of the area served by the college.

4. Library

The long-range plan of the Board of Education allocating \$10,000 per year for the next two years for library materials is excellent.

The college has an excellent library situation, and the Board of Education should be congratulated for their progressive attitude in providing \$10,000 per year for library materials.

5. North Central Accreditation Study

Well done and congratulations on the recent certification by the NCA.

I appreciated the courtesy and time extended to me during my visit to Ellsworth College. The entire tone of the school indicated a continuing effort directed toward improvement of all areas of the college.

Sincerely yours,

Louis R. Howsham
Consultant, Community Colleges
and Continuing Education

LRH:jv

CC: Verle E. Stucker, Dean
Ellsworth Community College

Robert E. McCord, President
Board of Education

Mrs. Mildred K. Robb, Secretary
Board of Education

EMMETSBURG COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 40
Range = 28 - 71

Sex Distribution

Mr. = 13
Miss = 3
Mrs. = 0
Total 16

Full-time Instructors = 0
Part-time Instructors = 16

College Teaching Experience (Does not include
high school
teaching experience)
Median = 5 years
Range = 0 - 32 years

Faculty Salary
Median = \$6,100
Range = \$5,575 - \$7,471

Highest Degrees Held by the Faculty

Master's Degree = 14
Bachelor's Degree = 2

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 180 semester hours
Range = 152 semester hours - 220 semester hours

Total graduate semester hours earned
Median = 46 semester hours
Range = 0 semester hours - 90 semester hours

Faculty Members on Temporary Approval

Number = 3
Per cent of Faculty on temporary approval = 19%
Master's Degree = 3
Bachelor's Degree = 0

Teaching Load

Number over sixteen semester hours = 4

COMMUNITY COLLEGE

29.

Personnel on Temporary Approval
School Year 1962-1963

Emmetsburg Community College

1. Jacobson, Basil Howard--53508--Psychology (M.A.--Education)

Undergraduate
Elementary Education--major

Graduate
Guidance and Psychology--major
Psychology--7 s.h.

Comment. Counseling is his principal field and he is approved in it. He needs 8 additional semester hours of graduate credit in psychology in order to be approved in this second field.

2. Merideth, Claude H.--82275--Political Science and Economics (M.A.--History)

Undergraduate
History--major
Political Science--6
Economics--5

Graduate
History--major
Political Science--5 s.h.*
Economics--? s.h.*

*He has a master's degree in history from the University of Missouri, four quarters of subsequent graduate work in history at the University of Chicago. He also has four graduate courses in history and four in education at the University of Minnesota. In addition to this work, he has completed two graduate courses in history at Columbia University. The exact number of hours which graduate departments of political science and economics would allow him needs to be determined. It is a fact that several of his courses in history could have carried credit in one of these fields (political science and economics) had he chosen to register in that manner.

Comment. His approval for this year in political science and economics was conditioned on the understanding that he would be in school during the Summer of 1963. We will confer with him and, in cooperation with him and the graduate school which he selects, attempt to work out a mutually satisfactory program for him.

3. Nolan, Robert Charles--52298--Geography (M.A.--School Administration)

Undergraduate
Physical Education--major
Geography--0 s.h.

Graduate
Geography--0

Comment. We have not given him a temporary approval to teach geography as of this date. He is currently enrolled in a course in geography, but there appears to be no other evidence of preparation in this field. We are inclined to let this be recorded as the assignment of a teacher to a field for which temporary approval could not be extended.

EMMETSBURG COMMUNITY COLLEGE
Emmetsburg, Iowa

No recommendation letter. Visit to be made April 24th.

EMMETSBURG COMMUNITY COLLEGE
(continued)

ESTHERVILLE JUNIOR COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 32
Range = 22 - 63

Sex Distribution

Mr. = 17
Miss = 2
Mrs. = 2
Total 21

Full-time Instructors = 4
Part-time Instructors = 17

College Teaching Experience (Does not include
high school
teaching experience)
Median = 0 - 1 year
Range = 0 - 31 years

Faculty Salary

Median = \$5,950
Range = \$4,850 - \$7,110

Highest Degrees Held by the Faculty

Master's Degree = 14
Bachelor's Degree = 6
Doctor's Degree = 1

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 175 semester hours
Range = 126 semester hours - 280 semester hours

Total graduate semester hours earned
Median = 45 semester hours
Range = 2 semester hours - 150 semester hours

Faculty Members on Temporary Approval

Number = 6
Per cent of faculty on temporary approval = 29%
Master's Degree = 3
Bachelor's Degree = 2
Doctor's Degree = 1

Teaching Load

Number over sixteen semester hours = 8

ESTHERVILLE JUNIOR
COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest D.A.	M.A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Anderson	22		X		\$4850.00		X	0	X		126	2	16	X
Bird	26	X			5520.00	X		0		X	176	46	15	
Carlson	31	X			5835.00	X		0		X	186	60	16	
Carney	32	X			5940.00	X		0		X	175	40	16	
Demoney	61	X			6905.00	X		31		X	201	91	17	
Gonzalez	36			X	5875.00	X		1		X	230	150	19	X
Henrickson	31	X			5950.00	X		2		X	206	72	17	
Hess	34	X			6625.00	X		6	X		138	2	17	
Holmes	63		X		6860.00		X	17		X	172	42	15	
Lundy	42	X			5980.00	X		5		X	201	73	18	
Menning	32	X			6590.00	X		0		X	186	50	17	X
Ostrem	44			X	5420.00	X		1	X		136	8	16	
Palmer	30	X			5640.00	X		0		X	161	32	16	X
Sorensen	30	X			5030.00	X		0	X		173	32	16	X
Swinburne	30	X			6500.00	X		0		X	171	44	11	
Tempel	27	X			5600.00		X	0		X	196	58	6	
Uknes	39	X			7110.00	X		0	X		166	10	16	
Van Deest	29	X			6015.00	X		0		X	181	30	17	X
Van Der Sloot	30	X			6900.00	X		2		X	160	38	2	

(Continued)

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Personnel on Temporary Approval
School Year 1962-1963

Estherville Junior College

1. Anderson, Gail Lorraine--80911--Librarian (B.S.--Business Education and Library Science)

Undergraduate
Business Education--major
Library Science--major

Graduate
Library Science--0 s.h.

Comment. The regular librarian for the college is on leave while completing her master's degree in library science at the University of Minnesota. She will return to her position next year and Miss Anderson will return to her position as high-school librarian on a full-time basis. Miss Anderson holds a certificate endorsed for secondary-school teaching and also for service as school librarian.

2. Gonzalez, Haydee, Mercedes Fidalgo--67692--Spanish (Doctor en Filosofia y Letras, University of Havana)

Comment. This lady's only problem is that of completing the requirements for a teacher's certificate. She is pursuing this objective through study at Columbia University each summer.

3. Menning, Arnold Jean--40075--Psychology (M.A.--Education)

Undergraduate
Physical Education--major

Graduate
School Administration and
Supervision (Secondary
Principalship)--major
Psychology--5 s.h.

Comment. In order to be approved for psychology he will need to complete 10 semester hours of additional graduate credit in it. (If the officials at the State College of Iowa recommend certain courses already taken in education as applicable, we will reduce this total accordingly.)

4. Palmer, Richard James--82141--History (M.S.--Social Science)

Undergraduate
Social Studies--major

Graduate
History--14 s.h.
Sociology--7 s.h.

Comment. He will be approved in history as his principal field after he completes 6 semester hours of additional graduate credit in it. It appears that it is planned to add sociology to his assignment next year. We have agreed to grant temporary approval in this field also with the understanding that he must complete 8 semester hours of additional graduate work in sociology in order to have the necessary 15 hours for approval in a second field.

5. Sorensen, Edward Kenneth--82524--Economics, Geography, and Political Science (B.S.)

<u>Undergraduate</u>	<u>Graduate</u>
Social Studies--major	Economics--0 s.h.
Economics--19.3 s.h.	Geography--10.6 s.h.
Geography--8 s.h.	Political Science--10.6 s.h.
Political Science--27 s.h.	

Comment. He is working toward the master's degree. This summer he is scheduled to take one graduate course each in economics, geography, and political science. We will have a "50-semester-hour man" (20 in the principal field and 15 in each of two others) when he has completed enough preparation to meet our standards to be approved in all three of these fields. (Here is another case where it might not be necessary for all his credits to be additive if we could get graduate schools to design programs to fit the types of positions that community or junior colleges have to offer. So long as we must continue the "credit-counting" approach to approval, we will classify courses strictly in accordance with the official transcripts. We simply are not in a position to assess a person's academic qualifications on any other basis. We readily agree, however, that such judgments can be made at the institutional level and that, if such cooperation could be secured, we would be glad to accept officially certified institutional recommendations.)

6. Van Deest, Orval G.--81394--English (M.A.--Speech and Dramatic Art)

<u>Undergraduate</u>	<u>Graduate</u>
Speech--major	English--0 s.h.
English--30 s.h.	

Comment. He taught two classes in English Composition each semester this year, but no classes in speech. In addition, he taught three high-school English classes. He is not remaining in his position next year.

ESTHERVILLE JUNIOR COLLEGE
Estherville, Iowa

No recommendation letter. Visit to be made May 1.

ESTHERVILLE JUNIOR COLLEGE
(continued)

FORT DODGE COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 40
Range = 30 - 67

Sex Distribution

Mr. = 18
Miss = 6
Mrs. = 2
Total 26

Full-time Instructors = 12
Part-time Instructors = 14

College Teaching Experience (Does not include
high school
teaching experience)
Median = 6 years
Range = 0 - 34 years

Faculty Salary

Median = \$7,000
Range = \$5,950 - \$8,450

Highest Degrees Held by the Faculty

Master's Degree = 24
Bachelor's Degree = 2

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 188 semester hours
Range = 138 semester hours - 328 semester hours

Total graduate semester hours earned
Median = 62 semester hours
Range = 30 semester hours - 108 semester hours

Faculty Members on Temporary Approval

Number = 4
Per cent of faculty on temporary approval = 15%
Master's Degree = 2
Bachelor's Degree = 2

Teaching Load

Number over sixteen semester hours = 13

TORT WOOD
COMMUNITY COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest D. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Altmeier	31	X			\$6350.00	X		0	X	148	34	16	
Bundy	41	X			7050.00	X		8	X	188	58	15	
Crain	67			X	7150.00		X	5	X	195	67	15	
Culbertson	50	X			6100.00		X	0	X	184	58	16	
Demorest	51		X		7700.00	X		8	X	221	77	16	
Dunsmoor	40	X			7550.00		X	8	X	214	70	18	
Flom	50		X		7950.00	X		12	X	209	62	27	
Flugstad	57	X			5950.00		X	1	X	159	50	16	
Gosnire	47	X			7400.00		XX	10	X	132	101	16	
Hall	44		X		5950.00		X	0	X	226	76	15	X
Halm	40	X			7750.00	X		12	X	205	72	19	
Johnson	30	X			6950.00	X		1	X	158	32	30	
Jordan	36	X			6750.00	X		3	X	328	146	13	
Lynott	45		X		7550.00	X		12	X	200	76	17	
Mann	56			X	5450.00	X		7	X	140	3	20	X
Martelle	33	X			6050.00		X	1	X	195	57	18	
McCluskey	67		X		8450.00	X		18	X	185	65	17	
Nitzke	51	X			7925.00	X		6	X	190	85	25	
Nordman	59		X		8100.00	X		34	X	179	40	23	

(continued)

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Personnel on Temporary Approval
School Year 1962-1963

Fort Dodge Community College

1. Hall, Dorthie Clifton--81110--English (M.A.--Education)

Undergraduate
English--major

Graduate
English--13 s.h.

Comment. She needs to present 7 additional semester hours of graduate credit in English to be approved in it as her principal field.

2. Mann, Dorothy Gould--39548--Librarian (B.A.)

Undergraduate
Library Science--major

Graduate
Library Science--0 s.h.

Comment. She holds a certificate endorsed for service as school librarian, but she does not have any graduate credit in library science. She is being replaced next year with a person who is fully qualified.

3. Pedersen, Harold William --83642--Psychology (M.A.--Sociology)

Undergraduate
Sociology--major
Psychology--8 s.h.

Graduate
Sociology--major
Psychology--8 s.h.

Comment. When he has completed 7 additional semester hours of graduate credit in psychology, we will approve him in this field. We have not been willing to accept his proposal that we accept certain social psychology courses as a substitute for standard courses in psychology.

4. Vigen, Donald Willard--83888--Accounting (M.A.--Business Education)

Undergraduate
Accounting--6 s.h.

Graduate
Accounting--1.3 s.h.

Comment. We have informed him that it will be necessary to build up his accounting credits to 15 semester hours including a total of at least 3 in graduate work in order to be approved.

April 16, 1963

Mr. Carl T. Feelhaver, Superintendent
Fort Dodge Community School District
Five North Sixteenth Street
Fort Dodge, Iowa

Dear Mr. Feelhaver:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the 1963-1964 school year:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

Contracting with faculty members to work on the self-study during the summer appears to be an excellent approach to the problem.

2. Study of Educational Needs and Facilities

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs and that every effort be made to obtain temporary facilities so that potential enrollment increases and associated programs will not "mark time" until separate facilities are obtained.

April 16, 1963

That the Board of Education and school administration consider the fact that the potential for a comprehensive community college exists and that consideration be given to separate facilities for the community college if and when additional facilities are planned.

3. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

4. Library

The combined high school and college library with a librarian responsible for 1,200+ high school students and 400+ college students illustrates the need for separate facilities and librarians for the high school and college.

Comment: The Board of Education and administration are to be congratulated for their progressive attitudes with respect to the college program. I received the impression that the Board of Education wanted a program that would meet the post-high school educational needs of the young people in the Fort Dodge area.

I enjoyed my visit and appreciated the courtesy and time given to my visit.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: Dr. J. B. Mitchell, Dean
Fort Dodge Community College

F. E. Phillips, President
Board of Education

H. L. Whitaker, Secretary
Board of Education

KEOKUK COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 39
Range = 29 - 62

Sex Distribution

Mr. = 18
Miss = 2
Mrs. = 2
Total 22

Full-time Instructors = 3
Part-time Instructors = 19

College Teaching Experience (Does not include
high school
teaching experience)
Median = 3 years
Range = 1 - 10 years

Faculty Salary
Median = \$6,900
Range = \$6,180 - \$8,750

Highest Degrees Held by the Faculty

Master's Degree = 19
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 170 semester hours
Range = 140 semester hours - 271 semester hours

Total graduate semester hours earned
Median = 38 semester hours
Range = 18 semester hours - 98 semester hours

Faculty Members on Temporary Approval

Number = 4
Per cent of faculty on temporary approval = 18%
Master's Degree = 4
Bachelor's Degree = 0

Teaching Load

Number over sixteen semester hours = 11

KEOKUK
COMMUNITY COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Adkins	37	X			\$6945.00	X		2	X	167	30	16	X
Bailance	60		X		6595.00	X		7	X	216	86	16	
Beckwith	29	X			6300.00	X		2	X	179	37	17	
Boshart	50	X			6580.00	X		6	X	164	18	15	
Conner	61		X		5955.00	X		9	X	165	39	18	
Gormack	62	X			8650.00	X		1	X	160	37	14	
Dawkins	38	X			7800.00	X		10	X	140	37	21	
Faigle	48			X	6015.00	X		2	X	159	39	16	X
Figge	33	X			2985.00	X		1	X	271	98	8	X
Goeke	35	X			6780.00	X		2	X	164	33	16	
Gowing	46	X			7675.00	X		6	X	183	56	17	
Grosskopf	28	X			7700.00	X		2	X	190	58	18	
Hufford	30	X			7070.00	X		5	X	159	33	18	
Leimer	53	X			8390.00		X	10	X	201	43	16	
Lockett	54	X			7635.00	X		10	X	179	54	16	
McGullough	54	X			8200.00	X		10	X	192	63	17	
Megcheisen	63	X			6700.00	X		10	X	182	35	17	
Neumeister	46	X			7140.00		X	2	X	165	30	18	
Peters	39	X			8750.00	X		10	X	175	43	18	X

COMMUNITY COLLEGE

81.

Personnel on Temporary Approval
School Year 1962-1963

Keokuk Community College

1. Adkins, John Thomas--24025--Political Science (M.A.--History)

Undergraduate
Business Education--major
Political Science--3 s.h.

Graduate
Political Science--0 s.h.

Comment. He is currently enrolled in a 2 semester-hour graduate course in political science. He has been informed that he will need to build up this field to a total of 15 semester hours by completing not less than 6 semester hours of graduate credit each year.

2. Faigle, Lena Louise Eckhardt--16883--Speech (M.Ed.)

Undergraduate
English--major

Graduate
Speech--15 s.h.

Comment. Her approval for the 1962-1963 school year stipulates that it will be necessary for her to complete 5 additional semester hours of graduate credit in speech before September, 1963. Then she will be approved in speech as her principal field of teaching at the college level.

3. Figge, Frederick William--82273--German (M.A.--Classical Language)

Undergraduate
German--28 s.h.

Graduate
German--0 s.h.

Comment. He is a minister who is reported to have used German eight years in preaching. Recently he completed a full program in teacher education and holds a regular teacher's certificate. He is approved for junior college teaching with Latin as his principal field.

When we replied to a request that we were not in a position to approve Mr. Figge as a college teacher of German because he had no graduate credits in it, we received the following rebuttal from Superintendent Franklin D. Stone:

I know of no other college in the Midwest that would refuse to have Rev. Figge as an instructor in first or second year German--save Iowa public junior colleges.

The rigid rules related to trivia need to be exposed to the light of reason and common sense.

Just look at this matter without the rule as background. Doesn't the refusal look a bit ridiculous?

Here is a man with a Ph.D. equivalent. He has taken over 30 hours of German. He has lived with German. Yet we refuse to allow him to teach it to beginners in Iowa junior colleges.

I would like you to pass the matter on to Dr. Oshorn, Paul Johnston and the Board, if necessary.

Bob, we need to find some flexibility!

We suggested in reply that Mr. Figge might wish to find how much graduate credit in German could be awarded to him as a result of an examination in it at a recognized graduate school offering graduate study in that subject. At a later date, the following statement, prepared by Fred L. Fehling, Chairman, Department of German, State University of Iowa, was placed on file:

I have had occasion to speak with Father Figge and find that his German is excellent. He would be able to teach the language at any level.

From the impression I gathered at our very pleasant interview I should say that you are fortunate in having him on your staff.

It was a pleasure to be able to be of service to you and we wish the Community College good luck!

We have countered by requesting that steps be taken to determine how many semester hours of graduate standing (at least in equivalent terms) the University would be willing to record on a transcript which it might be willing to issue after Mr. Figge had completed a certain amount of formal course work in German at that institution. The matter has been resting at this point through the current school year.

4. Peters, Charles Edward--25359--Economics (M.S.--Education)

Undergraduate
Business Education--major
Economics--9 s.h.

Graduate
Business Education--major
Economics--0 s.h.

Comment. He is currently enrolled in a 3 semester-hour graduate course in economics. He has been informed that it will be necessary for him to complete graduate credits in economics at the rate of 6 semester hours per year until he has reached a total of 15.

April 15, 1963

Mr. Franklin D. Stone, Superintendent
Keokuk Community School District
813 Blondeau
Keokuk, Iowa

Dear Mr. Stone:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

The planned program of faculty meetings and other varied in-service activities combine to give the basis for faculty improvement in their areas.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

April 15, 1963

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

4. Teaching Load

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

5. Facilities

The new college wing is a showcase and the Board of Education and Administration should be congratulated for the farsightedness and leadership displayed in promoting this community college building.

6. Student Personnel - Guidance and Counseling

After visiting Keokuk Community College, Mr. Lee Hoover, Consultant, Guidance Services, indicated that the administrative structure of the guidance and student personnel services are good. He also commented that the guidance facilities are adequate and that the role of the counselor seems to be well defined and clearly understood by the college staff. This understanding will be an asset in the future development of the guidance and student personnel program.

It was a pleasure, as always, to visit Keokuk. Thanks for the courtesy and time extended to me during the visit.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: James A. McKinstry, Dean
Keokuk Community College

W. A. Logan, President
Board of Education

Robert Umbarger, Secretary
Board of Education

MARSHALLTOWN
COMMUNITY COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Adams, Dale	37	X			\$7135.00		X	1	X	170	50	15	
Adams, Mary Jane	25			X	5245.00	X		0	X	131	0	1	
Aitchison	27	X			6130.00	X		1	X	173	30	20	
Boten	60		X		7570.00		X	21	X	180	60	16	
Brown	48	X			6440.00	X		6	X	204	53	16	X
Buchesky	29	X			5510.00		X	0	X	220	36	15	
Cole	48	X			7770.00	X		10	X	180	60	18	
Cornwall	53		X		7170.00		X	7	X	194	67	17	
Crook	23	X			5295.00	X		0	X	155	25	18	X
Day	25			X	5345.00	X		3	X	121	4	1	
Dickinson	62	X			7200.00	X		41	X	145	14	18	
Fagle	31	X			6900.00		X	6	X	191	61	14	
Fienup	32	X			7040.00	X		4	X	185	47	20	
Frederick	36	X			7340.00	X		9	X	172	45	17	
Hackbarth	46	X			7780.00		X	17	X	192	64	17	
Hanson	64		X		7170.00		X	16	X	173	53	12	
Harrison	25		X		5635.00		X	3	X	160	30	0	
Melvin	44	X			7850.00	X		10	X	196	37	17	
Miller	28	X			6130.00	X		2	X	211	55	19	

COMMUNITY COLLEGE
(Cont'd)

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Highest Grad.	Total	Teaching	Temporary	
								B. A. M. A. Sen.	Hrs. Sen.	Hrs.	Load	Approval

Personnel on Temporary Approval
School Year 1962-1963

Marshalltown Community College

1. Brown, Hamlin L.--81097--Biology (M.S.--Agriculture)

Undergraduate
Agriculture--major
Biology--33 s.h.

Graduate
Biology--11.3 s.h.

Comment. Agriculture is recorded as his principal graduate field. Thus, additional fields can be approved on the basis of 15 semester hours of graduate study. He needs 4 such hours in biology, and he has been approved in it with the stipulation that he complete this work before September, 1963.

2. Crook, James Arthur--79489--Journalism (B.A.--Journalism)

Undergraduate
Journalism--major

Graduate
Journalism--22 s.h.

Comment. He is scheduled to receive his master's degree in journalism before September, 1963.

3. Tronel, Verne Aubry--69080--Chemistry (B.A.)

Undergraduate
Science--major

Graduate
Chemistry--18 s.h.

Comment. He expects to receive his master's degree with a graduate major in chemistry before September, 1963.

April 16, 1963

Mr. J. C. Hoglan, Superintendent
Marshalltown Community School District
Twelve North Seventh Avenue
Marshalltown, Iowa

Dear Mr. Hoglan:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs. The new curricula planned for 1963-1964, Terminal Business Programs, are good examples of new programs for unmet needs.

3. Full-time Staff Members

That the Board of Education continue their efforts to develop a college teaching staff which is separate from the high school staff.

April 16, 1963

4. Library

The integration of the high school library, the college library and a combined study hall situation leaves much to be desired for effective use of the library by the college students.

That the Board of Education employ at least a half-time professional librarian with an orientation and interest in the community college and that the services of this librarian be available to the college students and faculty.

5. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

Comments: The Board of Education and administrators should be congratulated for the new programs added in the business curricula and for making funds and time available for the faculty to pursue in-service projects and studies oriented towards accreditation by the North Central Association.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: George W. Bowman, Dean
Marshalltown Community College

Dr. J. P. Nasset, President
Board of Education

Robert A. McFarland, Secretary
Board of Education

MASON CITY JUNIOR COLLEGE

Analysis of the Instructional Staff (Exclusive of Administrative Personnel)

Age of College Instructors

Median = 51
Range = 25 - 69

Sex Distribution

Mr. = 18
Miss = 4
Mrs. = 10
Total 32

Full-time Instructors = 24
Part-time Instructors = 8

College Teaching Experience (Does not include
high school
teaching experience)
Median = 3 years
Range = 0 - 43 years

Faculty Salary

Median = \$7,500
Range = \$5,000 - \$8,400

Highest Degrees Held by the Faculty

Master's Degree = 28
Bachelor's Degree = 4

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 185 semester hours
Range = 108 semester hours - 221 semester hours

Total graduate semester hours earned
Median = 50 semester hours
Range = 0 semester hours - 102 semester hours

Faculty Members on Temporary Approval

Number = 1
Per cent of faculty on temporary approval = 3%
Master's Degree = 1
Bachelor's Degree = 0

Teaching Load

Number over sixteen semester hours = 13

MASON CITY JUNIOR
COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B.A.	M.A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Becker	31	X			\$6865.00		X	0		X	153	30	18	X
Burge	50			X	6640.00		X	0		X	161	31	15	
Campbell	27	X			6125.00		X	1		X	189	61	15	
Carlton	69		X		1200.00	X		35		X	190	53	3	
Carstensen	59		X		8075.00		X	17		X	221	101	18	
Constable	57	X			7765.00		X	6		X	173	51	13	
Coyan	37	X			7970.00		X	3		X	198	60	15	
Du Puis	43		X		8075.00		X	4		X	192	64	17	
Easton	37	X			7350.00		X	3		X	167	38	15	
Engbritson	30	X			6125.00		X	1		X	164	36	17	
George	69	X			7970.00		X	43		X	134	102	15	
Grippen	54			X	7870.00		X	11		X	185	60	17	
Harris	25			X	5000.00	X		0	X		108	0	15	
Hedgecock	56			X	8000.00		X	13		X	237	78	21	
Herrick	61	X			8175.00		X	34		X	180	60	15	
Hayward	44			X	1800.00	X		0	X		124	0	7	
Johnson, L.S.	53	X			8425.00	X		4		X	191	63	16	
Johnson, C. O.	64	X			3500.00	X		0		X	196	68	11	
Johnson, Ramseth	50			X	3265.00	X		4	X		167	27	11	

MASON CITY JUNIOR COLLEGE

(Continued)

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B.A.	M.A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Keithahn	57	X			\$8150.00		X	34		X	183	59	15	
Minor	60			X	8075.00		X	18		X	215	87	16	
Page	32	X			6330.00		X	0		X	202	45	20	
Palmer	64	X			7970.00	X		26		X	169	45	19	
Peterson, M.	46			X	7125.00		X	6		X	192	39	16	
Peterson, Earl	32	X			5965.00		X	1	X		158	0	26	
Rachut	48			X	7460.00		X	6		X	201	47	15	
Romig, Juanita	54			X	7425.00		X	5		X	193	59	18	
Romig, Everett	52	X			8605.00		X	17		X	215	75	26	
Rothamel	40	X			7560.00		X	3		X	203	46	22	
Schalekamp	58		X		8275.00		X	17		X	200	75	16	
Weltha	34	X			8250.00	X		0		X	206	50	3	
Yates	34	X			6500.00		X	0		X	194	66	18	

Personnel on Temporary Approval
School Year 1962-1963

Mason City Junior College

1. Becker, Dale Alwin--3525--English (M.A.--Speech)

Undergraduate
English--major

Graduate
Speech--major
English--2.6 s.h.

Comment. He is approved for junior college teaching with speech as his principal field. He has been given temporary approval for English with the stipulation that he complete 6 additional semester hours of preparation in it per year until he has built his total graduate credits in this field to 15 semester hours.

Here is a case where we are being asked to make interpretations accepting certain credits in speech as being equivalent to graduate credits in English. Upon the advice of the English faculty of the graduate school, when considered along with other former graduate courses in English, we would be glad to so interpret such courses. We will pursue this matter in an attempt to make a mutually satisfactory adjustment.

April 16, 1963

Mr. P. O. Brunsvold, Superintendent
Mason City Independent School District
120 East State
Mason City, Iowa

Dear Mr. Brunsvold:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the school year 1963-1964:

1. In-Service Program

That the Board of Education be commended for their support of the faculty in-service training projects.

That attendance at professional meetings and the use of consultants is very necessary to an ongoing faculty in-service program and should receive substantial support by the Board of Education.

2. Study of Educational Needs

That the study of educational needs be reflected in an expanded program designed to serve the unmet community needs.

3. Facilities

That the lack of facilities is a crucial factor and should be looked at carefully in the light of making the best temporary facilities available so that the potential enrollment increases and associated programs will not "mark time" until the college takes over the present high school facilities.

4. Library

That the current development and expansion of the library be pursued with vigor.

April 16, 1963

5. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

Comments: That the Board of Education, administrators, and faculty be complimented for the successful completion of the revisitation by the North Central Association.

I enjoyed my visit to Mason City and would like to congratulate the Board of Education and the administrators on the strides made in expanding the college program and facilities.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: Clifford H. Been, Dean
Mason City Junior College

Leo H. Benson, President
Board of Education

Bernard L. Main, Secretary
Board of Education

MUSCATINE COMMUNITY COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 32
Range = 26 - 54

Sex Distribution

Mr. = 17
Miss = 2
Mrs. = 0
Total 19

Full-time Instructors = 8
Part-time Instructors = 11

College Teaching Experience (Does not include
high school
teaching experience)
Median = 3 years
Range = 0 - 22 years

Faculty Salary

Median = \$5,850
Range = \$5,300 - \$7,575

Highest Degrees Held by the Faculty

Master's Degree = 17
Bachelor's Degree = 2

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 201 semester hours
Range = 144 semester hours - 229 semester hours

Total graduate semester hours earned
Median = 46 semester hours
Range = 5 semester hours - 99 semester hours

Faculty Members on Temporary Approval

Number = 3
Per cent of faculty on temporary approval = 16%
Master's Degree = 3
Bachelor's Degree = 0

Teaching Load

Number over sixteen semester hours = 5

COMMUNITY COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A.	M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Allen	45	X			\$6875.00	X		16		X	205	73	16	
Bridges	37	X			6250.00	X		7		X	220	77	21	
Dickerson	35	X			5600.00		X	0		X	205	81	15	X
Hansen	26	X			5624.00		X	1		X	180	50	15	
Hebert	35	X			6200.00		X	6		X	229	71	18	
Herwig	31	X			6450.00	X		6		X	162	42	16	
Kauzlarich	25	X			5325.00		X	1		X	188	42	15	
Kleffmann	30	X			5300.00	X		3	X		144	5	16	
Koch III	29	X			5600.00		X	3		X	172	51	15	
Kreeb	35	X			6900.00	X		2		X	196	38	15	
Kurrieger	32	X			5300.00	X		0		X	229	44	17	X
Larson	49	X			6875.00		X	10		X	162	39	16	
Merrick	23		X		5100.00	X		0		X	167	27	14	
Miller	54		X		6875.00	X		22		X	237	99	20	
Ohlendorf	36	X			5900.00		X	4		X	213	44	18	
Scott	50	X			7575.00	X		10		X	215	73	16	
Tupper	30	X			6050.00	X		4		X	221	76	16	
Wallis	29	X			5850.00		X	0		X	179	45	16	X
Welch	32	X			5500.00	X		6	X		160	23	16	

April 16, 1963

Mr. A. A. Johnson, Superintendent
Muscatine Community School District
City Hall
Muscatine, Iowa

Dear Mr. Johnson:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the 1963-1964 school year:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

3. Full-time Staff Members

That the Board of Education and administration be congratulated on their efforts to develop a college staff separate from the high school and to be encouraged to continue their efforts to develop a full-time college staff.

April 16, 1963

4. Teaching Loads

That the teaching loads be kept to the sixteen semester-hour maximum as stated by the standards. This should not be a perennial problem.

Comments: The new college building should solve many of the problems associated with the present college organization such as library and librarian, more full-time college staff, student personnel, guidance and counseling services.

I enjoyed my visit to Muscatine and would like to congratulate the Board of Education and the administrators on the strides made in expanding the college program and facilities.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: James F. Loper
Dean and Registrar
Muscatine Community College

K. H. Schreurs, President
Board of Education

Ruth A. James, Secretary
Board of Education

WEBSTER CITY JUNIOR COLLEGE

Analysis of the Instructional Staff
(Exclusive of Administrative Personnel)

Age of College Instructors

Median = 34
Range = 27 - 62

Sex Distribution

Mr. = 12
Miss = 4
Mrs. = 1
Total 17

Full-time Instructors = 4
Part-time Instructors = 13

College Teaching Experience (Does not include
high school
teaching experience)
Median = 0 - 1 year
Range = 0 - 17 years

Faculty Salary
Median = \$6,000
Range = \$5,000 - \$7,750

Highest Degrees Held by the Faculty

Master's Degree = 14
Bachelor's Degree = 3

Preparation of Faculty Members

Total undergraduate and graduate semester hours earned
Median = 173 semester hours
Range = 125 semester hours - 243 semester hours

Total graduate semester hours earned
Median = 38 semester hours
Range = 0 semester hours - 93 semester hours

Faculty Members on Temporary Approval

Number = 3
Per cent of faculty on temporary approval = 18%
Master's Degree = 2
Bachelor's Degree = 1

Teaching Load

Number over sixteen semester hours = 9

WEBSTER CITY
JUNIOR COLLEGE

Name	Age	Mr.	Miss	Mrs.	Salary	Part Time	Full Time	Exper.	Highest B. A. M. A.	Total Sem. Hrs.	Grad. Sem. Hrs.	Teaching Load	Temporary Approval
Babcock	33	X			\$5600.00	X		3	X	216	51	16	
Brinsko	41	X			5800.00	X		1	X	244	56	17	
Christianson	28	X			6150.00	X		2	X	160	16	16	
Crissey	62	X			7750.00	X		3	X	219	93	7	
Ehlers	50	X			5500.00		X	0	X	173	35	17	X
Green	30	X			6000.00	X		0	X	162	39	16	X
Griffith	63		X		6650.00	X		17	X	182	46	19	
Holstrom	35	X			6650.00		X	4	X	185	49	14	
Layne	49		X		6850.00	X		0	X	193	62	3	
Ludley	56	X			6400.00	X		5	X	196	70	17	
Moeller	27		X		5300.00		X	0	X	174	38	18	X
Shroeder	30	X			6000.00	X		0	X	191	39	17	
Sheldon	62			X	5950.00	X		5	X	204	80	16	
Shupe	30	X			6350.00	X		3	X	125	0	17	
Sotiropoulou	26		X		5000.00		X	0	X	168	36	15	
Speak	32	X			5950.00	X		0	X	169	36	4	
Stempel	33	X			6150.00	X		7	X	174	40	17	

Personnel on Temporary Approval
School Year 1962-1963

Webster City Junior College

1. Ehlers, Harry Theodore--81625--Political Science and Sociology (M.S.--History)

Undergraduate
Social Studies--major

Graduate
Political Science--0 s.h.
Sociology--7 s.h.

Comment. He is currently enrolled in enough work in sociology to bring his total to 15 semester hours of graduate credit in this field. He intends to attend school this summer for the purpose of completing graduate study in political science. It has been stipulated that he will need to complete at least 6 semester hours each year until he has reached a total of 15 semester hours in political science.

2. Green, Kenneth James--66905--Speech (B.A.)

Undergraduate
English and Speech--major

Graduate
Speech--27 s.h.

Comment. Our information is to the effect that he will have his master's degree in speech before September, 1963.

3. Moeller, Marilyn Irene--51885--Accounting (M.A.--Office Management and Business Education)

Undergraduate
Business Education--major
Accounting--8.6 s.h.

Graduate
Accounting--0 s.h.

Comment. She needs six semester hours of credit in accounting of which three must be in graduate work. She is expected to complete this additional preparation before September, 1963.

April 16, 1963

Mr. John F. Fields, Superintendent
Webster City Community School District
Webster City, Iowa

Dear Mr. Fields:

This is a formal letter setting forth our recommendations for the 1963-1964 school year. These recommendations should enable the Board of Education to evaluate their institution, faculty, and program in the light of community needs and finances to determine the direction of their community college in regard to meeting the current standards for operation.

The following recommendations are made for the 1963-1964 school year:

1. In-Service Program

That the self-study by the faculty leading toward regional accreditation by the North Central Association be continued and that the Board of Education provide the necessary financial support for these activities.

That the college faculty be expected to attend local, state, and regional professional meetings and that this attendance be encouraged and aided by the Board of Education. These professional meetings shall enable the faculty to further meet the standards for in-service training, teaching methods, junior college philosophy, and college counseling.

That the Board of Education be congratulated for their support of this recommendation for the 1962-1963 school year and that they be urged to continue this support in 1963-1964.

2. Study of Educational Needs

That needs revealed by the study be reflected in an expanded program designed to serve the unmet community needs.

April 16, 1963

3. Full-time Staff Members

That the Board of Education and Administration be congratulated on their efforts to develop a college staff separate from the high school and to be encouraged to continue their efforts to develop a full-time college staff.

4. Library

That the Board of Education employ at least a half-time professional librarian with an orientation and interest in the community college and that the services of this librarian be available to the college students and faculty.

I enjoyed my visit to Webster City and would like to congratulate the Board of Education and the administrators on the strides made in expanding the college program and facilities.

Sincerely yours,

Louis R. Newsham
Consultant, Community Colleges
and Continuing Education

LRN:jv

CC: A. W. Langerak
Dean and Registrar
Webster City Junior College

William F. Vance, President
Board of Education

Donald E. Klucking, Business Manager
and Secretary
Board of Education

