

Index

Index

- Admissions officer, importance of, 113
Advertising, college and university, 135
Alumni
 advisory council, 240
 aid with legislature, 241
 association, 229-31
 class contributions, 236
 class secretary, 236
 clubs, 231-32
 distinguished, 242
 financial campaigns, 238
 nominate trustees, 241
 placement of graduates, 238
 program, elements of effective, 229
 provide living endowment, 237
 publication of alumni "Who's Who," 244
 publications, 234-35
 recent graduates as critics of teaching, 239
 register, 235
 reunions, 233-34
 secretary, 226-27
 work, established aids in, 226
 working relations with, 225
Alumnus, the individual, 224
Architecture is important, 146
Art in college halls, 304
Art on the campus, 305
Articulation of high school and college, 249
Articulation, sophomore and junior years, 251
Artist, creative, on campus, 308
Assembly, university, 86
Athletics, intercollegiate, 211
Athletics, intramural, 210
Auditing student activity accounts, 196
Authorship in publishing results of doctoral theses, 281-83
Boarding students, 214
Books, writing, 285
Boyd, W. R., influence in Iowa, 51
Budget committee, 171
Budget, 127
Building plans, 145
Catalogs, 134
Chapel, 291-92
Classes, visiting, 260
Campus, planning, 143
Campus sites, 141-42
Clerical services, 125
College
 hospital, 212
 how work may be judged, 255
 press, freedom of, 199-200
 teacher has a good life, 174
Consultants, help from outside, 37
Cost to graduate a student, 263-65
Cost of a poor appointment, 156
Council, university, 85
Culture course for students, 307
Dean of men, 104
Dean of women, 100-02
Deans
 appointment and contributions, 94
 college, 98
 elimination of, 94
 limited appointment, 96
 selection, 168

- Deans and Department Heads
 - election, 88
 - leadership, 36
 - reducing salaries on demotion, 37
- Democracy in college administration, 167
- Department heads, 107
- Doctorate as a requirement for professorship, 261
- Dormitories, 215
- Enrollment, one reason for growth, 181
- Faculty
 - classifying members, 36
 - housing, 148
 - recruiting new members, 152
 - turnover, 156
- Fellowships for promising young teachers, 260
- Financial officer, 88, 92
- Football coach's salary, 173
- Fraternities, 190, 192
- Graduate school, admission to, 278
- Graduate school dean, 36
- Graduate students, financial assistance to, 280
- Graduate work, when should an institution enter on, 276
- Graduate work and research, 269
- Graduates, securing positions for, 201
- Grants in aid, 203
- Guilds control higher education, 166
- Houses, dormitory, organization of, 195
- Inaugurals, 4
- Intercollegiate athletics, 211
- Interviewing prospective staff members, 155
- Intramural athletics, 210
- Inventory, how to use, 127
- Landscape architect should plan campus, 143
- Leaders, identifying in college, 218
- Lecturing, 259
- Legislature
 - change in attitude toward education, 57
 - its technic in dealing with requests, 60
 - padding requests for funds, 61
 - presenting needs to, 58
 - use of alumni with, 61
- Library, 293, 297
- Library stack room, 299
- Loan funds and scholarships, 204, 206
- Nominating committee, 171
- Non-fraternity men and women, organization of, 194
- Occupations of fathers of students, 311
- Ohio State University, professorial appointments, 37
- Parliament, college and university, 83, 86
- Pensions, 158, 161
- Personnel blank used at Iowa State, 320
- Plans for buildings, preparation in advance, 145
- Plant maintenance, 116
- Prayer, great source of strength to president, 21
- Presidents
 - age of 300 presidents on election, 72
 - assistants the board should provide, 65
 - emeritus, his attitude, 44
 - emeritus, how to utilize, 43
 - entertainment problems, 30
 - evidence of a good appointment, 75
 - exceptional expenses, 32
 - and the faculty, 151
 - intangibles and imponderables, 19
 - how long he should serve, 41-42
 - need for a wise counselor, 70-71
 - new, advances he may make, 8, 54
 - new, questions he should ask, 3
 - old, effect on institution, 43
 - personal influence, 20
 - previous employment on election, 73

- Presidents (*continued*)
 puzzling problems, 34
 raising funds, 57
 removing unsatisfactory men, 79
 responsibility for leadership, 40
 selection of, 73
 should know their staff, 151
 speaking engagements, 38-39
 treatment by legislature, 58, 61
 unsatisfactory men, 77
 what is expected of him, 6, 76
 President's
 dog, 29
 house, 26-27
 secretary, 18
 time, 11, 15, 17
 wife, 22, 24, 25
 Probation, how a student can get off, 208
 Professional meetings, attendance of faculty, 137
 Professor, removal as unsatisfactory, 34
 Provost, 93
 Public relations, 138

 Recruiting new faculty members, 152
 Registrar and his functions, 108
 Research
 cost in money, 273
 cost in time, 272
 foundations, 286
 funds, allotment of, 275
 interdepartmental committees, 284
 its importance, 269
 observations on, 274

 Sabbatical leave, 161
 Scholarship and grants-in aid, 203
 Scholarship rank, basis for determining for any student, 313
 Senate, university, 85
 Ship is greater than the crew, 198
 Stenographic bureau, 125
 Student
 activity accounts, auditing, 196
 activity tickets, 203
 boarding, 214
 health service, 212
 loan funds, 204
 publications and faculty control, 200
 articulation high school and freshman year, 249
 Students
 education of parents, 180
 failure of able students, 186
 high school grades and success in college, 181
 occupations of fathers, 129
 progress in college, 183
 proportion working up to ability, 188
 and their relation to college, 179
 transfer, 201
 upper class, who make low grades, 187
 Superintendent of buildings and grounds, 116
 Surveys of colleges and universities, 129, 131
 Trustees
 appointment of, 48
 appointment to staff, 53
 calibre of appointments, 59
 centralized and individual boards, 48
 committee on efficiency and co-operation, 50
 committee on student affairs, 50
 finance committee, 51
 formulation of policies, 62
 Hughes' experience with, 49
 influence of W. R. Boyd, 51
 judicial and nourishing boards, 50
 and the legislature, 57
 McVey's experience with, 47
 matters of concern to, 53
 president chairman of board, 64
 president should attend all meetings, 49
 Dr. H. S. Pritchard's addresses, 51
 responsibilities, 52
 size of board, 56
 Teaching, 252
 a faculty matter, 247-48
 importance of, 247
 and research, 163
 supervision from president's office, 254
 Twenty-year plan, 136

University foundations, wider use of,
288

University press, 303

Vice-President

in charge of business, 66

in charge of faculty and curricula,
68, 93

in charge of public relations, 69

duties of 3rd vice-president, 69

on economy and efficiency, 69

Visiting college classes, 260

Words, organization of, 195

YMCA and YWCA, 197