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Annual Report of the University, 1954-1955

University of New Mexico

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UNIVERSITY OF NEW MEXICO

ANNUAL REPORT
OF THE
UNIVERSITY

JULY 1, 1954 - JUNE 30, 1955
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THE REPORT OF
THE PRESIDENT
1954-1955

THE UNIVERSITY OF NEW MEXICO
BULLETIN
THE REPORT OF THE PRESIDENT

To the Governor of New Mexico

July 1, 1954 — June 30, 1955
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The Report of the President

TO THE GOVERNOR OF NEW MEXICO:

THE PRESIDENT OF THE UNIVERSITY has the honor to submit to you, through the Board of Regents, his report for the academic year, 1954-1955. This is the first such report to be presented by the University on the basis of a single academic year, last year's report having bridged the transitional period between the end of the 1952 calendar year and the beginning of the 1954-1955 academic year. Previous reports had covered two calendar years.

During the year just past the President has enjoyed the support and cooperation of the Faculty and staff, students and alumni, and many loyal friends of the University. Your own friendly interest in our problems, and the encouragement of the State Legislature which resulted in increased appropriations, have materially aided the University's progress. Also the members of the Board of Regents, with generous devotion of their time and energies, have given wise counsel in the consideration of many complex problems of administration. To all of these, on behalf of the University, I would like to express sincere thanks and appreciation.

It is obviously impossible in a brief account to cover the full range of the University's varied activities during the course of a year. Complete reports, however, for each department and division are on file and may be consulted. What follows will therefore be an attempt to summarize certain significant developments in our program and show that we are on solid ground.

This report should indicate that the University has made substantial progress — that it is constantly growing in its educational responsibilities, that its Faculty has maintained high standards of instruction, and that in the broad pattern of its work it is moving steadily toward its objective of greater service to the state and its citizens.
Two new members of the Board of Regents, appointed by the Governor for terms of six years, took office in March, 1955: Finlay MacGillivray, of Albuquerque, and Dr. Ralph R. Lopez, of Santa Fe. Board members whose four-year terms expired were United States Attorney Paul Larrazolo and Jack Walton, both of Albuquerque. Mr. Larrazolo served as president of the Board throughout his tenure, and to both him and Mr. Walton are due our thanks and appreciation for outstanding public service. Both were active on the Board’s several committees and throughout their terms of office made significant contributions to the progress of the University. Elected as officers for 1955 were Jack Korber, President, a member and officer of the Board since 1939; Mrs. Oscar B. Huffman, Vice President; and Mr. MacGillivray, Secretary-Treasurer.

**The Faculty**

In a period of rising student enrollments on a national level, it is becoming increasingly difficult to find properly qualified teachers to supplement our present staff or to provide replacements for normal turnover. This has been a serious problem in all departments, but particularly in science, engineering, and other professional areas where we are attempting to compete directly with industry and the professions for men of top caliber. The time has come when we must expand our departments with an eye toward long-range needs rather than expediency. The increase in our student body is no longer a matter of conjecture; it has already begun, and its full impact will find us in critical straits unless we are able to maintain a faculty capable of upholding the high standards which we refuse to compromise.

At the year’s end, by effecting stringent economies and by postponing the acquisition of much-needed equipment, we were able to make modest increases in faculty and staff salaries. These were made, however, on the basis of adjustments to meet past cost-of-living increases for which we had previously been unable to make provision. It is to be earnestly wished that the University of New Mexico in the years ahead will be able to follow what is hoped is a national trend, namely a diligent and concerted effort to bring faculty salaries more into line with those in competing fields.

Leaves of absence without pay were granted to nine members of the Faculty. Three pursued graduate studies, two took positions with the state, one was in Thailand as an advisor for the Mutual Security Agency, another had an internship in general education from the Carnegie Corporation, and two others received fellowship awards from the Fund for the Advancement of Education. Also during the year seven members of the permanent staff were granted sabbatical leave for the pursuit of research or creative work in their respective fields. Three of the seven followed investigations in Europe.

The Faculty continued to rank high among comparable institutions in both the amount and quality of scholarly writing. During the year there were a total of 38 books and monographs, 197 articles, 58 reviews, 1 play, and a number of maps. Exhibitions, concerts, and recitals by members of the College of Fine Arts faculty are mentioned elsewhere in this report.

To the limit allowed by modest travel budgets within the several colleges, faculty members have participated actively in regional and national meetings of learned societies, some as officers, others to present papers. Situated as we are, far from the larger educational centers, participation in conferences of this sort is a necessary guard against an insularity which could be extremely damaging to the University. Discussion with colleagues throughout the country in the various fields of scholarship is a stimulus to professional growth and should be encouraged wherever possible.

**The Committee on University Aims and Objectives**

Many of the broad responsibilities for the academic life of the University are carried on through standing committees of the Faculty. Through the year these twenty-five committees rendered a high quality of professional service and considered matters of great importance to the University. Several such matters are of sufficient general concern to deserve special mention.

The interrelated and increasingly pressing problems of larger numbers of students and the maintenance and improvement of liberal (general) education received considerable attention from
the all-University Committee on Aims and Objectives. In October, 1954, the Faculty approved the following recommendation made by the Committee:

1. That the Faculty adopt as a general working principle the concept that undergraduate education in all colleges should take into account, to the highest degree feasible, the overall aim and purpose of training students who are aware of all important facets of their culture, who are more than narrow specialists, who are liberally educated in the best modern sense of this term; and the Faculty as a whole urge upon colleges the necessity of continuing study of curricula to the end that all curricula provide as high a degree of general education as is compatible with professional and specialized interests.

2. That the Faculty respectfully request that by February 1, 1955, each college of the University report to the general Faculty upon the following points:

(a) Any proposal made within the last two years looking toward liberalization of the curricula within that college.

(b) Any suggestions from the college as to its own offerings which might serve the purposes of general education for students in other colleges.

3. That the Faculty respectfully request that the President and Vice President of the University use their administrative authority and discretion in instituting within the University some pilot courses in general education at the undergraduate level, interdisciplinary in scope, with the understanding that no such course or courses shall ever become a requirement or a substitute for any requirement in any college of the University unless approved by the college faculty concerned.

These recommendations were presented as a statement of working principle only, and as a broad general directive upon which later planning could be based. After approval by the Faculty, the Committee continued its studies, meeting weekly throughout the school year. While recommendations and suggestions were awaited from the several colleges, an attempt was made to review available material on the most critical problems facing higher education today. Several points became apparent and were used as the basis of further deliberations by the committee. (1) The number and proportion of college-bound students in the secondary schools are rapidly increasing; (2) There is an increasing demand for a broader base of admission to college, the result being that colleges and universities are being asked to admit students at lower levels of ability. (3) What are we to do not only with these students of lower ability but with our gifted students? (4) There is the likelihood that we will be unable to get enough competent teachers to handle the greatly increased enrollment. (5) There are grave doubts that higher institutions generally are now making optimum use of their human and financial resources.

With this general picture as a point of departure, the Committee found itself confronted by two problems more immediately serious than the broad continuing one of general education but nevertheless related to it. How may the University face the pressure of impending drastic increases in enrollment without lowering its standards, and how may service to freshmen be maintained (or even improved) under this impending increased pressure?

Study of these problems was continued through the year, and in May another report and a series of recommendations were made to the general Faculty. The Committee had felt from the outset that the solution of limiting enrollment was not feasible and it accordingly based its recommendations on the almost inevitable fact of a student body which would number 6,500 by 1960 and 10,000 by 1970. The following proposal was approved by the Faculty, not as a detailed operational plan but as a series of general principles from which implementation and further study could be carried forward. The proposal stipulated that:

1. Entering freshmen be enrolled in the University without assignment to a degree-granting college or professional school.

2. During the freshman year approximately half the student’s program should consist of courses of general applicability.

3. The student’s program for the freshman year should also include courses which will give a reliable indication of his competence and aptitude for his chosen field. The student who has not made a vocational choice should be encouraged to follow a broadly liberal program.

4. Before enrolling for his second semester, the student who appears not to show promise for his chosen field should be counseled to explore other possibilities.

5. At the end of the freshman year the student would seek admission to a specific degree program. On the basis of his performance as a freshman (and possibly additional criteria) the college, department, or school would decide whether to admit him. If not admitted to one program he might apply for another. It is anticipated that a minimum grade index would be required for admission to any degree program.

6. A student who failed to be admitted to any degree program, but who had achieved a specified scholarship index, would have the option of
Upon completion of the second year with specified scholarship index, the student would be awarded a certificate equivalent to that now awarded by the General College.

7. In no event would a student be allowed to continue without degree status beyond two years (or 64 hours).

The proposal continued with some general implications:

This plan, if adopted, would accomplish the ends of the General College, as now constituted.

It would be necessary to strengthen the procedures for counseling and academic advisement.

Probations and suspensions from the colleges and professional schools should greatly diminish.

Freshmen would have much more incentive to do well than they now have.

Students would have a better opportunity than they now have to find curricula in which they can succeed.

Sophomores who were not admitted to degree status could be taught in large classes at lower than average cost per student.

Enrollment in upper division and professional courses could be limited to students with real competence for them. This would make it possible to maintain standards in the face of heavy enrollment pressures.

The Committee continued with the following comment:

It is recognized that to adopt the plan outlined here would require some curricular adjustments and some changes in administrative procedures. The committee has not attempted to work out details, although several ways of implementing the plan have been contemplated. The committee does urge that the ideas presented here be given further study with a view to their adoption.

The Committee concluded its recommendations by asking that the Policy Committee name a committee of faculty and administrative members to initiate specific proposals for detailed implementation of these principles, to be presented to the Faculty for approval as soon as possible. This important committee has since been appointed with the following membership: Faculty — Professors G. W. Arms (English), R. M. Duncan (Modern and Classical Languages), W. R. Gafford (Architectural Engineering), J. R. Green (Physics), L. L. Haas (Art), M. S. Hendrickson (Mathematics), W. H. Ivins (Education), W. J. Parish (Business Administration), and G. M. Peterson (Psychology); Administration — Dean E. L. Cataline (Pharmacy), Dean M. E. Farris (Engineering), Dr. S. E. Smith (Student Affairs), and Dean Dudley Wynn (Arts and Sciences).

The proposal described above is one which has broad implications for our future course of action, and we are indebted to the Committee on University Aims and Objectives for its industrious efforts toward the solution of a critical problem. The new committee, which has tentatively called itself the "Tidal Wave" Committee, is already at work, and a summary of its activities may be expected in next year's report.

Faculty Research

Research investigations of the Faculty during the past year covered a broad range of interests. Apart from investigations pursued independently without any form of financial help, such studies were supported by funds secured from outside agencies and by University funds allocated for general research and for the work of special research divisions.

During the year some $70,000 was received in outside-sponsored research, the grantors being the American Cancer Society, the Atomic Energy Commission's Raw Materials Division, the Committee on the Southwest Economy, the Governmental Affairs Institute, the Hexter Foundation, the National Institutes of Health, the National Science Foundation, the Office of Naval Research, the Research Corporation, the Rockefeller Foundation, the Sandia Corporation, the U. S. Air Force Cambridge Research Center, the University of California (Los Alamos Scientific Laboratory), the University of North Carolina, and the Wenner-Gren Foundation. The grants were made to support research in anthropology, atmospheric physics, bacteriology, basic research in chemistry, cosmic radiation, entomology, geology, human engineering, organic chemistry, physiology, radiochemistry, scientific activity in New Mexico, state and local government in New Mexico, theatre architecture, and zodiacal light.

Grants-in-aid were also made to thirty-one faculty members by the Research Committee from the University general research fund, the average grant being something over one hundred dollars. The purposes of this fund are sufficiently broad to cover the many different types of expense which are attendant upon research projects—equipment purchase and rental, typing, student assist-
ance, mimeographing, travel, inter-library loans, and the like—and its existence is of material encouragement to faculty research. Investigations, approximately half of which had a regional emphasis, were carried on in six different colleges.

By joint action of the Research Committee and the Graduate Committee, Professor Henry Weihofen of the College of Law was named second annual research lecturer in recognition of his work in the field of law and psychiatry.

A considerable part of the University's total sponsorship of research takes the form of a number of subsidized publications programs, described elsewhere in this report. The Institute of Meteoritics, another of the University's agencies for research, was rather fully described in last year's report. This year it carried forward its program for the discovery and identification of meteorites, continued its cooperative efforts with other scientific agencies, and was host organization for the annual meeting of the international Meteoritical Society.

The New College of Nursing

New Mexico has long suffered an acute shortage of nurses and has always been heavily dependent upon schools outside the state for its supply. In response to an urgent recommendation from the Public Health Service of the Federal Security Agency in 1952, the Faculty and Regents examined carefully the possibilities of establishing a collegiate school of nursing at the University and in the fall of that year approved the establishment of a four-year college. It was not until the 1955 session that the State Legislature appropriated the necessary funds, but this fall 18 students enrolled for the freshman year of a program leading to the degree of Bachelor of Science in Nursing, the only such program in New Mexico sponsored by a public educational institution. Plans call for an additional year of instruction in each succeeding year until the full four-year program is in operation.

The first two years will include only nursing orientation and beginning experiences in nursing care, but a liberal arts background as well, with prescribed courses in English, chemistry, anatomy and physiology, microbiology, pharmacology, psychology, and sociology, together with certain electives. During junior and senior years the liberal arts curriculum will be continued and degree candidates will have actual practice in all the major nursing fields—medical, surgical, psychiatric, public health, mother and child care, and communicable diseases. Emphasis will be placed also upon experience in both rural and urban areas of the state so that students may have first-hand acquaintance with special health problems in New Mexico. The entire program will of course be carried on with the cooperation of hospitals and health agencies in the city of Albuquerque and throughout the state.

Chosen as Professor of Nursing and dean of the new college—the first new instructional division since the establishment of the College of Law in 1947—was Miss Eleanor M. King, Associate Professor of Public Health Nursing at Yale University. Prior to her Yale appointment in 1946, Miss King was a member of the teaching faculty at the University of California School of Nursing and Acting Head of the Department of Nursing at Wayne University. Her professional background also includes work as chief nurse of the Tennessee Valley Authority, public health nurse in Michigan under the auspices of the W. K. Kellogg Foundation, and public health nurse in San Miguel County, New Mexico.

Ten Years of Pharmacy

Another of our younger educational divisions, the College of Pharmacy, celebrates this year the 10th anniversary of its establishment. Organized in the fall of 1945 to alleviate a critical shortage of trained pharmacists in New Mexico, the College each successive fall added another year to the four-year curriculum until by the spring of 1949 it graduated its first class with the degree of Bachelor of Science in Pharmacy. Since that time 155 have been graduated, some 75% of whom are now practicing in New Mexico.

Throughout its ten-year history, the College has been engaged in the continuous development of a sound course of study. The success of the program was recognized by the American Council on Pharmaceutical Education, first in the form of provisional approval as successive parts of the curriculum were added, and then, in 1950, by an “A” rating, an accreditation which has been continued in subsequent examinations.

Since its inception the College of Pharmacy has enjoyed cordial and mutually profitable relations with professional pharmacists in New Mexico. As an example, the effective scholarship system stab-
lished in the College to aid needy and worthy pharmacy students was made possible largely through the generosity of members of the New Mexico Pharmaceutical Association. Associate membership in the Association is available to students in the College who thereby, both through such membership and through part-time work and in joint meetings, have ample opportunity to discuss mutual problems with members of the profession. Also, the new building into which the College moved in 1948 was partially equipped through individual gifts of several state pharmacists. In addition, one of the laboratories was furnished by the State Board of Pharmacy under an agreement which gave the Board permission to hold its pharmacist licensing examinations in the Pharmacy Building, with full use of available facilities. The Board now also holds its annual meetings with the entire student body of the College, an arrangement which has proved most beneficial.

On its part, the College has offered its services to the state pharmacists in a number of ways, one of them being a free consultation service relative to special problems encountered in the compounding of prescriptions. In addition, the dean and his staff have visited with individual pharmacists, have appeared before pharmaceutical gatherings throughout the state, and have helped wherever possible as consultants.

Last year's report described the organization of the College of Pharmacy Advisory Council, a group representing the professional pharmacists of the state, with the College staff serving ex officio, whose purpose is to advise the College in matters of its educational and service programs. The Council has continued its services with marked success.

The result of this pleasant and profitable relationship between college and profession, together with a sound curriculum, has been to launch the College of Pharmacy on a firm footing, allowing it to contribute greatly to the good of the state.

Activities of Other Instructional Units

Throughout the year efforts to evaluate and improve the University's instructional program were a continuing process, and reports to the president from the deans of the several colleges indicate steady progress and a constant search for better ways of meeting student and community needs. In general, major curricular changes were few and are described elsewhere in this report. The following is a brief summary of other activities within the various instructional units during 1954-1955.

The College of Arts and Sciences

The College of Arts and Sciences—the largest college—enrolled about a fifth of the total student registration, but because of service courses for other colleges its staff carried some three fifths of the total University teaching load. Within the College new courses were instituted in the departments of Geology, History, Mathematics, and Physics, and there were also course revisions or changes in emphasis in several other fields. A rather drastic revision of the geology curriculum was necessary as preparation for an expanded graduate program which is expected to result in the offering of the Ph.D. degree in the near future. Also during the year the Department of Journalism received accreditation from the American Council on Education for Journalism. In cooperation with the Elks Lodge in New Mexico, the Speech Department instituted a diagnostic speech examination service for cerebral palsied children and conducted eleven Saturday clinics through the year.

The College of Business Administration

In the College of Business Administration there were several revisions of offerings in the area of business management, and an experimental program in the teaching of beginning accounting was put into operation. Instead of having three recitation periods per week with voluntary laboratory sessions, the College experimented with two large lecture sections and a two-hour compulsory laboratory period. Objectives of the change were to do a better job in training the beginning student and to make more effective use of teaching personnel. In the area of community service, special mention should be made of the Institute for Small Business, organized for the College by Professors William J. Parish and Howard V. Finston at the request of Albuquerque businessmen. The eleven-week program consisted of two-hour talks and panel discussions by specialists in various fields of interest. The topics included were management fundamentals, selection and development of the employee, human relations, increasing revenues through sales promo-
tion, development of markets, cost control, tax problems, insurance and legal problems of small business, financing the small business, public and customer relations in a dynamic economy, and consultative management.

THE COLLEGE OF EDUCATION

During the year the College of Education was engaged in a study of its instructional program and an assessment of its purposes, and took-steps directed toward strengthening the general education requirements of prospective teachers. There was also expanded cooperation with the State Department of Education and other agencies to the end of increasing the services to New Mexico schools. An interesting event of the year was the six-week visit of twenty-one Guatemalan teachers, a project organized by the U.S. Office of Education. Professor Loyd S. Tireman served as director of the program and was assisted by other members of the College who participated in the series of special seminars. The College also reports that a study of the need for advanced graduate programs in education in New Mexico has been started, with the cooperation of other state-supported teacher-training institutions.

THE COLLEGE OF ENGINEERING

In the College of Engineering the problem of adding experienced staff members in the face of higher salaries available in industry has always been a difficult one. Now, with a growing enrollment and heightened interest in graduate instruction in civil, electrical, and mechanical engineering, the situation is becoming critical. Curricular changes in the College were few, but there were several developments of note. The Department of Chemical Engineering made effective use of a weekly visual aids program, using movies which depict various industrial processes. Although this program has been voluntary, its enthusiastic acceptance by students of all departments in the College has been most encouraging. The Hydraulics Laboratory of the Civil Engineering Department was remodeled during the year, and the Department of Electrical Engineering occupied its new building. Through the cooperation of several manufacturing concerns, the College was fortunate in obtaining some much-needed equipment at greatly reduced cost. This equipment, the use of which will be shared by the Physics Department, will permit a significant modernization of laboratories.

THE COLLEGE OF FINE ARTS

For the College of Fine Arts the year saw marked progress in the program of music education and increased prestige for the Department of Music throughout the state. Members of the faculty were active in musical composition and criticism and in participation in concerts and recitals and the number of performances by the various musical organizations was impressive. Student assemblies and recitals, faculty recitals, opera workshop, chorus, orchestra, madrigal singers, string workshop, and band accounted for some 75 performances in all. In the Department of Art there was considerable revision of the curriculum toward a more general University program. The change is not yet complete, but by 1956-1957 major requirements will be markedly reduced and the number of elective credits accordingly raised, with half the latter to be taken in courses outside the Art Department. Also, as a result of de-emphasis of professionalism and the offering of more courses of general cultural appeal, there was a greatly increased enrollment by students from other colleges. An intensified gallery program resulted in 15 Sunday programs, 14 staff and student exhibits, and 11 outside exhibits. There were also several exhibits at the Jonson Art Gallery. The Department of Drama added to its facilities a new experimental theatre — The Commedia — seating 56 people; its use is primarily for student productions and for testing of original scripts. During the year there were five major Rodey Hall productions and nine in the new theatre.

THE COLLEGE OF LAW

With a rather high first-year mortality, the College of Law is making every effort to attract students with greater capacity and more taste for the study of law. In furtherance of this effort, the College scheduled a Pre-law Day attended by 72 high school and college students who contemplate the future study of law. Highlighting the occasion was the visit of Judge Harold R. Medina who met informally with the pre-law students and also delivered the first annual John Field Simms Memorial Lecture on “Improving the Administration of Justice.” Other developments of the year
were a new course in international law and substantial additions to the State Bar of New Mexico Law Student Loan Fund. Improved and systematized prelegal counseling on a statewide scale is scheduled for considerable attention by the College in the near future.

**Military Training Units**

During the year the two Reserve Officer Training Corps units commissioned a total of 98 officers — 64 as second lieutenants in the Air Force, 13 as second lieutenants in the Marine Corps, and 21 as Navy ensigns. An inspection team from the Air University at Maxwell Field, Alabama, visited the Air Force ROTC unit in the spring and had high praise for the leadership development and student participation program as well as the quality of instruction.

**The Program of American Studies**

Interdepartmental programs have been in successful operation on the campus for a number of years. There are various instances of individual courses offered by several departments on a cooperative basis and, of course, numerous examples of intercollege cooperation in which courses in one college are used as service courses in another. Also, in 1941, the School of Inter-American Affairs was established as a coordinating administrative unit operating under the College of Arts and Sciences and the Graduate School. The School does not offer an interdepartmental major but rather a major regional field of concentration, integrating the studies of Hispanic content with allied subjects offered by the various departments.

In 1944, the Program of American Studies was instituted, its purpose being to provide an interdepartmental major which would make possible both general reading and research into the social and cultural patterns of American life. From the outset the program was designed at the doctoral level, presupposing a Master of Arts degree in such majors as History, English, Education, Sociology, Political Science, Philosophy, and Economics. The graduate departments which joined in this cooperative program were Art, Economics, certain departments in the College of Education, English, Government, History, Music, Philosophy, and Speech.

Last year a special effort was launched, particularly in the College of Arts and Sciences, to increase the number of such cooperative programs on an interdepartmental basis. An *Interdepartmental Seminar in the Culture of the United States* under the auspices of the American Studies program was offered to advanced students for the first time, the general topic being "Travelers' Accounts of Colonial and Revolutionary America (1700-1820)." Professor William M. Dabney of the History Department was in charge of the seminar and called upon members of fifteen academic departments from five colleges to participate. The success of this initial interdepartmental seminar was such that a second was planned for 1955-56 entitled "Religious Backgrounds in the United States during the 19th Century." Professor George W. Arms, chairman of the English Department, is conducting the course and will call on members of other departments to assist in developing the general subject.

**Other Interdepartmental Programs**

The year also saw approval given to a new interdepartmental major in Comparative Literature, to be administered by a committee from the Department of English and the Department of Modern and Classical Languages. In presenting the new major, the committee felt that "American students deserve a program of studies which will extend beyond national frontiers, provide knowledge of notable figures and concepts in the life of several nations, encourage wide reading and an ecumenical understanding, and — in short — teach the first-rate works of literature regardless of parochial boundaries."

Another joint major — in Philosophy and English — has been planned and approved by both departments and will soon be presented to the general Faculty for approval. Its purpose is to give an understanding of the history of ideas, ideals, and values; their expression in literature and philosophy; and the interrelation of these fields. An additional cooperative major which is still in the preliminary planning stage and which involves several departments would prepare students specifically for the foreign service without sacrificing their general education.

Finally, as was mentioned in an earlier section of this report, the Faculty gave official clearance to the establishment of some
pilot courses in general education. The formulation of these courses, which by their nature will be interdepartmental in scope, is awaiting specific recommendations from the "Tidal Wave" Committee regarding a common first year for all entering students.

**Relationships with Los Alamos and Holloman**

Relations between the University and the Los Alamos Scientific Laboratory began some years ago in connection with the advanced training of graduate students specializing in biology, chemistry, and physics. Arrangements were made which allowed properly qualified doctoral candidates in these fields to carry on research for their dissertations at the Laboratory, thus taking advantage of facilities and specialized advice not available on our campus. The program has worked effectively, and a number of candidates have thus completed their dissertation requirement.

Later, at the request of the Laboratory and upon approval by the Graduate Committee and the Faculty, a resident graduate program at Los Alamos was established in chemistry, mathematics, physics, and various fields of engineering. Some of the courses are offered by regular members of our own staff, others by approved members of the Laboratory staff.

Several members of the Los Alamos professional staff have been serving the University for a number of years as consulting professors, and a few members of our own faculty have similar status at Los Alamos. Possibly the most tangible additional evidence, however, of a mutually profitable relationship has been a cooperative research contract under terms of which the Department of Chemistry has been enabled to carry on vital fundamental research on a purely academic basis with the use of valuable equipment otherwise unavailable to us.

Several years ago officials of the Holloman Air Development Center requested the University to consider a resident program at Alamogordo for the advanced instruction of its personnel, but because of the unavailability of Air Force funds and our own inability to provide a resident staff member the proposal was dropped. However, the request was repeated in the summer of 1954, and in October the Faculty approved the establishment of a resident master's degree program in mathematics and electrical engineering. Graduate courses will be offered in both regular se-
mesters and during the summer session, the instruction to be furnished by our own staff except for the more specialized courses. As the program develops, we are anticipating the same pleasant relationship which has always characterized our Los Alamos connection.

Foreign Language Requirement

Developments in the Graduate School are described in various sections of this report. However, special note should be made of a change in the foreign language requirement for graduate degrees.

For a number of years major departments have had the option of requiring a candidate for the master’s degree to demonstrate by examination a satisfactory reading knowledge of one modern foreign language. (For language majors a reading knowledge of another language is required.) Candidates for the doctorate, on the other hand, have invariably been required to demonstrate—also by examination—a reading knowledge of two modern foreign languages, normally French and German. In no case has certification from another institution been accepted in lieu of the examination.

In the spring of 1955, upon recommendation of the Department of Modern Languages, the Graduate Committee approved a comprehensive change in the regulations. Instead of placing complete reliance upon an examination which at times has not proved to be a wholly valid indication of a student’s knowledge of a language, the rules now permit certification of the reading requirement by one of several options.

These options permit a student to qualify by (1) passing the fourth semester of a foreign language in college with a grade of B, not more than 28 months previous to enrollment in the Graduate School; (2) completing, in Graduate School, the fourth semester of a language with a grade of B; (3) passing with a grade of B the final examination of such a language course; or (4) taking an impromptu oral reading examination of the language during the first semester at Graduate School.

The University Library

The number of cataloged volumes in the General and Law libraries reached 248,388 at the end of the period, an increase of 4.5%
over the preceding year. It is vital that a library continue to build its collections, and this is being done as rapidly as possible, both by gifts and exchanges and by purchase. However, the limit of the stack facilities is rapidly approaching, and when the last expedient of weeding the present collections has been completed, there will be urgent need for an addition to a building which was designed nearly twenty years ago for the use of a student body of 2,000.

Library services during the past year increased in all areas. The staff of the Reference Department answered 13,809 questions, 75% more than in the preceding year; the number of two-week loans increased 15%; loans to extension students outside Albuquerque were up 72%; and inter-library activity also showed a gain. In all, 106,438 volumes were circulated, a figure which of course does not take into account the books used within the Library.

Members of the staff also prepared twelve exhibits, most of which were based on materials within the Library, the remainder from private collections.

Three resignations in the professional staff at the end of the academic year resulted in new appointments: Mrs. Marjorie Reigstad replaced Thomas Gerity as Assistant Reference Librarian; Charles Warren was appointed to succeed Warren Kuhn as Circulation Librarian; and Harold Bellingham succeeds Mrs. Ernestine Smutny as Cataloger.

The Bureau of Business Research

The University has long recognized that its obligation extends beyond the formal education of its students. In the belief, supported by the Legislature, that this obligation includes a duty to promote the economic welfare of the state by gathering, interpreting, and disseminating information concerning its economic life, the Bureau of Business Research was established in 1945. Initially a division of the Department of Economics and Business Administration, it was made an integral part of the College of Business Administration when the latter was organized in 1947. Ten years after its founding, it seems an appropriate time to review what the Bureau has accomplished in its efforts to be of service to the community.

The original plan for the Bureau called for four different categories of activity — research, publishing of information, sponsoring of conferences, and consultation — but in its early years the concern was largely with basic plans for gathering data and developing sources of information about the economic resources of New Mexico and the activities involved in their utilization and disposition. Until the establishment of the Bureau there was no one place where it was possible to obtain definitive information with which to describe and assess the economic structure and varied activities of the state. Once the purposes of the Bureau became generally known, however, material was made available from many sources, not only by individual agencies embracing every major economic activity, but from original sources such as banks, building inspectors, and post offices which have recently supported a system of voluntary monthly reporting of data needed by the Bureau. Other material, of course, may be uncovered only by field work by members of the staff.

Once collected, this considerable quantity of largely unrelated facts must be checked for accuracy, recorded, and stored systematically to facilitate the job of conversion into indices or measures of business activity. In order to be useful, of course, these indices must be kept current, a job of major proportions.

By far the most important part of the program which the Bureau has set for itself is that of analyzing and interpreting the factual information which is collected so that it may be used for the purpose which is constantly in mind, the economic development of the state. Facts must of necessity be in hand before they may be put to use — and much time has been spent thus far in the mechanics of data accumulation — but it is the research function in which the Bureau, with its trained staff, can ultimately be of the greatest service to New Mexico.

We feel that progress in this area has been steadily increasing and that what has been accomplished has contributed to a better understanding of the economy of the area. It is certainly apparent that the services of the Bureau have been used, since some 4,000 requests have come from businesses, government agencies, students, and the general public for information and services which range from the furnishing of simple statistical facts, through market surveys, to detailed and elaborate appraisals of the state's economy.

Much of the research which has occupied the Bureau staff has been published, and an extensive publications program has been
under way since 1948. *New Mexico Business* is a monthly bulletin which contains current business statistics, review and comment on recent business activity, and frequent major articles of business interest. A few recent titles suggest the diversity of material covered: "Land Values and Farm Income," "Navajo Spending Makes Gallup Prosperous," "The Rising Cost of Hospital Care," and "Should We Revive the Economic Development Commission?" The monthly *Retail Food Price Bulletin* sets forth the average prices of eighty items priced in Albuquerque food stores, the index numbers for price changes in major food groups, and discusses price trends. The *Business Information Series* contains bulletins issued irregularly on such subjects as "Population of New Mexico Counties—1954," and "Wages in the Construction Industry of New Mexico." There are also a monograph series, *New Mexico Studies in Business Economics*, a series of county leaflets entitled *Business Backgrounds*, and a series of directories, the latest of which is the "1955 Directory of New Mexico Manufacturers."

The Bureau, with limited funds at its disposal, is admittedly far from achieving its ultimate objective of consolidating and correlating a number of fragmentary products into an integrated understanding of the state's whole economy and its processes. Nevertheless, each series of facts collected, processed, and transmitted to the public represents progress toward that end and contributes, at least in some measure, to a broader understanding of the process of economic development in New Mexico.

**The Publications Program**

The reputation of the University Press for excellence in design and craftsmanship was further enhanced when four of its books won Rounce and Goffin Club awards in the 1955 Western Books Exhibition. Of 131 manuscripts handled during the year, nine titles were published, most of which had a regional emphasis. *Contemporary Latin-American Philosophy* and *The Big Bend Country* are noteworthy additions to a growing list of titles in the fields of Inter-American Affairs and National Parks and Monuments, respectively.

The *University Publications Series* issued four scholarly monographs and enjoyed an all-time high in sales volume. While the series has no aspirations to sales popularity, its purpose being rather to publish outstanding manuscripts which make an original contribution to a field or make a new field available for scholars, several of these publications by members of our Faculty were very well received. Among these were *Regional Tectonics of the Colorado Plateau and Relationship to the Origin and Distribution of Uranium* by V. C. Kelley; *Hispanic Folk Songs of New Mexico* by J. D. Robb; *Manual for Effective New Mexico Legal Research* by Aric Poldervant; and *After Saratoga—The Story of the Convention Army* by W. M. Dabney.

The Division of Government Research, which has as its purpose the study of federal, state, and local problems of government in New Mexico, published three items of contemporary importance during the year. During the ten years of its existence, the Division has issued more than forty such studies.

Our three quarterly reviews were issued regularly during the year. The *New Mexico Historical Review*, issued jointly by the University and the Historical Society of New Mexico, serves as an outlet for the publication of articles and source materials relating to the Southwest. The *New Mexico Quarterly* is a well established literary and cultural review with over twenty years of continuous publication. The *Southwestern Journal of Anthropology* continued its policy of attempting to cover the full range of anthropology and all areas of the world. The contribution of articles by foreign authors during the past year—from England, Norway, Togo, Canada, and Nigeria—indicates the breadth of interest which the *Journal* has achieved. Last year's new journal, *Meteoritics*, also appeared once during the year.

In addition to the programs briefly mentioned here, there are also the *Alumnus* magazine and our several student publications. In all, the diversified publishing program of the University is one of which we hope the state may well be proud.

**Extension, Summer Session, and Community Services**

There were no significant changes in the program offered by the Division of Extension, Summer Session, and Community Services. Enrollment in extension classes throughout the state (outside Albuquerque) increased 47% over a year ago, and correspondence registration increased 11%, with students enrolled from eighteen different states and the District of Columbia.
In the Community Evening College, fewer classes offered in evening credit courses resulted in a slightly smaller enrollment, but an increase of 10% was recorded in non-credit classes, quite possibly a reflection of the attempt in capitalizing fully on current interests of the public. First semester enrollment in the non-credit classes was 1,193, with 1,304 in the second semester. A strong effort was made, outside the framework of our regular offerings, to meet the needs of local groups with specially organized short courses. Four such sessions were scheduled and, previously mentioned, for small businesses, and others for the Public Service Company, the National Association for the Advancement of Colored People, and Valley Guild Halles, Inc.

Television programming, described earlier fully in last year's report, was further developed with the continuing plan of informing the University and the community of its educational possibilities. Every week of the year there were an average of four University-sponsored TV shows, each of which reached an estimated audience of over 15,000 persons. A further estimate indicates that TV and radio stations have donated for our use well over $25,000 in time when computed at commercial rates.

The upward trend in summer session enrollment continued, with a total of 1,472 students from 47 states and several foreign countries. The policy of inviting guest faculty members of national repute was carried forward, as was the increasing emphasis on workshops, conferences, training schools, special courses, and other programs designed to meet specific needs. A substantial number of courses of traditional academic content was of course included in the curriculum, but the trend of the public demand seems to be in the direction of the more specialized type of offering.

**Arid Lands and National Resources Conferences**

Of some twenty major conferences held on the campus during the year, involving more than 4,000 participants, two were of special general interest. One of these was the first international meeting of the Arid Lands Conference ever held in the United States, previous meetings having been in Turkey, Israel, and India. Sponsored by the American Association for the Advancement of Science and its Southwestern and Rocky Mountain Division, and supported by the National Science Foundation, the Rockefeller Foundation, and UNESCO, the week-long series of meetings was held both here and at the New Mexico Institute of Mining and Technology under the chairmanship of Dean E. F. Castetter and the Institute's president, Dr. E. J. Workman. Arid-lands experts from eighteen different nations met here to pool their ideas and efforts in the solution of scientific and developmental problems of arid zones. Four technical sessions, three public evening lectures, thirteen discussion groups, a two-day field trip, and a final three-day conference made up the agenda for the meetings.

Albuquerque was chosen as one of sixteen cities in the United States for a National Resources Conference, held on the University campus in December. A part of the program of the Industrial College of the Armed Forces, the conference sponsors included the Chamber of Commerce, the Fourteenth Air Force, the Fourth Army, the Eighth Naval District, and the University. Studies of human resources, national agricultural capabilities, and material resources were included in the diversified and intensive program.

**Interstate Medical Training**

Two and a half years ago this report described a regional cooperative compact calling for the creation of a Western Interstate Commission for Higher Education whose duty it should be "to enter into such contractual agreements with any institutions in the Region offering graduate or professional education and with any of the compacting states or territories as may be required in the judgment of the Commission to provide adequate services and facilities of graduate and professional education for the citizens of the respective contracting states or territories. The Commission shall first endeavor to provide adequate services and facilities in the fields of dentistry, medicine, public health, and veterinary medicine . . . ."

Ten states—Arizona, California, Colorado, Idaho, Montana, New Mexico, Oregon, Utah, Washington, and Wyoming—have now ratified the compact, California and Washington having joined in 1955.

The program in this state was initiated in 1951 by a legislative appropriation of $20,000 which underwrote a major part of the medical education of ten New Mexico students in 1951-1952 at the University of Colorado School of Medicine. The program was
In the Community Evening College, fewer classes offered in evening credit courses resulted in a slightly smaller enrollment, but an increase of 18% was recorded in non-credit classes, quite possibly a reflection of the attempt to capitalize fully on current interests of the public. First semester enrollment in the non-credit classes was 1,148, with 1,335 in the second semester. A strong effort was also made, outside the framework of our regular offerings, to meet the needs of local groups with specially organized short courses. Four such sessions were scheduled—one, previously mentioned, for small businesses, and others for the Public Service Company, the National Association for the Advancement of Colored People, and Valley Gold Dairies, Inc.

Television programming, described rather fully in last year's report, was further developed with the continuing plan of informing the University and the community of its educational possibilities. Every week of the year there was an average of four University-sponsored TV shows, each of which reached an estimated audience of over 16,000 persons. A further estimate indicates that TV and radio stations have donated for our use well over $25,000 in time when computed at commercial rates.

The upward trend in summer session enrollment continued, with a total of 1,474 students from 45 states and several foreign countries. The policy of inviting guest faculty members of national repute was carried forward, as was the increasing emphasis on workshops, conferences, training schools, special courses, and other programs designed to meet specific needs. A substantial number of courses of traditional academic content was of course included in the curriculum, but the trend of the public demand seems to be in the direction of the more specialized type of offering.

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found to be of such value that for the 1954-1955 academic year the appropriation permitted the training of twenty-one New Mexico students in medicine at the University of Colorado and another six in the Colorado Agricultural and Mechanical College School of Veterinary Medicine. The Commission expects that by 1956 arrangements will have been completed to support some dental students in one or more of the professional schools of the compacting states.

Last year, by means of a grant from the National Institute for Mental Health, the Western Interstate Commission undertook a survey of mental health within the region of the compacting states. The purpose of the study is to obtain information which can be used as the basis of recommendations to the several governors with a view toward improving mental health training and research in the West and possibly to indicate areas in which new methods can be tried and evaluated.

The Commission has been the starting point for other western regional research projects and has also proved a useful mechanism for conferences on various aspects of higher education in this area.

**Student Enrollment**

Final registration figures for the first semester of 1955-56 showed an all-time high enrollment of 5,028, the first of an inevitable series of new records. The previous high figure was 4,921 in the fall of 1948. The present total includes two and a half times more men than women, 1,159 veterans, and the following sub-totals by academic divisions: Arts and Sciences, 1,018; Graduate School, 789; Engineering, 727; Education, 649; General College, 480; Business Administration, 441; Fine Arts, 189; Pharmacy, 96; Law, 71; Nursing, 16; and students in non-degree status, 552. The above totals do not include another 1,100 residents of the Albuquerque area enrolled in non-credit classes in the Community College.

In geographical distribution, the student body in the fall of 1955 includes representatives from 44 different states and 22 foreign countries, but the trend toward a higher percentage of New Mexico students has continued. The proportion now stands at 87.5%, an increase of nearly 5% in the past two years and of 15% since 1950. Approximately three-quarters of the New Mexico students come from Bernalillo County. Although we believe firmly in the advantages of a student body drawn from all sections of the country, we have made little effort to attract non-residents to the University. There appears to be no question that able out-of-state students in large numbers could be recruited with even moderate efforts, but our limited dormitory facilities, particularly for women, have made this impossible. By the fall of 1956 a new women's dormitory for 600 students will be completed and plans are under way for another men's dormitory. Even with these additional facilities, however, we will continue to direct our major efforts toward the enrollment of the best New Mexico students. In any event, we are most certainly entering a period when over-enrollment rather than under-enrollment will be our greatest concern.

Although the number of masters' and doctors' degrees to be awarded at the June Commencement dropped to 121, the lowest since 1949, the total enrollment in the Graduate School — 789 — in the fall of 1955 represented a record high. The figure, however, shows little appreciable change since the graduate enrollment a year ago, a situation which is reflected generally in graduate schools throughout the country.

**Student Affairs**

There were no major changes in functions or procedures in the area of student affairs during the year of this report, although the increasing enrollment has meant greater work loads in all offices. For example, in the Office of Admissions and Records, the volume of outgoing mail increased 17% within the year and the number of transcripts issued was 15% greater. As regards the students themselves, participation in a wide variety of extra-curricular activities continued at a high level. Perhaps worthy of special mention is the selection of John H. Morrison as one of four Rhodes scholars from the southwestern district which comprises Arizona, California, Colorado, Nevada, New Mexico, and Utah. Mr. Morrison is the third of our students to be so honored during the last four years.

In this connection, one of the activities of the Department of Information might be of interest. Each Saturday throughout the school year is set aside for the taking of student photographs which, together with news releases regarding the students' activities, are then sent to home-town papers throughout the state.
In March, 1954, Dr. Arthur A. Wellick, Director of the University Counseling and Testing Services, instituted a series of weekly half-hour radio programs entitled "Career Counselor." The success of the series with prospective college students and their parents was such that it was continued on a weekly basis through the summer and the 1954-55 academic year. On the occasion of the first anniversary of the program, Dr. Wellick was presented with a life membership pin by the New Mexico Secondary School Principals Association in appreciation of his work for the youth of the state.

The Student Union, by the employment of a program director, gave increased emphasis to student entertainment on a wide front, and the result has been to make the Union more a focal point for social life than it has been in recent years. Looking ahead to the coming enrollment increase, the Student Union Building Committee has already begun preliminary planning for a new building which may become a reality by 1957 or 1958.

Scholarships, Loans, and Student Employment

The year of this report marks the end of the scholarships awarded by the University under the $225,000 grant of the Fund for the Advancement of Education, although approximately forty students who have in the past been beneficiaries of the program will be given aid for the coming year. With this major source of income removed, it is essential that we continue our search for new scholarship funds so that the recent level of awards can be at least maintained. A generous scholarship program is of the greatest necessity in our efforts to attract the ablest students to the University.

The New Mexico Scholarship Fund, recently established with donations from Albuquerque business firms and individual contributors, increased significantly during the year. Mention should also be made of several new scholarship funds established in 1954-55: The John E. Beck Memorial Scholarship, an annual award of $1,000 made by the Coca Cola Bottling Company of Albuquerque in honor of the son of the Company president, O. E. Beck; The Franklin Bond Memorial Scholarship of $1,000, presented by Mrs. Bond in memory of her husband; The George A. Kaseman Memorial Scholarship presented by Mrs. Kaseman as a memorial to her husband—a trust fund of $25,000 which will permit an annual award of $750 or more; The Alonzo Bertram McMillen Memorial Scholarship of tuition, room, and board, established by the Occidental Life Insurance Company in memory of a founder of the Company; The William Sterling Parsons Memorial Scholarship in Nuclear Physics—$300—established by Critchell Parsons in memory of his brother; The Millicent A. Rogers Foundation Scholarship of $500, established by the sons and friends of Mrs. Rogers in her memory; a $15,000 trust fund presented by Mrs. Harriette B. Rolshoven to establish two scholarships, one in memory of her husband, Julius Rolshoven, the other to be given in her own name; The Standard Oil Company of Texas Scholarship in Geology—$500; and the Westinghouse Achievement Scholarship of $500, presented by the Westinghouse Educational Foundation.

During the year scholarship and fellowship awards totaled $245,856, and loans amounting to $16,528 were made to 607 students.

The General Placement Bureau reports a 75% increase over the preceding year in the part-time placement of students; 1,175 part-time jobs were taken, and, with the number of opportunities constantly growing, the Bureau finds itself approaching the enviable position of being able to assure employment for any student who wishes it. Placement of graduates in full-time employment appears to be stabilizing at a high level except in science and engineering where the shortage in applicants is expected to extend for another ten years. The number of companies interviewing our students for employment following graduation rose during the year from 75 to 98, with a total of 644 interviews conducted. The biggest demands have been for graduates in engineering, chemistry, physics, mathematics, geology, business administration, and primary and secondary education—especially science teachers.

The Alumni

Despite the handicap of severe budget restrictions and a consequently reduced staff, the office of the Alumni Association continued its efforts to bring the story of the University to its former students. Although the names of some 30,000 persons who have attended the University are included in the Association's files, other information is lacking for approximately a third of this number who were here for only a very brief time. Nevertheless, a
general mailing can be addressed to 20,000 alumni, just under 10,000 of whom are graduates of the University. The Alumni Association numbers some 4,000, of whom 35% are residents of Albuquerque, with another 15% coming from other communities in New Mexico. The remainder represent all the other states, four territories, and 28 foreign countries.

Roughly the same residential proportion obtains with respect to the entire body of alumni, and in view of the large concentration of those living within easy driving distance there is no special impetus for class reunions. In the past few years, however, a number of alumni groups in various parts of the country have been organized on an informal basis. Although the size of the Association staff has not permitted any concerted effort in this direction on a wide scale, a national program of alumni clubs is definitely in the planning stages and should have far-reaching results.

The Memorial Chapel

A major concern of the Alumni Association continued to be the progress of the Chapel Fund. Six years ago the Association pledged itself to build a chapel as a memorial to the 159 University of New Mexico students and alumni who gave their lives in World Wars I and II. Since that time the Korean War has been fought, with the addition of 16 more names to the roll of honor, and the project has been further broadened to include special memorials for many other former students and friends of the University.

Plans call for an inter-faith building to seat 150 persons. It will be open at all times for prayer and meditation and will be available for all types of religious services and meetings, as well as for sacred concerts, organ recitals, and the like.

During the year of this report $6,825 was received from students, alumni, parents, and other friends of the University. With slightly more than $50,000 of the necessary $80,000 now in hand, the Association is attempting to complete its drive in the near future so that construction of this important building may begin.

Fiscal Operations

Current funds expenditures for 1954-55 were $4,515,251, an increase over the preceding year of $124,052. During the same period,

however, with a 12.7% increase in enrollment over 1953-54, the number of credit hours taught increased from 109,193 to 117,398, and the cost per student credit hour was reduced from $26.38 to $25.86. This increase in teaching, with a reduction rather than a proportionate increase in expenditures, is a trend which it will be impossible to continue. Provision must be made for additional faculty members and for merit increases in salary; and departmental expense and equipment budgets have already been reduced to a point beyond real economy.

The University permanent fund, held by the state treasurer and invested by him, amounted to $1,842,524 as of June 30, 1955, an increase of $184,214 during the year.

Also during the year two new bond issues were authorized, totaling $3,000,000. Of this amount, $500,000 was actually issued during the year, with the remainder to be issued during 1955-56. With provision made for the retirement of existing issues, the total bonded indebtedness of the University will stand in 1956 at somewhat over $8,000,000. There is no particular cause for alarm in this large figure, since reserves are being built up to take care of possible reduction of income, but it points up a choice which the University has had to make — whether to provide for new buildings by incurring indebtedness or to do without the facilities which are essential for our educational program. It appears obvious that we are approaching the maximum indebtedness that we should incur, and it is to be hoped that the state bond issue to educational institutions for building purposes, approved by the voters in 1954, is an indication of further direct participation by the state in the continuing problem of providing suitable plant facilities for institutions of higher learning.

The summary below indicates little change from the preceding year in the sources and disposition of the University's operating dollar:

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</table>
The Physical Plant

Significant progress can be reported in our building program, both in new construction and in long-range planning. The outstanding events of the year in this area were the start of construction on a new women’s dormitory to house 600 students, and the completion of final plans for a new men’s gymnasium.

The new $2,500,000 residence hall, scheduled for completion in August, 1956, will consist of two pentagonal three-story wings linked by a commons area containing administrative offices, lounges, a kitchen, and ample dining facilities. Land and permanent incomes and future dormitory and dining hall profits have been pledged against the retirement of bonds issued on the new building, now under construction at the junction of Campus Boulevard and Cornell Drive.

Of major importance was the completion during the year of plans for a $9,000,000 gymnasium. As this report goes to press, the contract has been let and official ground-breaking ceremonies have taken place; completion is scheduled for February, 1957. The new gymnasium, which will be one of the most modern athletic plants in the Southwest, will have a seating capacity of nearly 9,000, a regulation-size swimming pool, an auxiliary gym, classrooms, office space for athletic and physical education departments, and locker facilities for more than 2,000 students. The south side of the building will be devoted exclusively to intercollegiate athletics, with lockers for 900 and a training room equipped with modern therapy and training aids. Financing for the building has been made possible largely through the University’s $1,650,000 share of the state institutions’ $4,500,000 bond issue, voted in November, 1954.

A utilities tunnel, a necessity for many years, was virtually completed during the year and will supply the new dormitory, as well as the entire campus eventually, with all utilities and a chilled-water cooling system. Also approximately half completed was a central refrigeration station, designed for later expansion to meet the needs of a growing campus.

Other construction projects during the year were the completion of the new astronomical observatory and the conversion of a drama classroom into a small experimental theatre primarily for student productions and for testing original scripts.

During the year the Department of Buildings, Grounds, and Utilities prepared a report of major renovation, repairs, and replacement of facilities urgently needed during the next three years. The total amount estimated — $700,000 — is exclusive of the needs of the normal maintenance program which must continue without interruption. This necessary work would, in a period of a few years, save considerably more than its initial cost through a reduction of maintenance expense, and it is hoped that funds can somehow be found.

Long-range campus planning received considerable attention during the year, and the installation of the new utility tunnel was a practical commitment to the location of certain future buildings on the eastern part of the campus. The plans, indicated on a large new map prepared by the University architects, look ahead some ten to twenty years and call for nineteen major building projects and a re-routing of certain streets. The new street pattern was developed to aid the movement of traffic around the campus and close off the congested interior of the campus to non-University traffic. The new master plan is by no means a commitment, either as to buildings or streets, but it incorporates a number of ideas toward which we have been pointing for some years and provides an objective for future campus development.

Special features of the new plan include a well-defined technological area, and an area for the humanities and social sciences grouped near the University Library. All instructional buildings are concentrated west of Cornell Drive to minimize walking distance between classes. Semi-public buildings, such as the new gymnasium and a proposed auditorium, are planned for the south end of the campus to make use of parking areas and to permit easy access from the city. The area east of Cornell is for residence and sports, with dormitories and the gymnasium grouped around a large central park which will utilize existing landscaping from the

### Disposition

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<tbody>
<tr>
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<tr>
<td>Instruction</td>
<td>.55</td>
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<td>.02</td>
</tr>
<tr>
<td>Libraries</td>
<td>.05</td>
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<tr>
<td>Organized activities</td>
<td>.10</td>
</tr>
<tr>
<td>Plant operation and maintenance</td>
<td>.14</td>
</tr>
</tbody>
</table>

**Total:** $1.00
The present "south nine" of the golf course. Playing fields and tennis courts will also be a part of this area.

For the more immediate future, preliminary plans and studies are now in preparation for a new men's dormitory, a Student Union, and a large lecture hall. These additions will be a necessity with the expected enrollment increase.

**Necrology**

Since my last report, the University has lost by death three active members of its teaching staff and one emeritus professor.

Robert Krick Evans, Associate Professor of Business Administration, died on November 9, 1955, in his fifty-first year. A graduate of Allegheny College and the University of New Mexico, he joined our Faculty in 1941 as an instructor, became an assistant professor in 1947, and an associate professor in 1951. His special fields were investments and corporation finance, and his experience included a number of years in investment firms throughout the country. He was a popular teacher on both undergraduate and graduate levels, and will be greatly missed by his colleagues and students alike.

Richard B. Johnson, Associate Professor of Biology, died on April 17, 1955, in his thirty-seventh year. His death occurred only a few weeks after the announcement of his discovery of a new immunizing agent against bacillary dysentery. Educated at North Central College, Utah State Agricultural College, and Cornell University, he came to New Mexico in 1947 after several years as a teacher, an analytical chemist, and a lieutenant in the U.S. Army Medical Department. He was an excellent teacher and a productive investigator of great promise, and his loss from our ranks is a keen one.

Joseph Walter Meek, Associate Professor of Law, died on December 17, 1954, in his forty-second year. A graduate of the University of Arizona, with degrees in both law and accounting, he practiced law in Arizona and California before joining the University of New Mexico Faculty in 1949. His major field of specialization was that of taxation law, and his thorough competence in this area, both as teacher and as consultant and scholar, was widely recognized. In addition to his regular duties in the College of Law, he had a constructive interest in general administrative problems of the University and served with distinction on the Athletic Council and the Policy Committee. His premature death will be deeply felt.

Joaquin Ortega, Professor Emeritus of Modern Languages, died on August 23, 1955, in his sixty-third year. Chairman of the Department of Spanish and Portuguese at the University of Wisconsin, he came here in 1941 as Professor of Spanish and first director of the School of Inter-American Affairs. In 1948 he relinquished the directorship of the School and was appointed to the editorship of the *New Mexico Quarterly*, a literary review which gained national acclaim under his supervision. He retired from active service on the faculty because of ill health in 1952 and two years later returned to his native Spain. A distinguished scholar and man of letters, Professor Ortega received the honorary degree of Doctor of Literature from the University in 1941 shortly before he accepted a call to join our faculty.

**Changes in the Administration**

As previously noted, Miss Eleanor M. King was appointed Dean of the newly established College of Nursing and Professor of Nursing.

John P. Dolzadelli '36, formerly Director of Intramurals and Financial Secretary of Athletics, and a member of the staff since 1937, was appointed Manager of Athletics as of July 1, 1955.

Paul E. McDavid '38 (M.S. '49) received appointment, effective July 1, 1955, to the position of Administrative Assistant and Director of Fund Development. He succeeds William E. Hall '44 who had also served formerly as Managing Director of the Alumni Association.

Paul M. Sears '49, who joined the Bureau of Business Research in 1953 as Editor of Publications, resigned his position on June 30, 1955, to assume the editorship of the *New Mexico Quarterly*, replacing Kenneth Lash (M.A. '48).

Merle M. Mills '49 (M.A. '51) Assistant Dean of Men, was granted leave of absence for a year and a half, effective January 30, 1955. Warren F. Lee was appointed Assistant Dean of Men for the remainder of the academic year. As of July 15, 1955, Mr. Lee assumed the directorship of the General Placement Bureau, replacing Dr. Russell K. Sigler who announced his resignation. Mr. James M. Bruening '55 was appointed Assistant Dean of Men.
During the first-semester absence of Dean Vernon G. Sorrell on sabbatical leave Professor William J. Parish served as acting dean of the College of Business Administration.

Professor Lez L. Haas served as acting dean of the College of Fine Arts for the academic year during the sabbatical leave of Dean J. Donald Robb.

Departmental Chairmen

Two departmental chairmen relinquished their positions at the end of the academic year, although both will continue as active members of the teaching staff: Professor Benjamin Sacks, who had been chairman of the Department of History since 1952, and Professor Ralph W. Tapy, chairman of the Department of Electrical Engineering since 1939. The University is indebted to them for their loyal service on behalf of their departments. Dr. William M. Dabney and Dr. Richard K. Moore have been appointed acting chairmen, respectively, of the two departments.

Changes in Professorial Ranks of the Faculty

Leslie Spier, Professor of Anthropology, retired with emeritus status at the end of the academic year after sixteen years of service. He will continue, however, as editor of the Southwestern Journal of Anthropology.

The appointment of Dean King to a professorship has already been noted.

During the year the following appointments to associate professorships were made: Richard C. Dove, Mechanical Engineering; Richard K. Moore, Electrical Engineering, and Acting Chairman of the Department.

The following appointments to assistant professorships were made: Frank Angel, Jr., Education; Landon E. Bowers, Biology; Edith Buchanan, English; Karl Christman, Business Administration; Donald W. Dubois, Mathematics; Martin Feldman, Physical Education; Robert J. Ferm, Chemical Engineering; William C. Fiedler, Pharmacy; James S. Findley, Biology; Morris Freedman, English; Rudyard B. Goode, Business Administration; B. LeRoy Gordon, Geography; Peter W. M. John, Mathematics; Anne E. Kingsbury, Classical Languages; Robert W. Mallary, Art; William T. Stockton, Physical Education; David H. Vernon, Law; Mitchell L. Voydat, Education; Thurlow R. Wilson, Psychology.

The following promotions to professorships were made, effective July 1, 1955: Arthur P. Bailey, Mechanical Engineering; Lloyd R. Burley, Physical Education; Ralph L. Edgel, Business Administration; C. Clayton Hoff, Biology; Wilson H. Ivins, Education; Willis D. Jacobs, English.

The following promotions to associate professorships were made: Bainbridge Bunting, Art; John R. Green, Physics; John W. Poore, Art; Allan R. Richards, Government; William B. Runge, Education; Victor J. Skoglund, Mechanical Engineering.

The following promotion to an assistant professorship was made: Charles S. Williams, Jr., Electrical Engineering.

Respectfully submitted,

Tom L. Popejoy
President

Nothing has entered the picture to change enrollment prospects from those which were discussed one year ago in the report of the College of Arts and Sciences and the General College. The predicted increase materialized, and it is likely that a steady increase will take place in the years ahead. There is probably on the part of both the administration and the faculty, a greater awareness of potential enrollment increases and attendant problems than there was a year ago.

In accord with the policy discussed in the previous report, departments in the College of Arts and Sciences which are already having significant increases in enrollment have sought to expand staff with an eye to the future. In other words, where there have been replacements or additions to staff, the Departments have, on the whole, thought of their long-run needs instead of merely seeking temporary replacements. This practice, it is hoped, can be continued and improved. The budget for the coming biennium barely keeps pace (percentage wise) with enrollment increases. It is, therefore, extremely important that such appointments as can be made in the next two years be made with extreme care and with an eye to the future of the
department, the college, and the University.

The interrelated problems of increasing numbers of students and the maintenance and improvement of liberal (general) education are getting more and more attention from the faculty. Within the college it is hoped that at least one of the interdepartmental courses authorized a year ago will be in operation by September, 1956. The College of Arts and Sciences will have a great interest in reports coming from the all-University Committee on Aims and Objectives, especially because of the recently adopted report of that committee authorizing further study of a common first year for all students entering all undergraduate colleges of the University.

On the whole, problems which looked formidable and distressing a year ago begin to look as if they are not wholly insoluble. If problems of salary, office space, and classroom and laboratory facilities can be met, the faculty of the college can probably weather other difficulties attending imminent enrollment increases.

**Budget and Enrollment**

The budget of the College for the academic year covered in this report and for the preceding year was as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1953-1954</td>
<td>$737,020.00</td>
</tr>
<tr>
<td>1954-1955</td>
<td>$739,014.00</td>
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</table>
These amounts covered costs of administration, instruction, equipment, supplies and expense, and travel. In fiscal year 1954-55, total expenditures exceeded the allotted budget; the deficiency was provided for out of the vice-president's contingency fund. All of the deficiency was created by increased instructional expenses to meet enrollment increases. Some estimates of budget requests for the years ahead will be found in a later section of this report.

Enrollment in the College of Arts and Sciences and the General College for the past two years, semester by semester, was as follows:

<table>
<thead>
<tr>
<th>Semester</th>
<th>1953-54</th>
<th>Arts and Sciences</th>
<th>1954-55</th>
<th>Arts and Sciences</th>
<th>General</th>
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<tbody>
<tr>
<td>Semester I</td>
<td>869</td>
<td>352</td>
<td>740</td>
<td>883</td>
<td>388</td>
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<tr>
<td>Semester II</td>
<td>800</td>
<td>387</td>
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It cannot be too often emphasized that while the number of students specifically enrolled in the College of Arts and Sciences is only one fifth to one fourth of the total registration in the University, the College actually carries approximately three fifths of the teaching load of the University. The reason for this is that all students registered in the professional colleges of the University take a considerable amount of their work in classes handled by members of the staff of the College of Arts and Sciences. Engineering students, to take only one example, must take courses in English, social science, mathematics, and natural and physical science in the College of Arts and Sciences. The table given on a succeeding page gives a summary of
student enrollment and the number of student credit hours taken in each department and division of the College for the past four semesters, that is, from Semester I, 1953-54, through Semester II, 1954-55. Figures for the previous year (1953-54) are given so that comparison can be made.

**Probation and Suspension**

The purpose and functioning of probation and suspension rules are generally not very well understood by the public. The purpose of probation is to give clear and definite warning to students who are not carrying on their work at a level that will provide for their ultimate graduation. The purpose of suspension is not arbitrarily to rule out any person from the advantages of a college education. Its sole purpose is to warn the student that he is not making satisfactory progress and that he had better take time away from college to re-evaluate his aims and purposes. A college or a university which does not have a firm suspension rule can hardly be said to have any academic standards. On the other hand, the quality of the work and the effectiveness of an institution certainly cannot be judged solely on the basis of a large number of suspensions. It is the belief of the administrative officer of the College of Arts and Sciences and the General College and of the members of the Scholarship Committee serving the two colleges, that the probation-suspension record of these two colleges is a credit to the University.
It is difficult to make significant observations upon statistics for only two years. The tables on probation and suspension (see p. 11) do show, however, that in the College of Arts and Sciences the percentages of probation, suspension, and suspension to the General College all rose slightly in the year covered by this report. The percentage of students released from probation rose slightly. In the General College the trends were reversed. Percentage of probation and suspension cases rose, while releases from probation decreased. None of the increases or decreases is large enough to require an attempt to explain it.

It is to be expected that the rate of suspensions from the General College will be higher than that in the College of Arts and Sciences since students whose previous academic careers point towards their having difficulty in college are very often assigned to the General College or go into the General College by choice. In addition, it should be remembered that the General College receives many students who have already fallen below the scholarship standards held by the regular degree-granting colleges of the University.

The English Workshop

Before the end of academic year 1954-55, the Department of English decided to adopt new procedures in the English Workshop. These changes are discussed in full in the departmental section of this annual report. Because they are of importance to the entire faculty of the College, they are summarized here.
Beginning in Semester I, 1955-56, freshmen students will continue to take the English Placement examination. Instead of being placed in segregated Workshop sections of English 1 (1W), however, the low-ranking students will be put in English 1 sections and will be required to seek tutoring as their instructor directs and according to their actual need as determined by their progress in the regular section. The tutoring program will be intensified, some instructional time will be saved, and the student will be more nearly on his own initiative in seeking to repair his deficiencies. The program in remedial reading, it is hoped, can eventually be turned over to professionals in that field. Referral of students for tutoring in fundamentals of English usage, that is, of students who, regardless of courses passed, still speak or write English poorly, is to be further encouraged. Instructors in all departments are herewith notified that their cooperation in referral cases is earnestly solicited. Any instructor, it should be repeated, is at liberty to tell a student that he is likely to fail a course if his usage of English is inadequate or below standard, and that the student should seek help in the Department of English.

**Honors Program**

It is hoped that the intensification and strengthening of the Honors program in the University will not be too long or too seriously interrupted by the departure of the director, Professor Leighton Johnson. The need of an Honors program
for superior students in the College of Arts and Sciences, as a tool in the broadening and liberalizing of their education, is demonstrable and widely admitted. This is an area in which the faculty of the College can and should do some constructive thinking in the next few years.

The General College

I think it appropriate to quote again, as I did last year, from Acting Dean Harold O. Ried's report on the period ending on January 1, 1953:

"During the biennium the three principal purposes of the General College have remained the same; namely, (1) to provide an opportunity to students who are unable to attend the University for more than one or two years to take an unrestricted curriculum on the lower division level; (2) to provide a choice of several two-year terminal, semi-professional and pre-professional curricula; (3) to give certain students, who have made a grade-point average of less than one but not less than two-thirds in one of the four-year colleges of the University, a chance for further adjustment in a new program.

"More and more, all colleges of the University are attempting by proper counseling to guide students without adequate academic background or vocational objective into the General College..."

"On the other hand, a considerable number of able and well-prepared students select the General College because of its several two-year terminal, semi-professional, and pre-professional curricula. These courses lead to vocational opportunities or to further professional training.

"Since the academic standard of the General College is two-thirds points for each course hour attempted, and all other colleges of the University have a one point standard, the General College does provide a second opportunity for lower division students to find a field better suited to their interests and academic aptitudes."

The foregoing statement, I believe, cannot be repeated too often, as it well represents the thinking of the faculty of the College of Arts and Sciences on the whole question of the General College and its aims and purposes. Never-
theless, as the all-University Committee on Aims and Objectives continues its work, there is a great possibility that the General College as such may disappear from the University structure or find its functions absorbed by other agencies. The functions which Dean Ried outlined so well must be performed. The name of the division performing them is not important.

**Budget Requests**

In the separate departmental reports which follow, departmental chairmen have kept in mind their needs for both the coming biennium and for as much as ten years ahead. These needs can be studied in the individual departmental reports. Nevertheless, it is perhaps advisable to include in this section of the report of the College of Arts and Sciences a general overview of important needs. There is so little actual change from the report of a year ago that full quotation of that report is entirely appropriate and worthy of re-emphasis:

"Although the need for increased staff is much greater in some departments than in others, in all areas of the College there is obvious need for moderate but steady staff increases for the next four years. It would be unwise, at present to predict specific needs beyond that time.

"The need of classroom and office space is a formidable one when all requests are assembled. In spite of the building program in recent years, which has been a matter of great pride to everyone who has the interests of the University at heart, it is nevertheless true that more than half of the departments of the College of Arts and Sciences are still very poorly housed and equipped. Our science departments all appear to believe that in the matter of buildings they can adequately meet any coming enrollment surge. This is not true in many of the other major areas of the College,"
namely, Anthropology, Economics, English, Geography, Government, History, Inter-American Affairs, Mathematics, Modern Languages, Philosophy, Sociology, and Speech. Even the science departments, which may be said to be on the whole very well housed, are all in need of large amounts for proper equipment within the next biennium. Since it appears to be a definite philosophy of the University as a whole that the basic liberal arts subjects are fundamental to every program being carried on in the University, it is strongly hoped in every quarter that we will have . . . facilities at least approaching adequacy when the surge of enrollment begins in a few years."

________________________________________
Dean, College of Arts & Sciences
General College
### COMPARATIVE DATA ON STUDENT LOADS IN DEPARTMENTS AND DIVISIONS OF
THE COLLEGE OF ARTS AND SCIENCES
(Semesters I-II, 1953-54, and Semesters I-II, 1954-55)

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<th>Student Enrollment</th>
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<tr>
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<td>Mathematics</td>
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<td><strong>Totals</strong></td>
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<td><strong>34,866</strong></td>
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### COMPARATIVE SUSPENSION AND PROBATION FIGURES

#### COLLEGE OF ARTS AND SCIENCES 1953-1954

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<tr>
<th>Enrollment</th>
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<th>Sem. II</th>
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#### COLLEGE OF ARTS AND SCIENCES 1954-1955

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#### GENERAL COLLEGE 1953-1954

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<th>Sem. II</th>
<th>S.S. 1953</th>
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<td>350</td>
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<td>770</td>
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<tr>
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<td>3</td>
<td>170</td>
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<td>16</td>
<td>38</td>
<td>4</td>
<td>58</td>
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#### GENERAL COLLEGE 1954-1955

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<th>Sem. II</th>
<th>S.S. 1954</th>
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</tr>
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<td></td>
<td>388</td>
<td>387</td>
<td>68</td>
<td>843</td>
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<tr>
<td>Probation</td>
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<td>107</td>
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<td>227</td>
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<tr>
<td>Suspended</td>
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<td>63</td>
<td>8</td>
<td>108</td>
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<tr>
<td>Released from Prob.</td>
<td>31</td>
<td>30</td>
<td>4</td>
<td>65</td>
</tr>
</tbody>
</table>
I. The Anthropology Department, one of the seven departments of the College of Arts and Sciences offering a program leading to the Ph. D. degree, continued its undergraduate program as revised last year. During the year ten students received A. B. degrees, two M. A. degrees. No. Ph. D.'s were given this year, though two students are expected to complete work for this degree by September. Maxine Kleindienst, one of the graduating students, received a National Science Foundation Fellowship, and also was selected for the Phi Kappa Phi award for outstanding senior student. Edward Ladd, another graduate received a John Hay Whitney Opportunity Fellowship. Virginia Avis was given a graduate fellowship at the University of Chicago. Howard Maclay, one of the Ph. D. candidates, received a Social Science Research Council Post Doctoral Fellowship for research in psycholinguistics beginning in September when his degree is completed.

In addition to the regular program the department held its annual field sessions. The Twenty-fourth Field Session was an archaeological one held in the vicinity of Los Lunas, Valencia County, New Mexico under the direction of Dr. Hibben. Work by advanced students was also engaged in near Lucy, Torrance County, New Mexico, and in the vicinity of Lindrith, Rio Arriba County, New Mexico.
Volume 11 of the Southwestern Journal of Anthropology sponsored by the Department and edited by Dr. Spier was published. This Journal, recognized as one of the leading quarterlies in the field of Anthropology, now has over eight hundred subscribers and an international distribution. Details concerning the Journal are contained in a separate annual report.

Dr. Newman was granted a sabbatical leave for the spring semester of 1955 to complete his research on Zuni linguistics. This project was aided by a grant from the Wenner Gren Foundation for Anthropological Research. This summer Dr. Newman will act as a co-director with Dr. Carroll of Harvard in the seminar in psycholinguistics. This is a $70,000 two summer program supported by the Carnegie Foundation and the Social Science Research Council. Also associated with the program will be Dr. Edward Dozier of Northwestern University, a former New Mexico student, and Howard Maclay, one of the current Ph. D. candidates. Research headquarters will be located at the University of New Mexico in the Department of Anthropology. Dr. Newman also served as visiting professor of Linguistics at the Linguistic Institute, University of Chicago, Summer 1954; and as conferee, Conference on Content Analysis, Committee on Linguistics and Psychology at the University of Illinois.

Dr. Frank Hibben received a Ford Foundation Fellowship for Advanced Research in Classical Archaeology at the American School in Athens, Greece.

Dr. Basehart was a member of the Summer Seminar on Kinship and Social Structure sponsored by the Social Science Research Council.
II. The Department hopes to further strengthen the graduate segment of the instructional program. It also hopes that since the Science Departments have been adequately housed an Anthropology Building will be forthcoming adequate for our instructional program and the storage and display of our museum materials.

One of our continuing critical problems concerns museum materials. While this has been temporarily relieved by the assigning of an extra graduate assistant to curatorial duties and preparatory work, there is still a tremendous backlog of collections which need processing. It is hoped that this temporary assignment will become a permanent thing.

Since the Department had no budget for equipment this last year the allocation for this year will be inadequate for our current needs.

The following equipment and teaching aids should be purchased by the department the next academic year:

1. Skeleton
2. Five drawer lock - steel filing cabinets
1. Section for bibliographical file
Slides and slides materials
$200 for museum supplies
$100 expense connected with departmental truck

It is estimated that our capital needs for the next academic year will be something over $800.

III. From a realistic point of view it would probably be best to
consider the new Anthropology Building and Museum under long range plans. While both of these are vitally needed it would be difficult to see how they could be completed in the next academic year. While tentative plans have already been drawn and turned in to the Building Committee no figures on this construction have been forthcoming.

It is hoped that with the general growth which is indicated for the University as a whole that the Anthropology Department may eventually add another member to the teaching staff. This would represent only a half time addition to our teaching force.

IV. Dr. Harry Basehart joined the Department as a full time member Semester I of this year. He in part replaces Dr. Reiter.

V. Dr. Leslie Spier retired as of June 1955. He will, however, continue to edit the Southwestern Journal of Anthropology.

VI. PUBLICATIONS.

(b) Articles.

ELLIS, FLORENCE HAMLEY. "The Dancing People!" Inter-Tribal Indian Ceremonial, Gallup, New Mexico, August 1954.


HIBBEN, FRANK CUMMINGS. "Possible Significance of Radio Carbon Dating on Certain Specimens of Sandia Cave, New Mexico." Science.

         "Summary to Accompany Photographs of Painted Kiva From Pottery Mound," Archaeology.

         "Archaeology in the New World," Eleusis, #2, Vol. LVII.


(c) Reviews


VII. Dr. Ellis completed the following research projects:

An archaeological survey and reconstruction in the eastern Acoma area.

Cottonwood growth in relation to underground water table in Eastern Kansas.

Dr. Newman completed his research project on the Zuni language.

Dr. Basehart completed a project on matrilineal descent systems as a member of the Social Science Research Council Summer Seminar.

IX. Dr. Ellis was a member of the Claims Committees for the Pueblos of Acoma, Zia, Santa Ana and Jemez. She taught extension courses in southwestern archaeology and ethnology and was sponsor of the Anthropology Club.

Dr. Hibben gave talks at Deming, Los Alamos, Silver City, Raton, Estancia, Portales and before the New Mexico Educational Association in Albuquerque.

Dr. Spier edited the Southwestern Journal of Anthropology.

Dr. Hill was sponsor of the Kiva Club, he also acted as consultant for the Government in the Navaho Claims Case.

Drs. Spier and Hill were elected members of Sigma Xi, New Mexico Chapter. Dr. Newman was treasurer of the University of New Mexico Chapter of Sigma Xi. Dr. Basehart was elected to the American Association of Physical Anthropologists. Dr. Hill was
the American Anthropological Association representative to the
International Arid Lands Symposium. Dr. Ellis attended the Pecos
Conference in Globe, Arizona; chairmained the Ethnology Session; and
gave a report on the status of Rio Grande Pueblo ethnology. She
also attended the meetings of the American Association for Advance-
ment of Science at Santa Fe. Dr. Hibben also attended the meetings
of this Society and gave a paper on Early Man.

XII. Gifts:

Heirs of Marietta Wetherill: Extensive collection of Navaho blankets,
Navaho silver work, baskets from a variety of tribes and archaeologic
specimens from various pueblos and other southwestern groups. This
collection consisted of over 95 specimens collected by Mrs. Wetherill
and her husband, Mr. Robert Wetherill.

Mrs. Joseph P. Heilbron: $500 for continuation of archaeological
projects in the Gallina area in northern New Mexico.

Mr. and Mrs. Glen Grisham: Collection of material from the
Philippines. The collection included clothing, wood carvings, war
implements, and photographs.

George Tietzel: Four books including Annual Reports of the
Bureau of Ethnology.

Mrs. Hattie Cosgrove: Books from the library of her late husband.


Dr. E. J. Ruhland: $25.00 to the department to help an Indian
student of the Kiva Club.
The Report of the Department of Biology
July 1, 1954 - June 20, 1955
Edward F. Castetter, Chairman

1. Significant achievements during the period.

A. The Ph.D. program in Biology has progressed nicely during the year, and three students were awarded the doctorate at the June, 1955, commencement - one in Bacteriology and two in Physiology.

B. Our cooperation with the Los Alamos Scientific Laboratory continues satisfactorily. Dr. Wright Langham of the Laboratory is a consulting professor of Biology at the University and Dr. E. F. Castetter is a consultant at the Laboratory. Dr. W. J. Eversole has again been employed by the Laboratory in a research capacity for the summer of 1955. During the year one doctoral candidate, John E. Furchner, completed his work for the dissertation at the Laboratory.

C. Graduate degrees granted in Biology.

<table>
<thead>
<tr>
<th>Year</th>
<th>Ph.D</th>
<th>M.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>June, 1953</td>
<td>1</td>
<td>3</td>
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<tr>
<td>&quot; 1954</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>&quot; 1955</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

2. Significant plans and recommendations for the next academic year, including estimated capital needs.

(a) The department has decided to place greater emphasis on vertebrate zoology and, to implement this plan, has employed an additional vertebrate zoologist for the next academic year. We firmly
believe that the University of New Mexico should take even greater advantage than heretofore of the outstanding opportunities in vertebrate zoology offered by the state.

(b) Now that the School of Nursing has become a reality, the department will become heavily involved in teaching students from the School in Human Anatomy and Physiology and in Microbiology. Should the freshman enrollment in the Nursing School exceed forty per year, our present facilities and staff should prove adequate to take care of the students in the two courses mentioned. Should enrollment exceed this number, however, additional equipment, facilities, and staff would be required.

(c) From the standpoint of estimated capital needs, the department will require nothing other than is contemplated for purchase from funds already budgeted for the 1955-56 academic year.

3. Long-range plans (including estimated capital needs).

With its new building, facilities, and increased staff, the Department is prepared to handle a much larger number of students at the upper division and graduate levels than that represented by current enrollments. However, at current rates of enrollment increase in the lower division, it will become necessary, during the 1957-59 biennium, to set up and equip one new lecture room and one additional freshman laboratory in the
basement of the Biology building. It is also indicated that, if current rates of enrollment increase continue, it will become necessary to add to our staff in the 1957-59 biennium.

Following is a statement of estimated capital outlay for the academic years 1956-1959:

(a) Purchase of microscopes (1956-57) $1250.00

(b) Setting up and equipping one new lecture room in basement of Biology building (1957-58) ???

(c) Setting up and equipping one new freshman laboratory in basement of Biology building (1957-58) ???

(d) Purchase of 27 microscopes for new freshman laboratory @ $140 (1958-59) 3780.00

(e) 1 Electric dishwasher for bacteriology (1957-58) 1150.00

(f) 1 steam sterilizer for bacteriology (1957-58) 1400.00

(g) 1 steam sterilizer for advanced courses in botany (1958-59) 1400.00

(h) 112 pedestal chairs for lecture room #100 (1957-58) @ $10.00 1120.00

48 pedestal chairs for lecture room #118 (1958-59) @ $10.00 480.00

(i) Purchase of remaining furniture requirements for Biology building 1957-59) 10,000.00

4. Appointments to staff.

(a) Dr. James S. Findley, Assistant Professor of Biology, effective July 1, 1955.

(b) Dr. Landon E. Bowers, Assistant Professor of Biology, effective July 1, 1955. This is a replacement for Dr. R. B. Johnson, deceased.

(c) Dr. Ray C. Jackson, Instructor in Biology, effective July 1, 1955. This is in lieu of the appointment of three graduate assistants.
5. Separations from staff.

(a) Dr. R. B. Johnson, by death, April 19, 1955.

(b) Dr. C. Clayton Hoff will be on leave of absence Semester II, 1955-56.

6. Publications.

(a) Monographs.


Fleck, Martin W. Ph.D. dissertation: Diffusion of certain non-electrolytes into mammalian erythrocytes and its taxonomic significance. Accepted for publication by The Journ. of Cellular and Comparative Physiology.

(b) Articles.


An Immunogenic Antigen of Low Toxicity from Shigella Sonnei. Journ. of Immunology, April, 1955.


(c) Reviews.

DITTMER, HOWARD J. Six reviews for Biological Abstracts from the American Scientist.

7. Completed research projects. None.

8. Outside-sponsored research projects.

1. W. J. Eversole:
   National Institute of Health, 2nd year $5,000
   For studies on the endocrine regulation of water and electrolyte metabolism.

   American Cancer Society, July 1, 1955 5,000
   For studies in endocrine, vitamin, and enzyme factors in liver carcinogenesis.

2. C. Clayton Hoff:
   National Science Foundation Grant, 3rd year. This grant was started in 1952 for the study of determination of factors responsible for the distribution in elevation of the species of certain insect and arachnid groups in north central New Mexico.

   2,500

3. R. B. Johnson:
   Navy Biological Science Research Grant 4,000
   This is a continuation of the grant as established five years ago for the study of the isolation, purification, and testing of bacterial somatic antigens.

9. Other professional activities.

(a) During the year Dr. Howard J. Dittmer has delivered numerous public lectures to various groups in the state and has appeared on several television programs in Albuquerque.

(b) During the year Dr. Martin W. Fleck has delivered numerous public lectures to various groups
in the state and has appeared on several television programs in Albuquerque.

(c) Dr. E. F. Castetter presided at a panel discussion entitled "Admissions and Screening" at the annual meeting of the Midwest Conference on Graduate Study held in Chicago, March, 1955.

(d) Dr. Castetter appeared on a television program in Albuquerque in April, 1955, covering the International Arid Lands Symposium which was held in Albuquerque, April 26 to May 1, 1955.

10. Activities in learned and professional societies.

(a) Dr. C. C. Hoff served as member of the Council, Society of Systematic Zoology; Secretary of the UNM Chapter, The Society of the Sigma Xi; Sec.-Treas. of the N. Mex. Academy of Science; Member of the Council of the American Assoc. for the Advancement of Science; Sec. of the Botany and Zoology Sections of the Southwestern and Rocky Mountain Division of the A.A.A.S.; Representative to the Academy Conference, A.A.A.S.; Research Associate of the American Museum of Natural History; Judge for the High School Science Fair held at Socorro, May, 1955.

(b) Dr. E. F. Castetter served as local chairman for the International Arid Lands Symposium held in Albuquerque, April 26 to May 1, 1955. Drs. Dittmer, Koster, and Fleck also served as members of this committee.

(c) Dr. Castetter was elected as president of the Southwestern and Rocky Mountain Division of the American Association for the Advancement of Science for 1955-56.

11. Important study and travel. None.


1 Triple-nose Microscope, Spencer W/ mechanical stage given by the Albuquerque Section, National Council of Jewish Women, March, 1955. Value $300
1. **Significant Achievements During the Period.**

a. **Research Grants**

We have been fortunate in retaining important research grants and adding one new one. For details see item 8.

b. **Graduate Program**

There has been a slight increase over last year in the enrollment in our graduate program. Four men from the Los Alamos Scientific Laboratories spent the 1954-55 academic year on the campus to complete their residence requirements for the Ph.D. degree. These men have all done excellent work and there is every evidence that they will obtain their degrees.

c. **Undergraduate Program**

We have continued our concern over the relatively small number of students interested in chemistry as a profession. At the suggestion of and under the leadership of Dr. Milton Kahn, the entire department cooperated in staging an "open-house" for the public on April 29 and 30, 1955. At least five-hundred visitors attended this affair. The teachers of science in the Bernalillo County Public Schools were invited to bring their students, and some of them responded. Naturally, we hope such occasions will tend to attract interest to the field.
Dr. E. L. Martin suggested that members of our staff visit a few selected high schools in the State to ascertain why young people were not entering the scientific fields in sufficient numbers to meet the anticipated future needs. Several such visitations have been made. The staff members involved gave demonstrations to attract the immediate interest of the students and finished their discussions by pointing up the opportunities of and needs for scientists in the future. Informal discussions were held with science teachers and school administrators. We have no way of measuring the effectiveness of this work, but we have reached at least two conclusions. We believe that the public schools should all offer a general science course for all children at about the eighth or ninth grade level. Furthermore, it is our opinion that a special effort should be made by the teacher training colleges of the state to train teachers to do this work effectively at the level indicated. We have not had sufficient time to gather all the necessary facts to completely substantiate these conclusions, nor are we in a position to state the detailed procedures for carrying out the program. If it is possible to obtain the necessary cooperation of the State Department of Education, we hope to give further attention to this problem.

2. **Significant Plans and Recommendations for the Next Academic Year.**

We are still in urgent need of six laboratory tables to accommodate the larger number of freshman. We have no firm bids on these tables, but we expect the cost to be about $12,000.00.
3. Long-range Plans.

This situation is essentially the same as reported for the period January 1, 1953 to July 1, 1954.

4. Appointments to Staff.

None

5. Separations from Staff.

Dr. Arthur Freedman, research associate under the Los Alamos contract, resigned effective September 1, 1954.

6. Publications.

a. Books


b. Articles

DAUB, GUIDO H.


KAHN, MILTON


RIEBSOMER, J. L.


2. See No. 2 under KAHN, MILTON.

3. See No. 3 under KAHN, MILTON.

SUTTLE, JOHN F.


7. Completed Research Projects.

DAUB, GUIDO H.

1. The Synthesis of 1-Methyl and 1,8-Dimethyl-3,4-Benzpyrene.

2. The Effect of the Beta Radiation on Eder's Solution.

KAHN, MILTON

1. A Non-radioactive Demonstration of Radioactive Decay.


3. See No. 1 under RIEBSOMER, J. L.

MARTIN, E. L.


2. A Pressure Feed Reservoir System for Storage and Use of Strong Reducing Solutions. (With K. Bentley).
3. A Method for the Detection of 2,4-D in the Presence of DDT and Toxaphene.

4. The Determination of Vanadium (V) in the Presence of Molybdenum (VI) and Tungsten (VI) with alpha-Benzoinoxime.

5. The Use of Chelating Agents in the Separation of Vanadium (V) from Molybdenum (VI) and Tungsten (VI) with 8-Hydroxyquinoline. (With H. H. Willard).


7. Solving Problems in Quantitative Analysis. (With K. Bentley). (To be out by Fall, 1955, approx. 180-190 pages).

RIEBSOMER, J. L.

1. The Exchange Reaction Between Substituted Benzyl Iodides and Potassium Iodide.

   XIV. o-Fluorobenzyl Iodide  
   XV. o-Chlorobenzyl Iodide  
   XVI. o-Iodobenzyl Iodide  
   XVII. 2,4-Dichlorobenzyl Iodide  
   XVIII. 3,4-Dichlorobenzyl Iodide  
   XIX. m-Chlorobenzyl Iodide  
   XX. 2,6-Dichlorobenzyl Iodide

   (With Milton Kahn and Raymond Castle).

2. Synthesis of Substituted Benzyl Iodides and Related Compounds. (With Raymond Castle).

SUTTLE, JOHN F.


8. Outside Sponsored Research.

   a. Grant of $5,130.00 to Dr. G. H. Daub from National Institutes of Health. This grant covers period February 1, 1955 to January 31, 1956. Purpose, synthesis of carcinogenic compounds.
b. Grant of $5,000.00 to Dr. John F. Suttle and Dr. Guido H. Daub from the Sandia Corporation for the study of the effect of beta-radiation on chemical systems. Period covered from October 1, 1954 to September 30, 1955.

c. Grant of $47,789.00 from the University of California through the Los Alamos Scientific Laboratories for fundamental research. Period covered by grant, July 1, 1954 to June 30, 1955. The following staff members have taken part in this program: Dr. Raymond Castle, Dr. Milton Kahn, Dr. E. L. Martin, Dr. J. L. Riebsomer, Miss Victor Searcy and Dr. John F. Suttle.

9. Other Professional Activities.

DAUB, G. H.

1. Served as consultant for Sandia Corporation.

KAHN, MILTON

1. Served as Chairman of the "open-house" for the Chemistry Department.

MARTIN, E. L.


2. Approved consultant for southwest for the Air Procurement Office in Dallas on Electroplating Problems.

3. Approved consultant and expert for Department of Narcotics, Federal Bureau of Revenue.


5. Visited superintendents, high school principals and science teachers in the following high schools to set up lecture demonstration pro-
grams to promote more interest in science:

Anthony
Artesia
Carlsbad
Deming
Hobbs
Jal
Las Cruces
Lovington
Roswell

6. Gave demonstrations and talks on need for more scientists before students in the following high schools:

Carlsbad
Hobbs
Jal
Lovington
Roswell

SUTTLE, JOHN F.

1. Consultant, Los Alamos Scientific Laboratory and Sandia Corporation.

2. Gave lectures and demonstrations to high school students in Deming and Anthony.

10. Activities in Learned and Professional Societies.

DAUB, G. H.

1. Secretary, New Mexico American Chemical Society, Section, 1955.

2. Admissions Committee, Society of the Sigma Xi.

3. Presented a paper entitled "The Synthesis of 10-Methyl-3,4-benzpyrene and 8,10-Dimethyl-3,4-benzpyrene" to the 127th National Meeting of the American Chemical Society, April, 1955, in Cincinnati, Ohio.

KAHN, MILTON

1. Presented a paper entitled "Distillation of Carrier-Free Iodine-131" before the New Mexico Academy of Science, October, 1954.

2. Addressed the New Mexico Section of the American Chemical Society on "The Isotopic Exponential Exchange Law and Its Application to Some Problems in Kinetics".
3. Member of Program Committee for the New Mexico Section of the American Chemical Society.

4. Promoted to full member in New Mexico Chapter of Sigma Xi.

SUTTLE, JOHN F.

1. Treasurer, New Mexico Section of the American Chemical Society.

2. Chairman, Program Committee, Sigma Xi.

3. Member of Manpower Committee, New Mexico Section of the American Chemical Society.

MARTIN, E. L.

1. Member of Manpower Committee, New Mexico Section, American Chemical Society.

2. Served as referee on article for the Journal of Analytical Chemistry.

RIEBSOMER, J. L.

1. Chairman, New Mexico Section of the American Chemical Society.

2. Chairman, Scientific Advisory Committee of the New Mexico Selective Service System.

3. Member of the New Mexico Basic Science Board.

4. Served as referee for two articles for publication in current Chemical Journals.


6. Attended National Meeting of the American Chemical Society at Cincinnati, Ohio, April 1955.

7. Elected to Sigma Xi.

SMITH, SHERMAN E.

1. Society of the Sigma Xi, President of the New Mexico Chapter, 1954-55.
11. **Important Study and Travel**.
   None.

12. **Gifts**.
   None.
The Report of the Department of Economics
July 1, 1954 - June 30, 1955
Julian S. Duncan, Chairman

1. Significant achievements during the period.

A significant achievement during the period is the increasing enrollment in our Economics 51, which is a source of satisfaction. However, it is too early to predict whether or not this increased enrollment will subsequently be carried over into our upper division courses. Dr. Wollman's work in preparing a series of problems for 51 and 52, I believe, has stimulated interest in economics and has improved the quality of the instruction.

2. Significant plans and recommendations for the next academic year, including estimated capital needs.

The department thinks it is time that the University began thinking about providing better and more stimulating office space for the economics staff of three men. Economists are just human beings and their morale will be encouraged if comfortable and attractive office space, such as now enjoyed by Biology, Chemistry, Engineering and Geology is made available to them. My own office, I consider quite adequate, but the offices of my colleagues in the department are in a temporary building and not particularly stimulating.

Dr. Wollman and I are offering for the next year six prizes for students in Highland High and Albuquerque High who write the best essays dealing with economic problems of New Mexico (particularly problems of economic development.) The instructors in economics in these two
schools have agreed to arrange the details of the essay contest in their respective schools and to give to us the 3 best papers. 3 prizes will be given to each school, 1st, 2nd, 3rd, and it is hoped that two things will come of this pilot project. One, that interest in economics will be encouraged in these two high schools and second, that the interest of students of these high schools in the University of New Mexico will also be fostered.

It is hoped that we may be able to ultimately persuade the University to provide the funds to make this competition in all high schools in the state where economics courses are taught and that the University may also be persuaded to give a tuition scholarship to the best essay from all over the state.

3. Long-range plans.

Assuming that enrollment continues to expand as it increased in 1954-55 over 1953-54, we shall probably have to make an addition to staff beginning in the fall of 1956. We are keeping a careful list of the most promising prospects and at the moment at the top of the list are a professor at Michigan State College and an American on an international scholarship at Oxford University and John Ise of the University of Kansas.

It is hoped that we may be able to develop a laboratory type of course for economics 51 and 52 which would be centered around the solution of problems.

4. Appointments to staff.

5. Separations from staff.

Mrs. Roberta Jones resigned as secretary of the department of Economics effective May 31, 1955. Her work has been excellent and it will be very difficult to replace her.
There appears to be a growing realization on this campus that we perhaps do not give our students enough stimulation in the matter of public conferences and discussions on important publications. The Department of Economics believes strongly in a full and frank and free discussion of public issues with a high degree of student participation and stands ready to cooperate with other departments in the social sciences in the scheduling and managing of conferences dealing with the broader aspects of public policy.
6. Publications.

(a) Books and monographs.


DUNCAN, JULIAN S. O Problema Da Alimentacao No Brasil. Rio de Janeiro, Brazil, 1954, Chapters 7 and 11.

(b) HAMILTON, DAVID B. "Welfare State: Third Force?" Frontier, (July, 1954)


DUNCAN, JULIAN S. "Beef and Milk for Urban Brazil" Inter-American Economic Affairs, (Summer, 1955)

(c) Reviews.


7. Completed research projects.

8. Outside-sponsored research.

9. Other professional activities.

Dr. Vollman has served as chairman of the State Committee On Apprenticeship. This Committee has held a number of meetings in various parts of the state during the year.

Dr. Duncan lectured before Problems of the Aging Goup and the Albuquerque Women's Club on "Economic Aspects of Aging."
10. Dr. Wollman attended the meetings of the Econometric Society jointly with the Association of Regional Scientists in Detroit, December, 1954. He presented a paper entitled "A Discussion of Regional Balance of Payments."

Dr. Wollman presented a paper entitled "Regional Variations in Money, Interest Rates and Credit" before the meetings of the Committee on Western Regional Economic Analysis of the Social Science Research Council, Berkeley, California, May, 1955.

Dr. Duncan delivered a paper entitled "Is Family Limitation a Pre-requisite to Sustained Rise in the Level of Living in Latin America", at the meetings of the Southwestern Social Science Association, Dallas, December, 1954.

Julian S. Duncan, Chairman
1. Significant Achievements.

The academic year 1954-55 saw final approval given to one interdepartmental major and plans made for another. The major in Comparative Literature, which was approved by the College of Arts and Sciences and the General Faculty, will be administered by a committee from the Department of Modern and Classical Languages and the Department of English, and will provide a less specialized study of literature than the major curriculum in either department. Another joint major—in Philosophy and English—has been planned and approved by both departments. Its purpose is to give an understanding of the history of ideas, ideals, and values; their expression in literature and philosophy; and the interrelation of these fields. Not only will this major serve the interests of a general education, but it will also be useful to many professional students.

In Vocabulary Building (English 55A and B) an experiment has been made by Professor Jane Fluckhohn: one section has learned English words by studying Latin and Greek roots in English, whereas the other section has studied English words through a brief introduction to the ancient languages themselves—twelve Greek lessons and ten Latin lessons. So far the results suggest that the study of ancient languages provides a more practical as well as a richer background for the study of English vocabulary.

The Department has investigated the possibility of television programs, and has planned a series of lectures in elements of English composition to be given in the summer of 1955 by Mrs. Juanita Kytla. Plans for a TV series on the novel are also being considered.
One of the Department's most successful meetings with the high-school teachers in Albuquerque was held April 23, 1955, with Mrs. May Hill Arbuthnot as the principal speaker. The meeting, which was jointly sponsored by the College of Education, the Extension Division, and the Department of English, with the cooperation of the American Association of University Women, was held at Albuquerque High School and the Botta Memorial Hall of the Albuquerque Public Library, where the guests attended the annual Book Fair. For the Department, Professors J. M. Kuntz, Jane Kluckhohn, and E. W. Baughman had charge of arrangements. The summer workshops for secondary school teachers, begun in 1953 by Professor C. V. Wicker, were continued in 1954 with a workshop in Basic Communications under the direction of Professors Fred H. Christ and Wayne G. Babcock (Department of Speech) and Professor Edward G. Landers.

As in other departments, enrollment has increased over 1953-54. In the Department of English the increase has been largely on the freshman and sophomore levels, but it is expected that, as present freshmen and sophomores become juniors and seniors, upper-division enrollment will also increase.

<table>
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<tr>
<th>Enrollment</th>
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<th>1954-55 I</th>
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<td>3,578</td>
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<tr>
<td>Sophomores</td>
<td>605</td>
<td>494</td>
<td>774</td>
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<tr>
<td>Upper-Division</td>
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<td>151</td>
<td>137</td>
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<tr>
<td>Graduate</td>
<td>20.</td>
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<td>30.</td>
<td>36.</td>
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Student Credit Hours

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<td>English</td>
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<td>Arts and Sciences</td>
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Percent of A & S Credit Hours in English

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Despite the increased enrollment, freshman and sophomore classes remained, with a few exceptions, at a size consistent with the department's emphasis on composition and on close analysis of texts through class discussion.
During 1954-55 copies of "A Minimum Reading List for Advanced Degrees in English" were exhausted; but copies of the revised list will be available in the fall. Requests for this perennial best seller have come from all over the United States.

Two new offices in Hodgin 35 temporarily solved the problem of office space for the Department; and renovation made the offices in the basement of Hodgin more attractive and comfortable.

2. **Significant Plans and Recommendations for the Next Academic Year.**

The curriculum for English majors will be further considered—especially to provide programs suitable for different kinds of professional training. A selection of majors may be offered for students wishing to teach, those planning on graduate study, those who want to write, and those who will enter business or professional schools.

In 1955-56 the English Workshop will not conduct the credit classes previously known as English 13. All entering freshmen, except those taking English 2, will be enrolled in English 1. The English Workshop will be maintained entirely for tutoring, especially of students referred to the Workshop by English 1 instructors. Most of the tutoring will center on the writing done by these students in their classwork. Close liaison will be maintained between referring instructors and the graduate assistants who, under the direction of Professor Edward Lueders, will do the tutoring.

It is recommended that a Reading Clinic, devoted to laboratory practice in the development of basic reading skills, be established as an agency to be administered separately from the English Workshop. Such a clinic would properly be staffed by personnel specially trained in reading problems.
To take care of increased enrollment, the Department will provide 43-3/4 teaching units for both semesters of 1955-56, an increase of 6\(\frac{1}{2}\) teaching units over 1954-55. This increase will require additional office space for at least four people.


As the demand for college teachers increases with growing enrollments, probably a larger number of inexperienced instructors will become members of the Department, especially to teach freshman English. Plans for training and supervising these new instructors are in progress.

Although the most immediate increase will be in freshman and sophomore courses, the Department intends to strengthen its offerings not only on these levels but in upper-division and graduate courses as well. Under consideration, for instance, will be less-specialized upper-division courses for students planning to enter professional schools or business.

In addition to meeting the need for general education, the Department will continue to encourage sound scholarship and productive specialization on the part of advanced students and faculty.

As pointed out in last year's report, the Department's "most obviously pressing need" is for adequate office space. This need has been made more urgent by increased numbers of students and faculty and the prediction of a still greater increase. The Department wishes to reaffirm the recommendation made last year: briefly, that "planning ought to be on the basis of forty individual offices plus a departmental supply room, an office for the secretary of the department, a sound and projection room, a seminar room, and a commons room. Furthermore, space for the
English Workshop should be connected with the departmental offices and should include a minimum of four conference rooms with provision for later expansion."

4. Appointments to Staff.

Calvin William Truesdale was appointed instructor for 1954-55. G. V. Wicker served as Acting Chairman during the 1954 summer session, and W. P. Albrecht as Acting Chairman during the semesters I and II of 1954-55.

5. Separations.

In June 1955 C. W. Truesdale resigned to enter the armed forces.
Publications


"Codgin and Mathue," MLA, LXX (June 1955), 552-55.


BAUGHMAN, ERNEST W. "Folk Sayings and Beliefs," The New Mexico Folklore Record, X (1954-55), 23-27.


ERHARD, TOM. "Anything Can Happen on Your New Job," Scholastic Editor, XXXIV (February 1955), 8, 19, 21, 25.


"Mountain Fiestas Aid Learning," New Mexico School Review, scheduled.


"A Silent Sinner" (a study of J. M. Synge and The Playboy of the Western World), The American Mercury, scheduled.
KELEHER, JULIA M. "Hille Gather's Sources in Death Comes to the Archbishop." New Mexico Magazine, XXXIII (March 1955), 10-14.

KLUCKHOHN, JANE. "Literature for Foreign Students." NAFAA News Letter, VI (April 15, 1955), 8-10.

"Should Public School Teachers Study the Humanities?" New Mexico School Review, XIV (October 1954), 14-16. With R. C. M., DUNCAN. (Reprinted from Association of American Colleges Bulletin, XXX (October 1949).)


"Improving Reading Ability," College Composition and Communication, V (October 1954), 110-11.


PEARCE, T. M. "Animal Place Names in the West." Western Folklore, XIII (July 1954), 203-05.

"Chicana, Chico Rico, Sugarite: A Puzzle in Place Naming," Western Folklore, XIV (April 1955), 124-25.

"Tracing a New Mexico Folk Play," New Mexico Folklore Record, IX (May 1954), 20-22.

"Western Place Name Sketches," Names, II (December 1954), 272-74.

Review of Sims Ely, "The Lost Dutchman Mine," Western Folklore, XX (October 1954), 298-300.

Review of Margaret Culling, "The Place-Names of Oxfordshire," Western Folklore, XIV (January 1955), 63-64.

Review of Stanley L. Rabe, Calaveras de Pastorca from Jalisco, Mexico, Western Folklore, XIV (April 1955), 143-47.


"Cortez, Not Balboa," College English, scheduled.

Other Professional Activities

W. P. Albrecht


Ernest W. Baughman


N. B. Crowell


Willis D. Jacobs


Julia M. Keleher


Jane Kluckhohn

Address to Graduating Senior Women, Mortar Board Breakfast, June 10, 1954. Radio and television programs with foreign students. "The Foreign Student Program at the University of New Mexico," lecture, PEO State Convention, April 15, 1955.

Edward Lueders

T. N. Pearce
Television program on Indian Folklore, Fall, 1954.

G. V. Wicker
"The Way of All Flesh," radio discussion (with H. D. Jacobs), KFHM

Completed Research Projects

Hugh Smith, Jr.

Activities in Learned and Professional Societies

W. P. Albrecht
American Association of University Professors: UNM Chapter President, 1954-56; New Mexico State President, 1955.

George Arms

Ernest W. Baughman
American Folklore Society: Member of Council; Modern Language Association: Committee on Comparative Literature II; New Mexico Folklore Society: Secretary-Treasurer, American Association of University Professors: UNM Chapter Secretary, 1953-55.

Willis D. Jacobs

Julia Kelcher
National Council of Teachers of English: Public Relations Representative, New Mexico Folklore Record: Editor, Vol. IX (1954-55).

Jane Kluckhohn
International Institute of Education: Advisory Council Meeting, Denver, Colorado, April 5, 1955. UNESCO Citizen Consultations (New Mexico): Sponsoring Committee; Chairman, Reporting Committee on Work Groups and Conference.

Joseph M. Kunts
Rocky Mountain Modern Language Association: Chairman, Teaching of English Section, Greeley, Colorado, October 23, 1954.
Edward Lueders

Conference on College Composition and Communication: Chairman of Workshop 9, "Improving Reading Ability," Chicago, March 24-26, 1955.

T. M. Pearce


Edith H. Paterson


Important Study and Travel

George Arms

Post-doctoral study at Harvard and Yale Universities, as Faculty Fellow, Fund for Advancement of Education, 1954-55.

T. M. Pearce

4. Appointment to staff.

Dr. Burton LeRoy Gordon appointed Asst. Prof. of Geography, effective September, 1955.

5. Separation from staff.

W.D. Kelley, effective June 30, 1955.

6. Publications.

(b) Articles.

(d) Other publications.


9. Other professional activities.


W.D. Kelley served as Member, New Mexico Mapping Advisory Committee and as Key Person for Census Tracts, Albuquerque Standard Metropolitan Area.

10. Activities in learned and professional societies.

W.D. Kelley read the following papers: "Settlement of the Middle Rio Grande Valley" (National Council of Geography Teachers, San Francisco, Aug. 18-20, 1955); "Aggradation and Irrigation in the
1. SIGNIFICANT ACHIEVEMENTS DURING THE PERIOD.

(a) Changes in Curriculum.

The Department received approval from various committees to establish five new courses with a total of 11 credit hours. Three of these courses are on the 100-level: Structural Geology, Air Photogrammetry, and Preparation of Geologic Reports; two are on the 200-level: Sedimentary Petrogenesis and Petrography of Opaque Ores. Three of the new courses will be offered only in alternate years. All five courses will strengthen both the undergraduate and graduate curricula.

Numerous changes were made in several old courses. These changes and additions were proposed only after several years of study by the staff of course offerings in 196 institutions offering a major in geology.

(b) Departmental Enrollments.

The departmental total of 3,569 student credit hours for the academic year represents an increase of 23.2 percent over that for the preceding year, which was 2,896. Semester I of 1954-55 showed an increase of 16.8 percent over Semester I of 1953-54; Semester II of 1954-55 showed an increase of 30.4 percent over Semester II of 1953-54.

A notable feature of this year's enrollment is that whereas generally there has been a decrease of at least 10 percent from Semester I to Semester II in any given year, the
decrease this year was only 0.16 of 1 percent (from 1,786 to 1,783 student credit hours).

(a) Coping with the Uranium Boom.

During Semester I, Dr. Fitzsimmons offered a noncredit evening course, Prospecting for Minerals and Rocks, which had an enrollment of 80 students, chiefly non-University people. During Semester II, public demand for more advanced and specialized work practically forced us to offer two noncredit evening courses and enrollments justified splitting each into two sections. Dr. Fitzsimmons taught two sections of a course in Minerals, Rocks, and New Mexico Geology, with a total enrollment of 50 students. John F. Brady, one of our graduate assistants, taught two sections of a course in Prospecting for Radioactive Ores, with a total enrollment of 140 students.

Amateur interest among non-University people in such subjects as mineralogy, petrology, lapidary work, local geology, and prospecting continues to grow. The Albuquerque Gem and Mineral Club has been active, holding meetings every two weeks in the Geology Lecture Hall. Another group, the Albuquerque Rockhounds, has also been active, holding meetings every two weeks in the Lecture Hall. The Four Corners Geological Society meets here every other month, alternating with a meeting in Durango, Colorado. Our geology honorary fraternity, Sigma Gamma Fosilon, under the faculty sponsorship of Dr. Kelley, has been active and, along with the Geology Club (an all-student group under the sponsorship of Dr. Wengerd), has scheduled lectures almost every two weeks throughout the academic year.
Various groups have conducted numerous field trips, generally with members of our staff serving as leaders.

As it did last year, our departmental office has served as a general clearing house for information on uranium. The burden of handling inquiries received by mail and from visitors seeking information on availability of maps, guidebooks, geologic literature, etc. continues to fall on the staff, especially on our secretary, Elizabeth Mohlhenrich.

(d) **Survey of Cost of Geological Education.**

The Department participated in a survey of the cost of geological education made by the University of Texas. A total of 52 departments of geology from coast to coast were included in the survey.

In cost per student credit hour for the year 1954-55, including an estimate for the coming summer session, U. N. M. ranked 35th from the top with a figure of $12.13; this is 27 percent below the average of $16.67. Actually, among the 52 institutions, the cost per student credit hour ranged from a high of $200.19 for a major eastern private university to a low of $5.92 for a southeastern state university.

In total departmental student credit hours for 1954-55, including an estimate for the coming summer session, U. N. M. ranked 22d from the top. In total departmental budget for 1954-55, U. N. M. ranked 29th from the top.

Thus, among the 52 institutions our ranking is 22d in student credit hours, 29th in budget, and 35th in cost per student credit hour. A detailed report will be submitted later to the Administration.
(e) **Achievement of Seniors on Graduate Record Examination.**

This year 16 seniors took the Graduate Record Examination. The same number took it last year. A comparison of scores on the advanced test in geology follows:

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<tr>
<td>Above national norm:</td>
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<tr>
<td>9 students</td>
<td>730</td>
<td>680</td>
</tr>
<tr>
<td>Lowest individual score:</td>
<td>370</td>
<td>430</td>
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Thus, although our highest individual score this year fell 50 points short of last year's highest score, our lowest score this year was 60 points better than last year's lowest score. Furthermore, 75 percent of this year's group made the national norm, as compared with only 56 percent last year.

Last year (1953-54), as in earlier years, students took a number of tests in the field of general education. Of the group of 16 last year, 14 scored better than the national norm on the general education index. This year, for the first time, students took a group of tests in three areas of general education. In the Social Science area, 11 out of the group of 16 scored better than the national norm; in the Natural Science area, 10 scored better than the national norm; and in the Humanities area, only 6 scored better than the national norm. All this would seem to indicate that this year's group of senior geology majors is better prepared in geology than last year's group but much less well prepared in the field of general education.

(f) **Additional Storage Space for Federal Agencies.**

Several of the federal agencies now occupying the second and third floors of the Geology Building urgently needed additional storage space. We have temporarily allocated a
total of approximately 1,250 square feet of space in our basement to the Cartographic Division of the U. S. Soil Conservation Service and to the Ground-Water and Fuels Branches of the U. S. Geological Survey.

For storage and filing of our growing "library" of oil-well samples we have installed a total of 480 feet of scaffold-type shelving.

(g) The Geology Museum.

A dark-room type of shield has been installed around the fluorescence-phosphorescence exhibit in the Geology Museum. This will enable visitors to view this exhibit more effectively and without having to extinguish museum lights or manipulate the venetian blinds.

A new exhibit of uranium minerals, including especially a number from the Colorado Plateau, has been installed. The Museum continues to attract an ever-increasing number of visitors, particularly uranium prospectors and children.

2. SIGNIFICANT PLANS AND RECOMMENDATIONS FOR NEXT YEAR.

The Administration has approved the addition of a staff member of assistant-professor rank for next year. We are seeking someone who can offer a course in micropaleontology.

Next May the Department will be host to the annual meeting of the Rocky Mountain Section of the Geological Society of America. During the coming academic year, the chief objectives of the staff will be: (1) unpacking, sorting, and storing away our large collections of maps of many types and specimens
of minerals, rocks, ores, and fossils; and (2) installing several much-needed museum exhibits—an important adjunct of the instructional program.

Our most urgent need in the immediate future is several additional telephone lines.

3. LONG-RANGE PLANS.

As stated in my previous report for the period January 1, 1953—June 30, 1954, the Department had hoped to embark on the proposed Ph.D. program during the present biennium. It now appears that this proposed expansion will have to be postponed until the following biennium.

We wish to reiterate our plea for several items not connected with the proposed Ph.D. program, such as: (1) seating for the Lecture Hall, (2) several field cars, including a carryall and a jeep for field work by both staff and graduate students, and (3) increases in the Library and equipment budgets, especially for petrographic and binocular microscopes.

4. APPOINTMENTS TO STAFF.

Abraham Rosenzweig as Assistant Professor, Sept., 1954.

5. SEPARATIONS FROM STAFF.

None.

6. PUBLICATIONS.

(a) Books and Monographs.

KELLEY, VINCENT C. Regional Tectonics of the Colorado

KELLEY, V. C. Tectonic Map of the Colorado Plateau Showing Uranium Deposits. Albuquerque: University of New Mexico Publications in Geology, No. 5, Fig. 2, 1955. (Figure 2 sold separately.)

NORTHROP, STUART A., and WENGERD, SHERMAN A. Laboratory Manual in Historical Geology. Albuquerque: University of New Mexico Department of Geology, 1955. 51 p. (Evolved over a period of years through mimeograph and ditto editions, this revised edition has been reproduced by photo-offset.)

(b) Articles.

------. "Tectonic Map of Western Colorado," in The Oil and Gas Fields of Colorado, Symposium, Rocky Mountain Association of Geologists (December 1954).
------, and REYNOLDS, CHARLES B. "Structure of the Sandia Mountains, New Mexico" (abstract), Geological Society of America Bulletin, LXV (December 1954), 1272-1273.

ROSENZWEIG, ABRAHAM, and GROSS, E. B. "Goldichite, a New Hydrous Potassium Ferric Sulfate from the San Rafael Swell, Utah," American Mineralogist, XL (May--June 1955), 469-480.

------. "Habitat of Oil in San Juan Basin" (abstract), Oil and Gas Journal, LIII (April 4, 1955), 207.
------. "Deeper Oil Possibilities of Four Corners Region...." in Four Corners Area Reference Book, Rinehart Oil News Co. (May 1955), 10-24.
(c) Reviews.


7. COMPLETED RESEARCH PROJECTS.

FITZSIMMINS, J. PAUL. Stratigraphy of the Arroyo Penasco formation of New Mexico; manuscript submitted to the American Association of Petroleum Geologists Bulletin. Relationship of vegetation to geology; manuscript submitted to Northwest Science.

KELLEY, VINCENT C. Tectonics of the Colorado Plateau.


8. OUTSIDE-SPONSORED RESEARCH.

None.
10. OTHER PROFESSIONAL ACTIVITIES.


ROSENZWEIG, ARRABHAM. Lecture on uranium mineralization, Albuquerque Petroleum Club, November, 1954. Discussion of uranium prospecting on TV program, "The J. C.'s Ask."

10. ACTIVITIES IN LEARNED AND PROFESSIONAL SOCIETIES.

(a) Offices and Committee Memberships.

FITZSIMMONS, J. PAUL. Nominating Committee, New Mexico Geological Society; Treasurer, New Mexico Geological Society, 1955-56.

KELLEY, VINCENT C. Director and Member of Executive Committee, New Mexico Mining Association. Student Relations Committee, New Mexico Geological Society. Nominating Committee, Rocky Mountain Section, Geological Society of America, 1954-55. Elected an Honorary Member, New Mexico Geological Society, May 14, 1955.


ROSENZWEIG, ARRABHAM. Member, Geological Society of America, January, 1955.

(b) Papers Read at State, Regional, and National Meetings.

CARTER, JAMES F. (Graduate Student)

GALLOWAY, SHERMAN E. (Graduate Assistant)

KELLEY, VINCENT C.

ROBINSON, PETER (Graduate Student)

WENGERD, SHERMAN A.
11. IMPORTANT STUDY AND TRAVEL.

WENGERD, SHERMAN A.

Studied chevron folding and mercury mineralization of Comanchean limestones, San Luis Potosi, Mexico, November, 1954.

Studied raised beaches of western Sonora, Mexico, April, 1955.

12. GIFTS.

Furniture for the Geology Seminar Room, as follows:

Oak conference table, truncated diamond shape, 15 feet long by 6 feet wide: $150 from the A. S. Wengerd Slate Company of Ohio.

Set of 16 Bank of England oak chairs (already purchased) and a recessed display case (to be designed and constructed): $805 from the following donors:

Air Fleets, Inc.
Albuquerque National Bank
George Anderman
Sen. Clinton P. Anderson
Bank of New Mexico
Beaver Lodge Oil Corp.
Brookhaven Oil Co.
Tom Cabeen
Dacresa Corp.
Duke City Lumber Co.
M. M. Hardin
Johnston Oil and Gas Co.
Joe Kramer
C. A. Larrazolo, Jr.
Dr. and Mrs. W. R. Lovelace, II
John Lynes
Frank Martin
Minor, Mee & Co.
Arthur Quinn
Tom Remp
Harry Wright

The Critchell Parsons Scholarships in Geology: $800. Two scholarships from Critchell Parsons.
The Standard Oil Company of Texas Scholarship in Geology, $500. From the Standard Oil Company of Texas.
Grants-in-aid of research: $450. Research grants by the New Mexico Geological Society to nine students.
Sample library (of well samples). From the Skelly Oil Company.
Sample library (of well samples). From the Phillips Petroleum Company.
Partial sample library of cuttings and cores from wells, Four Corners region. From the Stanolind Oil and Gas Company.
Library of geological literature. From A. Andreas.
Numerous specimens of minerals, rocks, ores, and fossils. From many donors, too numerous to mention.
The Report of the Department of Government and Citizenship
July 1, 1954 - June 30, 1955
Howard J. McMurray, Chairman

2. Significant plans and recommendations for the next academic year, including estimated capital needs.

We will probably at the end of this coming academic year shift the directorship of the Division of Government Research from Dr. Frederick C. Irion to Dr. Charles B. Judah. This will result from an original agreement to give the directorship to Doctor Judah when he can take it over and fit it into his own program. It was planned originally when the directorship was given to Doctor Irion. This in no manner should be taken as a criticism of Doctor Irion's recent operations, nor is it indicative at all of what we expect during the coming year. Doctor Judah, as the senior professor and as the most productive scholar in the Department, is entitled to the directorship if and when he wants it.

3. Long-range plans not previously reported.

To fill out our total offerings this Department should have a person especially trained and qualified to offer courses in modern Russia and the Far East. This area is, of course, perhaps the most important in the world today for political scientists. This person should, of course, be able and willing to carry his proper load of lower division courses, including our courses in social science and basic American government.

We request office space in Bandelier Hall if and when our own office building is demolished. We should like to be consulted on this
mater before final decisions and allocations are made.

4. Appointments to staff:

Professor Dorothy I. Cline has been granted leave from February, 1955, until February, 1956. To replace her for Semester I 1955-56 we have appointed Visiting Professor of Government Leon O. Wolcott to teach two classes - Government 52 and Government 121. We have recommended for appointment Mr. Edmund L. Engel as Lecturer in Government, to teach Government 101.
6. Publications

b. Articles


CLINE, DOROTHY. * National Municipal Review


c. Reviews

CLINE, DOROTHY. * Western Political Quarterly

CLINE, DOROTHY. * Western Political Quarterly

7. Completed Research Projects

Dorothy I. Cline. Completed two months' field study and report on school-city administration, organization, financing of physical education and recreation in 20 school districts, while on leave to State Department of Public Instruction. Collaborated with Dr. Charles Judah on a study of intergovernmental relations for the President's Committee. Findings become one chapter of a book on the same subject.

Charles B. Judah. (With Dorothy Cline) "The Impact of Federal Grants-in-Aid on the Political Structure and Functioning of State and Local Government in New Mexico." This is a cooperative study of 25

* Miss Cline is on leave in Santa Fe and does not have access to her files. This material will be supplemented at a later date.
states sponsored in the summer of 1954 by the Governmental Affairs
Institute, Washington, D. C., for the Commission on Intergovernmental
Relations.

Allan R. Richards. "Scientific Activity in New Mexico" (mimeographed),
pp. VIII and 83. (See Outside Sponsored Research)

8. Outside Sponsored Research

Dorothy I. Cline. "The Impact of Federal Grants in Aid on the Politi-
cal Structure and Functioning of State and Local Government in New
Mexico" sponsored by the Governmental Affairs Institute. Amount of
grant: $350. (With Charles B. Judah)

Charles B. Judah. "The Impact of Federal Grants-in-Aid on the Politi-
cal Structure and Functioning of State and Local Government in New
Mexico" sponsored by the Governmental Affairs Institute. Amount of
grant: $350. (With Dorothy I. Cline)

Allan R. Richards. "Scientific Activity in New Mexico" sponsored by
the National Science Foundation, University of New Mexico subcontracted
with University of North Carolina to study the organization, administra-
tion and financing of scientific activity by New Mexico state agencies,
excluding educational institutions. Duration: June, 1954, to completion
(about June, 1955). Approximately $4,000 involved.

9. Other Professional Activities

Dorothy I. Cline. Served as State Correspondent for the International
City Managers' Association. Submitted information on municipal activities
in New Mexico for the Municipal Yearbook. Since February 1955 have been
supplying information on New Mexico to National Recreation Association;
American Recreation Society; Society of State Directors; American Association
of Health, Physical Education and Recreation.

Frederick C. Irion. Served as Consultant to State Department of Public Instruction in connection with their educational program for the Indians in the Gallup area. Served as Consultant to the New Mexico Municipal League in connection with potential reorganization and expansion. Wrote several memoranda for the Legislative Reference Council. Delivered speech to 21 Club, notes of which are on file at the University Library.

Charles B. Judah. Delivered four lectures to civic groups in Albuquerque: League of Women Voters, Temple Albert, etc.

Howard J. McMurray. Delivered many lectures in several areas of the State. Served as State Chairman of the American Association for the United Nations. Served as State Co-Chairman for United World Federalists. Served on Executive Committee for the University Chapter of American Association of University Professors, and on Executive Council of the New Mexico Education Association.

Allan R. Richards. Consultant to conduct interviews at New Mexico's higher educational institutions concerning organization, administration and attitudes toward scientific activity.

10. Activities in Learned and Professional Societies


Howard J. McMurray. Panel member, American Political Science Association annual meeting, September, 1954. Subject: The Place of the Congressional Campaign Committee in the Election of Members of
the House of Representatives. Serving on Committee on Nominations for the Western Political Science Association 1955 annual meeting. Chairman of panel on Education for Management, 1954 Management Conference.

Dean Dudley Wynn
Howard J. McMurray

Subject: Annual Report (Addition)

Under Section 9 of the annual report, "Other Professional Activities" we should have indicated that Howard J. McMurray served as a member of a Committee on Administrative Reorganization, appointed by the City Commission of Albuquerque, 1954.
The past year the department has been concerned in continued examination of its offerings and requirements for undergraduate and graduate students. Modifications were made in the program for undergraduate majors and minors—(1) the emphasis for general education was served by the substitution of History 178 for History 192 in the American field, (2) the desire for flexibility was served by permission to apply one elective from the more specialized upper division courses for an approved course in the same field. Changes were made in catalogue offerings to bring them more in harmony with the realities of practice and faculty strengths. All seminar courses were standardized to earn three credit hours. The two biography courses (History 173 and 174) taught by Professor Dabney were eliminated and replaced by a one semester course in The Period of the American Revolution, 1763-1789 (History 172).

Interdepartmental lines were crossed in several instances: (a) the request of the Modern Languages Department that we reduce the course in Spanish history from two two-hour courses to one three-hour course (this was done and given the listing of History 137); (b) the request of the English Department that History 71 and 72 (English History) be included in the approved list of lower division course for English majors who were minors in History (this was done); (c) participation in setting up American Studies 201, Interdepartmental Seminar in the Culture of the United States—Professor Dabney taught it the first semester; (d) approval of the inclusion in the approved list of European courses for undergraduate
majors and minors of Government 141 (International Politics).

A review of problems connected with graduate work for the master's degree was a major topic of discussion at several departmental meetings. Such matters were treated as (1) the desirable time phase of M.A. work for completing the language requirement, (2) the question of concentrating the work of graduate students taking a minor in history, (3) the special problem of standards for graduate students taking a minor in history from the College of Education; their number has increased rapidly and the practice has been for such students not to be held responsible for their history work at the time of the oral examination.

The problem of an adequate number of graduate assistantships has been a troublesome one. From the viewpoint of maintaining adequate standards in large freshmen and sophomore courses, the assignment of assistants is highly desirable. While a mathematical yardstick is not easy to determine for the number required by the department, it would appear reasonable to make calculations for a graduate assistant on the basis of about 100 students in a class. If such a figure were agreed upon, then the Department of History should have need of five graduate assistants.
6. Publications.

(a) Books and monographs.


(b) Articles.


6. Publications.

(c) Reviews.


7. Completed research projects.


SMITH, GEORGE W. Co-edited with Spencer Wilson (Graduate Student) and wrote introduction, "God and the Civil War: The Diary of Dwight Spencer, 1864-1865", 125.
9. Other professional activities.

DABNEY, WILLIAM M. Lecture to navy personnel at Sandia Base, February 9, 1955, on "The Battle of Saratoga and Its Aftermath."

LONGHURST, JOHN E. Public lecture, University of Texas, May 13, 1955. Subject: "Spanish Inquisition in the Sixteenth Century."

RUSSELL, JOSIAH C. Lectures on population at the Tuesday Literary Club, February 15, 1955 and at the International Relations Section, A.A.U.W. March 21, 1955.

SMITH, GEORGE W. Lecture before Albuquerque Antique and Hobby Club, February 9, 1955, on "Lincoln Landmarks Revisited."


WOODWARD, DOROTHY. Speaker at Annual Banquet meeting, Santa Fe B and PW, October 14, 1954.

WOODWARD, DOROTHY. Speaker, Workshop Program AAUW, Socorro, New Mexico, September 24, 1954.


9. Other professional activities. (continued)

WOODWARD, DOROTHY. Speaker at meeting of educators from colleges of Louisiana, New Orleans, Louisiana, March 25, 1955. Subject: "Goals of Women's Education"

WOODWARD, DOROTHY. Speaker at Ninth Annual Convention, Arizona State Division AAUW, April 2, 1955, San Marcos, Arizona. Subject: "Women Need A Basic Liberal Arts Education for Professional Achievement."

WOODWARD, DOROTHY. Speaker, Women of Achievement Dinner, New Mexico A. and M. College, Las Cruces, New Mexico, April 22, 1955. Subject: "The Need for a Liberal Arts Education."

WOODWARD, DOROTHY. Speaker, Twenty-First Annual Convention, New Mexico State Division AAUW, Albuquerque, New Mexico, April 28, 1955. Subject: "Liberal Arts Requirements."

WOODWARD, DOROTHY. Several Radio Interviews, Ft. Smith, Arkansas.


10. Activities in learned and professional societies.

DABNEY, WILLIAM M. Paper read at the annual meeting of the Pacific Coast Branch of the American Historical Association in Los Angeles, December 29, 1954: "The American Studies Program at the University of New Mexico."

LONGHURST, JOHN E. Vice-President, local Phi Kappa Phi chapter.

REEVE, FRANK D. Paper read at Southwestern Social Science Association, Dallas, Texas, April, 1955: "The Education of an Editor."

RUSSELL, JOSIAH C. Member, National Council A.A.U.P., 1953-6 and attended national meeting, March, 1955.

RUSSELL, JOSIAH C. Member regional committee, A.A.U.P., and attended regional meeting, October, 1954.

RUSSELL, JOSIAH C. Attended state meeting, A.A.U.P., November, 1954.


SACKS, BENJAMIN. Named chairman of Committee on Award in European history, 1955-6, Pacific Coast Branch, American Historical Association.

RUSSELL, JOSIAH C. Attended American Historical Association meeting, New York, December, 1954.
10. Activities in learned and professional societies. (continued)

WOODWARD, DOROTHY: Editorial Board; Phi Alpha Theta Historian until December 31, 1954.

WOODWARD, DOROTHY: National Board of AAUW, 1951.

WOODWARD, DOROTHY: Chairman National Committee Standards and Recognition AAUW, 1953-


WOODWARD, DOROTHY: Member of Phi Kappa Phi Panel on Latin America, May 5, 1955, UNM.

WOODWARD, DOROTHY: Honorary Member, Pan American Roundtable.

WOODWARD, DOROTHY: Honorary Member, Chamber of Commerce, Rapid City, South Dakota.
11. Important study and travel.

DABNEY, WILLIAM M. Brief research trip to the Huntington Library, San Marino, California, Christmas, 1954.

RUSSELL, JOSIAH C. Used Harvard Library and other eastern libraries, August-September, 1954.


WOODWARD, DOROTHY. Santa Fe Historical Library, Santa Fe, New Mexico.

2. Plans and recommendations. The School is sponsoring an Inter-Departmental Major in Diplomacy which is under consideration. We have also had, during the past three years, a plan for a program of Foreign Trade. For this we need a professor of Foreign Trade which we included in the asking budget for this year but did not receive any appropriation.

3. Long-range plans. We need new quarters and understand that the Administration has this under consideration in the future building program.

4. Appointments to staff. None.

5. Separations from staff. None.

6. Publications.
   a) Books and monographs. None.
   b) Articles.
   c) Reviews. None.

7. Completed research programs. None.

8. Outside-sponsored research. None.

9. Other professional activities. The School sponsored the Rocky Mountain Round Table on Latin American Studies, held on our campus in February, 1955. The meeting was attended by the Pan-American Union delegate and specialists from Utah, Texas, Colorado, and Arizona as well as from institutions of higher learning in New Mexico. The Director attended the University
of Columbia Centennial meeting, held in October, 1954, devoted to Latin America, and has been advising the Encyclopaedia Britannica on a proposed Spanish edition. Professor Jorín was also a member of the Special Committee of the UNESCO Citizen Consultation program and took part in three conferences held on our campus.

10. Activities in learned and professional societies. The Director participated in two panels at the meeting of the Institute of World Affairs (December, 1954) and read a paper at the American Political Science Association meeting (September, 1954).

11. Important study and travel. None.

During the period, the department made formal application to the American Council on Education for Journalism for accreditation. A committee of visitors March 13, 14 and 15 was composed of Professors Quintus Wilson, Utah, chairman; Burton Marvin, Kansas; Ellis Newsome, State University of Iowa; Carter Waid, editor and publisher, Belen News-Bulletin; Lewis H. Rohrbaugh, vice-president and provost, University of Arkansas, and I.W. Cole, executive secretary of the American Council on Education for Journalism. The committee interviewed journalism faculty members, the dean of the College of Arts and Sciences, the vice-president of the University, and the president of the University, and held discussion meetings with a group of 11 journalism majors. The committee examined journalism office records and records of the University registrar, along with catalog and course material and the University of New Mexico library. The committee then met on the evening of March 15 and reached a decision as to its report to the ACEJ, which met in New York April 24 and took favorable action on the report. Notification of accreditation, in the news-editorial sequence, was received May 6.

The department and the University were hosts in late August and early September, 1954, to the national convention of the American Association for Education in Journalism. One hundred twenty-six delegates from 107 colleges and
universities were present, together with 84 wives and 57 children. All were housed in Mesa Vista residence hall. Professional sessions were held at Mitchell Hall. Social affairs were held in the Journalism building, Building T-20, an Old Albuquerque restaurant, and the Manzano mountains. An interesting result of the convention was publication in the Winter, 1955, issue of Journalism Quarterly of nearly all papers read. The issue was composed of little else but these papers, and comprised the most comprehensive recent effort to assess the future of the various aspects of journalism in America and, to some extent, abroad.

The department during the academic year distributed among vocational counselors of 13 New Mexico high schools a tape recording of a career radio program participated in by Professors Rafferty and Jermain and by Dr. A.A. Wellock of New Mexico. The recording was run at the 13 high schools before students whose college interest tentatively lay in journalism.

The year saw all available graduates in the class of 1954 and in the summer and in February, 1955, placed in journalism positions. The spring of 1955 appeared to duplicate previous springs in demand for journalism graduates, since there were far more requests from newspapers for graduates than there were persons to fill the positions.

Business supervision of University of New Mexico publications by Professor Jermain resulted in 1954-1955 in profits therefrom of about $5000. Improvement in the editorial and technical quality of The New Mexico Lobo, the
student newspaper, staffed largely by journalism majors, resulted in first class honor rating of the newspaper by the American Collegiate Press Association, University of Minnesota. A large increase in the number of first-year students interested in journalism was noted in 1954-1955. These young people completed freshman work in journalism in the spring of 1955.

Plans for the 1955-1956 academic year involved additional expenditures for salary increases only. No important acquisitions of equipment or quarters were contemplated. The Board of Student Publications did, however, send to the president of the University a proposal that the University administration give consideration to use of accumulated publications profits for construction of a first-floor addition to the Journalism building, to house student publications.

Long-range plans growing out of this proposal contemplated possible use of vacated second-floor quarters by journalism if growth required it. At the same time, plans for a new student union were being drawn which included quarters for the Alumni Association. The Department of Journalism hopes that the Journalism building will be used permanently for journalism and related ventures, and expects to seek use of the present alumni quarters if the Alumni Association does move and if journalism needs the space.

Long-range plans include employment of an additional faculty member, probably in management and advertising, and possibly on a half-time basis. The department believes that it should give more attention to assisting graduates in
finding positions, and more attention to a close relationship with the editors and publishers of New Mexico. One avenue in these efforts is maintenance of headquarters of the New Mexico Press Association in the Journalism building. The plan might involve employment of a faculty person one-half time, the other half of his time to be devoted to the secretary-managership of the press association. Need for such an addition is not expected to occur for some years.

Professor Rafferty was on leave from teaching duties in the second semester of the 1954-1955 year, but maintained his duties as chairman of the department. Visiting Lecturer W.W. Cliff, a member of the staff of The Albuquerque Journal, taught one course in journalism during Professor Rafferty's leave.

Publications by members of the faculty during the year:

Articles.
RAFFERTY, KEEN. "Cost of Journalism Instruction by the Student Credit Hour," Journalism Quarterly, Vol. 31, No. 3 (Summer 1954), 361-362.

During the year Professor Jermain's book, "Copydesk Work-Book," was widely used in schools of journalism in the country. Research projects completed are represented in two of the articles listed above, both published in Journalism Quarterly. Both these projects were supported by the University research committee.
Both Professors Jermain and Rafferty appeared on radio
and other programs. Professor Jermain was adviser to Sigma
Delta Chi and Theta Sigma Phi and ex officio member of the
board of student publications. He was chosen in 1955 as
secretary of the New Mexico professional chapter of Sigma
Delta Chi. Professor Rafferty during part of the year was
secretary-manager of the New Mexico Press Association, and
he was from April, 1954, to April, 1955, president of the
Bernalillo County Tuberculosis Association. He was a 1954–
1955 member of the board of student publications. Both
faculty members spoke at public meetings during the year.
Professor Rafferty was appointed in the spring of 1955 as
a member of the committee on teaching standards of the
American Association for Education in Journalism. Pro-
fessors Rafferty and Jermain were hosts in late August and
early September, 1954, to the national convention on the
University of New Mexico campus of the Association for
Education in Journalism.

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The department of mathematics and astronomy has continued its rapid growth since the last report. In 1953-54, the number of student credit hours taught was 7964. In 1954-1955, the number was 9,124, an increase of 14.6%. During this same period the increase in staff consisted of two graduate assistants. As a consequence, the cost per student hour dropped from the already low figure of $7.04 to $6.72.

1. Significant Achievements.

During this period, the department, along with the Electrical Engineering Department, inaugurated residence credit at Holloman Air Development Center in Alamogordo. Dr. A.V. Martin, formerly of the University of California at Berkeley, was brought in to handle this program the first semester. During the second semester Dr. J.V. Lewis replaced Dr. Martin. In the future it is planned to alternate four men on this assignment.

The graduate program has continued to grow, and we now have 27 students working on a master's degree. Two of three degrees should be granted at the 1955 commencement.

New offerings in the department have been few because of the shortage of staff. A course in the Theory of Matrices
and one in Point Set Topology have been added, but otherwise no changes have been made.

2. Significant Plans and Recommendations for the Next Academic Year.

We have finally succeeded in hiring a statistician, and as a result plan to increase our offerings in that field. There is a good demand for such an increase, since statistics is playing a larger and larger role in almost all the science and social science fields. Having a well qualified statistician on the campus should benefit a number of departments other than our own.

We are negotiating with Holloman Air Development Center for a rather large research contract to occupy half the time of about six members of the department. It is doubtful if this program can get under way before the academic year 1956-1957, because of the difficulty of getting the additional staff, but we are hoping to get a start next year.

Both the planned extension of offerings in statistics and the Holloman research contract make it almost essential for us to acquire one or two more calculating machines, at least one of which should be fully automatic.

At the request of the Engineering College, the department is considering a trial course designed to enable engineering students who now start with Math 2, to reach the same level of proficiency in mathematics after one year of study.
as those students who now start with Math 15. Tentative plans call for two six semester hour courses, the first to cover Math 2 and Math 15 and the second to cover Math 16 and Math 22. If the pilot course is successful it will be made a regular part of the engineering curriculum.

3. Long Range Plans

A number of curricular changes are being considered for the not too distant future.

In order to get students better prepared for sophomore physics, we plan to combine analytic geometry and calculus into a sequence consisting of three four hour courses which will integrate the subject matter of Math 22, 53, and 54. The advantages of this integration are many, but the two most important are the following:

(a) By the time the student has finished the first of the three courses (which he would normally take as a freshman) he will have had almost all of what is now Math 53 and will be well prepared from the mathematical standpoint to take Physics 51 as well as a number of engineering courses normally taken by sophomores.

(b) Since many topics from analytic geometry can be treated more efficiently by calculus methods, the combined course can be more thorough than the present sequence and can cover additional topics from calculus which are skipped at the present time.

In addition to the expansion of the statistics program already mentioned, there are two more upper division courses for which there is a great need. One is a course in the more elementary topics of the foundations of mathematics, to be required of all mathematics majors and possibly of the minors
in the college of education. It is planned to make it a pre-
requisite to several other upper division and graduate courses.

The other contemplated addition is a course in
operational methods with special emphasis on problems in
engineering and physics. There have been a number of
requests for such a course, particularly from students at
Sandia and Los Alamos, and it would probably be well re-
ceived at Holloman as well.

4. Appointments.
Dr. A. V. Martin: Appointed, September 15, 1954.
Formerly at the University of California at Berkeley
and a specialist in topology.

5. Separations from Staff
None.

6. Publications.
(a) Books and Monographs.
None.

(b) Articles.
BUELL, C. E.: "The Relation Between the Temperature Differences Between the 700 mb.
and 500 mb. Levels and Thunderstorm Rainfall", Bulletin of the American
Meteorological Society, Vol. 35, No. 10
(December 1954), 476-477.

LAPAZ, LINCOLN: "Preliminary Note on the Chico, New Mexico Aerolite (CN = 1042 365),


(c) Reviews.


7. Completed Research Projects.

None (one in progress)

8. Outside Sponsored Research

Continued research by Prof. C.E. Buell under a $3500.00 grant from the Research Corporation.

9. Other Professional Activities

None.

10. Activities in Learned and Professional Societies.

(a) Offices Held

HENDRICKSON, M. S.: Elected Governor of Southwestern Section of the Mathematical Association of America for a three year term beginning in April 1955.
HEALY, P. W.: Elected treasurer of Meteoritical Society and subscription manager of the *Journal of Meteoritics*. 

(b) Papers Read


(c) Honors Received

HEALY, P. W.: Elected Fellow of AAAS.

11. Important Study and Travel

None.

12. Gifts

None.
1. Significant achievements.

A. A different approach to first-year language instruction has been tried out in Spanish. It calls for presenting the grammar material lecture style to sections of 100 students twice per week. On days following the lecture the sections are broken down to sections with a maximum limit of 20 each for purposes of drill. This method enables us to achieve better results which will prove to be more economical in cost, since it is easier to train inexperienced teachers in the drill technique than it is in the whole presentation of introductory language. The same method will be extended to German and French in September 1955.

B. We have begun replacement of the disk-wire recording units in the phonetics laboratory by all-tape combination units. The new equipment provides greater fidelity, a much lower attrition rate of supplies, and a considerable decrease in maintenance cost (if the first year is a fair test).

C. The Department began the publication of "The New Mexico Foreign Language Newsletter" under the editorship of Professor W. F. J. DeJongh. It appeared three times this year in mimeographed form and was mailed to all the language teachers in the state of New Mexico. Its purpose is to keep teachers abreast of what
goes on in the fields of language teaching and language study.

D. The Department has initiated conversations and conferences with colleagues in other departments for the establishment of a professional major which will prepare people for the Foreign Service of the United States. The principal features of this plan may be listed:

1. It is a five-year curriculum in which the student would receive both the B.A. and the M.A. at the end of the fifth year.

2. The core of the curriculum is instruction in Spanish and French language and literature plus one other national language and literature.

3. Substantial amounts of the social sciences would be required. Most M.A. theses would be in the field of the social sciences.

4. The curriculum will not require the addition of new courses, for the present at least.

Efforts will be made to obtain advice from the State Department. It is hoped that we may reach the stage of asking for official approval before the catalogue goes to press next fall.

E. In an effort to cooperate with the College of Education in the preparation of teachers qualified to give Spanish instruction in the elementary school, we have prepared a workshop in teaching Spanish in the elementary school. This venture has been taken over by Mr. Sabine Ulibarri, who will direct the
workshop the second half of the 1955 Summer Session.

2. Significant plans for next year.

A. We hope to continue the replacement of obsolete equipment in the phonetics laboratory.

B. We have offered to provide Monte Vista School with an instructor to teach Spanish in their first grade. This project will be in the nature of an experiment and a demonstration, with Mr. Ulibarri in charge.

C. We plan to make available a TV course in Spanish over the local stations. The combined efforts of Mr. Nason and Mr. Ulibarri will bring it about, together with such ideas as they can draw from the rest of the staff.

3. Long-range plans. See the last report. Progress has been made on C (re-assessment of graduate work), D (new approach to language teaching) and E (language on television). B (overload of graduate staff) is just as bad as ever. C (office space) finds us in worse position, with the prospect of things getting much worse before they get better.

4. Appointments.

A. Miss Françoise Courier, Instructor in French. Effective September 1955.

B. Dr. Anne Kingsbury, Assistant Professor in Classics. Effective September 1955.

C. Mrs. Rosemarie Welsh, Temporary Instructor in German. Effective September 1955.

D. George D. Schade, Temporary Instructor in Spanish (to replace

5. Separations.

A. Assistant Professor Robert J. Smutny (Classics). Effective June 30, 1955.

B. Assistant Professor Mark J. Temmer (French). Effective June 30, 1955.


6. Publications.

A. A. R. Lopes

1) Reviews


B. Donald A. McKenzie

1) Translation


C. George D. Schade

1) Reviews


D. Ramón J. Sender

1) Books

2) Articles

"Los vecinos," novela, Temas, IX (January 1955), 106-118.
"La Miseria y la 'Virtud obligatoria'," Ibérica, II (May 15, 1955).

The following have been published in the weekly literary Supplement of the Diario de Nueva York and in the literary Supplements of 23 newspapers in Mexico, Central and South America:

(This same issue also contains a feature article on "Ramón Sender, escritor quijotesco," by Julio Antonio Roy, D-3)
"¿Era Dumas un escritor considerable?", February 20, 1955, D-2.
"Cuentos de hadas y de asesinos," February 27, 1955, D-2.
"En la muerte del poeta Paul Claudel," March 6, 1955, D-2.
"¿Es la nuestra una era de creación?", March 13, 1955, D-2.
"La obra de Whitman cien años después," March 27, 1955, D-2, 14.
"Crónica real de la ideal Greta Garbo," April 24, 1955, D-1, 15.

3) Reviews


Américo Castro, "Structural History of Spain,"

E. Robert J. Smutny

1) Monograph


7. Completed research projects.

8. Outside-sponsored research.

9. Other professional activities.

A. Rubén Cobos. Illustrated lecture, "The New Mexican Folksong"

at the International Museum of Folk Arts, Santa Fe, New Mexico,

April 18, 1955.

C. Florence Hall Sender. Retired as Associate Editor of *Hispania* after 12 years of service. Translator of Ramón Sender's articles for the *New York Times, New Leader, Ibérica*, stories, etc.


10. Activities in learned and professional societies.

A. Rubén Cobos. Meeting of New Mexico Folklore Society in Las Vegas, New Mexico, May 14, 1955.

B. R. M. Duncan. Chairman, Language Teaching Section, Rocky Mountain Modern Language Association at meeting in Greeley, Colorado, October 1954.

Chairman, General Phonetics Section, Modern Language Association at meeting in New York City, December 1954. Also 1955 chairman of Advisory and Nominating Committee for General Phonetics Section and of the Old Spanish Section.

Chairman, Language Section, American Association of Teachers of Spanish and Portuguese at meeting in New York City, December 1955.

Attended meeting of Classical Association of the Middle West and South in Chicago, April 1955.

Project Director of Citizen Consultations (sponsored by the U. S. Department of State Commission for Unesco) in Albuquerque. Involved the planning of study groups and state-wide conference on "The National Interest and Foreign Languages," study groups on "The American Citizen's Stake in the Progress of the Less Developed Areas of the World" and "The American as International Traveler and Host."

11. Important study and travel.

A. Raymond R. MacCurdy, Jr. received a grant from the Fund for the Advancement of Education for study and travel in Europe for the academic year 1954-55. Spent the fall, winter, and spring in Madrid studying Spanish art and philosophy.

B. Marshall R. Nason has had a leave of absence this year to work on his Ph. D. dissertation and teach as visiting lecturer in the University of California in Berkeley.

C. Sabine Ulibarri took a leave the second semester of 1954-55 to complete his Ph. D. dissertation at the University of California in Los Angeles.

D. Rubén Cobos spent the summer of 1955 in Guadalajara, Mexico in study and consultation with Juan B. Rael of Stanford University.

1. Significant achievements.

Proposals to establish joint majors in (a) English and Philosophy and in (b) Economics and Philosophy have been formally approved by the respective Departments.

Appointment of Professor Hubert G. Alexander as Visiting Professor of Philosophy in Yale University and as an intern in general education under a Carnegie Corporation grant.

Appointment of Dr. John P. Anton, formerly of Pace College, as Visiting Lecturer in Philosophy in the University of New Mexico to replace Dr. Alexander.

Appointment of Professor Archie J. Bahm as Fulbright Research Scholar in Buddhist Philosophy in the University of Rangoon for 1955-56.

Increase in enrollment by 100 students, from a total of 352 for 1953-54 to a total of 452 in 1954-55, after an increase of 31 students over the previous year, from 321 to 352. Notable is the fact that, for the first time in history, apparently, enrollment for the second semester exceeded that for the first semester; the actual increase of 12 students, added to the normally expected decrease of 35, gives an increase of 47 students.

The first steps toward establishing a chapter of Phi Sigma Tau, national honor society in philosophy, have been completed.
2. Significant plans for the next academic year.

Appointment of a Visiting Lecturer to replace Professor Bahm who has been granted sabbatical leave.

Continued participation in plans for improving the general education program of the University.

3. Long range plans.

Addition of a third man to the staff to take care of increased enrollment.

4. Appointments to staff.

Dr. John Peter Anton, Visiting Lecturer in Philosophy, Sept., 1954 - June, 1955.

Edward Abbey, Special Fellow, as Assistant in Philosophy, Sept., 1954 - June, 1955.

5. Separations from staff.

Termination of temporary appointment of Dr. Anton who has been appointed Visiting Professor of Philosophy in the University of Nebraska for 1955-56 with a nine hundred dollar increase in salary ($5200).

6. Publications.

(a) Books and monographs.

BAHM, ARCHIE J. Republication of Philosophy, An Introduction as a voice recording by the National Committee for Recording for the Blind, Inc., May, 1954. (Used by David Armijo, blind University of New Mexico student during Spring semester, 1954-55.)


(b) Articles.


(c) Reviews.


BAHM, ARCHIE J. Review of Louis Renou, "Religions of India," Western Folklore (to be published).

7. Completed research projects. See Item 8.

8. Outside-sponsored research.

Carnegie Corporation internship in general education at Yale University awarded to Professor Hubert G. Alexander for the academic year, 1954-55.

U.S. Government Fulbright award to Professor Archie J. Bahm for a Research Scholarship—A in Buddhist Philosophy in the University of Rangoon for nine months, beginning in June, 1955. Amount: 31,000 kyats plus transportation.

9. Other professional activities.

(a) Lectures:

Alexander, Hubert G. (information unavailable now).

Bahm, Archie J. "Omagism" in Dr. J. P. Anton's class in Introduction to Philosophy, January 7, 1955.


Bahm, Archie J. "Creative Imagination," a series of ten two-hour lecture-discussion sessions on uses of creative imagination in marriage, business, professions, art, psychology, social science, theology, and philosophy, offered as non-credit course in Community Evening College, Spring semester, 1955.


(b) Television appearance:


(c) Editorship:

Bahm, Archie J. Continued as a member of the Board of Editors and as News Editor of Philosophy East and West published by the University of Hawaii.

(d) New organization:


10. Activities in professional societies:

(a) Offices:


Bahm, Archie J. Organizer and Secretary of a national Conference on the Teaching of Oriental Philosophy, held October 17, 1955, University of Wyoming.
Bahm, Archie J., Secretary, New Mexico Philosophical Society and Chairman of its Committee on Tuition Scholarship Essay Contest (Bertha Rivera, Des Moines High School, won the 1955 contest. Contest topic: "How should ethics be taught in high school?"), 1954-55.

Bahm, Archie J., Member of the Southwestern Philosophical Conference Committees on Liaison with UNESCO and on Correspondence Concerning Application for APA Divisionship, 1954.

(Papers read:


11. Important study and travel. (Items already covered: H. G. Alexander, study of general education in Yale University and other Eastern universities. A. J. Bahm, plans to travel to Burma to study Buddhist Philosophy in the University of Rangoon.)

1. Significant Achievements of the Department of Physics

A. Instruction

During the year covered by this report, the physics department will have graduated three students with a Bachelor of Science degree. During the summer of 1954 one student finished his requirements for the Ph.D. degree.

Much progress has been made in developing experiments that will be used in a modern physics laboratory course. The experiments were built up during the year by students taking the regularly scheduled problems course offered by the department. Such a course, when it finally becomes part of the regular curriculum, will increase greatly the ability of the department to develop the experimental abilities of its students and also to introduce them to the experimental aspects of the more recent developments in the field of physics.

A rapid increase in enrollment in the sophomore physics classes over those enrollments experienced in the year 1953-54 has made it advisable to expand the facilities for sophomore laboratories. Additional equipment has been obtained to increase by one-third the capacity of individual laboratory sections. Further points in regard to sophomore laboratories will be discussed in Sections "2" and "3".
The department was fortunate to share with some of the engineering departments in obtaining equipment from General Electric Corporation at a greatly reduced cost. The equipment obtained will be used exclusively for undergraduate instruction, particularly in upper-divisional laboratory courses in electricity and electronics.

The department added a new course, Physics for Secondary School Teachers, to its curriculum. This course is intended to augment the training of high school teachers of physics so that they can better prepare their students for a career in physics.

The department was able to introduce the new course just mentioned largely because of the forthcoming Institute for Teachers of Physics to be given in the first half of Summer Session 1955. The institute, sponsored by the National Science Foundation, is designed for high school and for college teachers of physics. The purpose of the institute is to improve the teaching of physics on all levels and to devise ways of attracting gifted students into the study of physics. Participants in the institute are drawn largely from the Rocky Mountain States although there are also members taking part from all over the United States.

B. Research

The research into the study of penetrating showers in the cosmic radiation by Professors Regener and Green has continued during the year. One of the graduate students,
Mr. Kenney, has been working on a large project to measure the absorption of certain components of the cosmic radiation in water. This apparatus, referred to as the "swimming pool," is located behind the Physics Building. Professor Green's two cloud chambers for investigating penetrating showers have been completed and put into operation. Much apparatus incidental to the use of the cloud chambers has also been finished. This study has been largely financed by the National Science Foundation for a total of $13,400 since 1952.

Professor Brown has been awarded $2,750 by the Research Corporation for a study of time variation of cosmic radiation. Professor Brown has completed apparatus that will allow him to perform measurements upon three aspects of the cosmic radiation. These are the neutron and the meson counting rates at ground level and the charged-particle counting rate at balloon altitudes. Pursuant to his studies on time variations, Professor Brown has also been directing calculations made by a graduate student, Mr. Wilson, of the orbits of charged particles in the earth's magnetic field.

Professor Regener has continued his work on the Air Force contracts, particularly in the writing of reports. The two contracts of research in Atmospheric Ozone and Zodiacal Light are in the process of being terminated.

Other research that is being carried out by graduate students includes an investigation of Cerenkov counters and their application to the study of cosmic radiation by
Mr. Kistler and the design and construction of electronic apparatus for investigating high-energy air showers in the cosmic radiation by Mr. Helmick. This research is financed by the department as part of its instructional program.

2. Plans for the Coming Year

The department was handicapped in obtaining graduate assistants for the next academic year both because of the value of the stipends which we could offer and also because of the delay which approval of the budget necessitated in making offers to qualified graduate students. A predicted increase in enrollment in sophomore classes for 1955-56, will necessitate increasing the number of graduate assistantships to at least seven and possibly even to eight. The department has obtained commitments at this date from only five graduate students, although another graduate student, who is planning on attending next year, will be able to handle a double load in teaching laboratories. The staff was disappointed in that only two new graduate students will be brought to the department by graduate assistantships for the next academic year.

The increasing enrollments both in the sophomore courses and also in the regularly assigned physics majors in undergraduate work will necessitate a somewhat increased budget if the department is to maintain its standards of instruction and research for all of its students. Some increase should
be included because $500 of the departmental equipment budget has already been allotted for next year and the year following to pay for the equipment obtained from General Electric Company as was discussed earlier. This expense is an exceptional addition to the normal departmental budget.

Essential to the development of any physics department is a machine shop in which the various apparatus for research can be constructed. The facilities which the department now has available are inadequate for the tasks required. Recently it was necessary to contract outside of the University for machine work on certain research projects. The experience was a most unhappy one. The expense was high and the quality of work done was not very satisfactory. Appendix "A" to this report contains a list of the shop equipment which, it is believed, represents the minimum amount of equipment that the department should have for efficient operation. It is not expected that the department be given money for all of this equipment at once; still, plans should be made to add such equipment, possibly as extraordinary expense, to the department as soon as feasible.

3. Long Range Plans

The most pressing problem of the department for long range plans involves the increasing enrollment in the sophomore laboratories. The department will have reached by next year the limit to which its present physical facilities can
be expanded. Either new and more extensive laboratory facilities must be provided, or a new scheduling must be devised in order to allow laboratory sections to be given in the morning hours. If the department is to be required to handle more students in the afternoon laboratories, a sum in the neighborhood of $3,000 would be needed for additional equipment to increase the number of sections that can be offered.

In any case, it appears necessary that graduate assistants be attracted in sufficient number and of high enough caliber to meet the demands that will be placed on the department in teaching sophomore laboratory sections. The number of students that can be satisfactorily taught in a single section by one laboratory assistant is definitely limited. The department has increased the number of students per section to 16; this number, it is believed, represents about the largest number of students that a single graduate assistant can handle effectively at one time. It must be remembered that the 16 students are not all performing the same experiment; rather, the students are divided into eight pairs, each of which is performing a separate experiment and each of which requires considerable individual attention from the laboratory assistant. Three such sections is all that can be reasonably asked of a graduate assistant as a full load. The amount of extra work that the graduate assistants can be asked to perform
in the way of reading examinations and problem sets for
the lecture courses is very definitely limited; and if
too much extra work of this kind is asked, the graduate
students will become dissatisfied. This not a trivial
matter, since comparison of the graduate assistant's load
must be made with that of other universities. We should
not demand more than the average, particularly if the
University of New Mexico continues to find it impossible
to raise the stipend of graduate assistants to a figure
closer to the average. In this matter, it is believed
that $1,600 would represent a minimum stipend. The reason
that this can be only a minimum is that the student is
expected to pay his fees. Many other institutions which
offer stipends in this neighborhood will also remit tuition
fees; this may amount to a considerable sum in the case of
private institutions. The present competition, among
universities for graduate students in physics, is indeed
keen.

There can be little doubt that the most desirable way
to handle increasing number of students in sophomore labora-
tory sections is to increase the number of graduate assistants
in direct ratio. Any attempt to hire a professional teacher
to handle such laboratory sections would be certain to end in
disappointment. In the first place, it would be impossible
to hire a person of even moderate training and mediocre ability
at the same rate that we pay our graduate assistants. The reason for this, of course, is that the graduate students realize the benefits in training that they will themselves obtain in handling the laboratory sections, and they are thus willing to accept a fairly low stipend. Such would not be the case for a physicist who has obtained even a Master's degree. Furthermore, the rates paid by the industry and government research laboratories, even to holders of Master's degrees in physics, are sufficiently high so that it would be very difficult to hire a person of any ability at all. A man holding a Ph.D. degree would not consider accepting a post in which he would do nothing but teach sophomore laboratories; it is doubtful that the holder of such a degree would accept a position in which he would be required to teach any sophomore laboratory sections at all. In partial resume, if it should be possible to hire a teacher on full time basis to take care of the sophomore laboratory sections, little would be added to the intellectual and scholastic aspect of the department.

On the other hand, an increasing number of good graduate students is vital to the continuing growth of any physics department. The presence of graduate students in a department instills an atmosphere of vitality even in the undergraduate classes that cannot be otherwise reproduced. The graduate students are also an inestimable help to the faculty
members in carrying out research. Most of the research which is done in the department is planned in such a way that it is an educational experience for the graduate student as well as a source of satisfaction both for the faculty members and for the graduate student who has completed an original problem. An increasing number of graduate students also means an increasing number of emissaries into the world of industry, government research, and also academic life. This results in an enhancement of the name of the Department of Physics and of the University of New Mexico. Such respect and good will, although difficult to measure on an absolute basis, is of obvious value.

One bright side in the increase in enrollment is the growing number of excellent undergraduate students majoring in physics. This has served to hearten the faculty of the physics department in its undergraduate instruction.

The night program whereby all upper division and graduate physics courses are given after 5:00 p. m. or on Saturday morning has been continued to the increasing dissatisfaction of the staff. Such an arrangement frequently involves having members of the staff teach mornings, afternoons, evenings, and Saturdays. This is fatiguing and is poor for the morale of the department. On the other hand, enrollments to keep the graduate courses going has depended upon night-time students. In the face of this impasse, it is hoped that some more workable agreement can be achieved with Sandia Corporation. An agreement whereby employees are
given time off during the working day to attend classes is not uncommon among industrial firms. Also, it has been reported that many applicants to Sandia Corporation have turned down offers of work because of the poor employee training program afforded by the Sandia Corporation. In view of these facts, it should be possible to obtain a cooperative program with the Sandia Corporation that would be agreeable to all parties.

4. Appointments to Staff

Dr. Norman T. Seaton from the University of California at Berkeley joined the staff of the physics department for the academic year 1954-55 to assist with the teaching in the department during Professor Regener's absence.

The Summer Institute for Teachers of Physics is bringing a number of distinguished guest faculty to the campus this summer, including Dr. Hans A. Bethe of Cornell University, Dr. William L. Parker of Reed College, Dr. George E. Pake of Stanford University and of Washington University at St. Louis, Dr. Charles F. Squire of Rice Institute, and Dr. William D. Walker of the University of Wisconsin. In addition faculty members of physics departments of twenty colleges and universities throughout the United States will attend the institute as participants.

5. Separation from Staff

None.

6. Publications

REGENER, V. H.

Various progress reports, scientific reports, and final
reports on Atmospheric Ozone and Zodiacal Light submitted to the Air Force Cambridge Research Center.

7. Completed Research Projects

As mentioned earlier Professor Regener's research contracts in Atmospheric Ozone and Zodiacal Light with the Air Force Cambridge Research Center are in the process of termination.

8. Outside Sponsored Research

National Science Foundation to Professors Regener and Green

Research in cosmic radiation, total grant $13,400, 1952-56.

National Science Foundation to Professor Green
Summer Institute for Teachers of Physics, total grant $18,500, 1955.

Research Corporation to Professor Brown
Time Variation of Cosmic Radiation, $2,750, 1955-

Air Force Cambridge Research Center to Professor Regener
Zodiacal Light and Atmospheric Ozone, approximately $235,000, 1948-1955.

9. Other Professional Activities

Professor Green attended the Science Fair at Socorro in April, 1955 in the capacity of a judge.

Professors Breiland and Green attended the Career Day at Highland High School and gave talks regarding employment opportunities as well as training prerequisites in the fields
of Meteorology and Physics respectively.

10. Activities in Learned and Professional Societies

Professor Breiland has been the president of the Albuquerque Chapter of the American Meteorological Society and has also served on the admission committee of the Society of the Sigma Xi.

Professor Green has served on the program committee of the Society of the Sigma Xi.

11. Travel and Study

Professor Regener has been on sabbatical leave during the year; he has been studying both in Switzerland and in Germany and has participated in scientific meetings in these countries as well as in Italy and in France.

Professor Green attended a Conference of Directors of Summer Institutes held at the University of Chicago under the sponsorship of the National Science Foundation on January 24 and 25, 1955.

Professor Brown attended a Conference in Cooperative Research held at de Pauw University under the sponsorship of the National Science Foundation on March 29 and April 1, 1955.

12. Gifts

The department has recently acquired the opportunity of awarding two sizeable scholarships to its undergraduate students. The first of these is the William Sterling Parsons Memorial Scholarship in Nuclear Physics. This is a scholarship
of $400 for the year that was established by Mr. Critchell Parsons in memory of his brother, the late Admiral W. S. Parsons. The scholarship is awarded annually upon the recommendation of the faculty of the physics department to an undergraduate major in that department, preferably a senior; in the absence of a suitable undergraduate major, it may be awarded to a graduate major. The award was first made in the year 1954-55.

The second scholarship is the Westinghouse Achievement Scholarship that will provide a stipend of $500 to the recipient during his senior year. The scholarship is awarded on the basis of achievement in academic work and demonstrated qualities of leadership. The first award of the Westinghouse Achievement Scholarship was made for the year 1955-56. The agreement with the Westinghouse Educational Foundation runs for a period of five years commencing with the academic year 1955-56 and extending through the academic year 1959-60, or until the Westinghouse Educational Foundation and the University should mutually agree that the scholarship should be terminated. After that time the scholarship will be continued depending on the conditions then existing.
THE UNIVERSITY OF NEW MEXICO

SCHEDULE OF EXTRA-ORDINARY EQUIPMENT NEEDS

Department of Physics

Biennium Beginning July 1, 1955

Tetronix synchroscope 514AD ...........................................$ 900.00

Engine lathe, South Bend, toolroom 16" x 8;
with motor, control, chucks and collets ..................... 3000.00

Tool-post turret, McCroskey 0-5 1/2", for
16" South Bend lathe .................................................. 185.00

Steel shelving and storage cabinets ................. 500.00

Milling machine, K and T #2-CHL, plain .......... 6500.00

Lathe tool-post grinder, Dunmore 5A ............... 325.00

Sheet metal box brake, Chicago W-30 ................. 425.00

Spot welder, Birdsell #130-T .................. 310.00

Metal Cutting Band Saw, Do-All ..................... 1800.00

Impedance bridge, Brown H-P 522-B ............... 295.00

Halogen leak detector G. E. Type H-1 ............... 605.00

Total .........................................................$14845.00

Appendix "A"
The Report of the Department of Psychology
July 1, 1954 - June 30, 1955
Geo. M. Peterson, Chairman

4. Appointments to Staff.

Mr. Thurlow R. Wilson was appointed to the staff, effective September 1, 1955.

6. Publications.

(b) Articles.


(c) Reviews.


7. Completed Research Projects.


8. Outside Sponsored Research.

Sandia Corporation, 1954-55, $20,000
Sandia Corporation, 1955-56, $25,000

Last year the Psychology Department had a contract with Sandia Corporation for investigation in the field of human engineering. The first task required six months to complete and resulted in a preliminary report. A second task was
assigned and will result in another report which will be submitted before August 1, 1955. The work has been under the joint direction of Drs. Weldon and Peterson.

The relationships in this work have proved very satisfactory and have resulted in the renewal of the arrangements. The problem for next year has been broadened considerably and concerns the study of efficiency in problem solving. Dr. Weldon will devote half his time to the direction of this study. The general direction will continue to be a joint effort of both Drs. Weldon and Peterson.

9. Other Professional Activities


Elected to membership in Sigma Xi, May 1955.

Keston: Talk: Understanding Your Child, Congregational Church, October 1954.

Talk: Adolescent Development, Junior High School Teachers of New Mexico Education Association, November 1954.

Talk: The Dynamics of Prejudice, Albuquerque Chapter of the National Association for the Advancement of Colored People, May 1955.

Elected to membership in Sigma Xi, May 1955.


9. Other Professional Activities (continued).


Talk: Psychology as a Science and a Practical Endeavor, Valley High School, May 1955.

Elected to membership in Sigma Xi, May 1955.

10. Activities in Learned and Professional Societies.

Keston: Elected Vice President, Southwestern Division, Music Teachers National Association, 1954-55.

Reappointed Chairman, Psychology of Music Section, Southwestern Division, Music Teachers National Association, 1954-55.


Norman: Elected a Fellow of the Division of Counseling and Guidance of the American Psychological Association, September 1954.

11. Important Study and Travel.


The Department made extensive revision of its course offerings, with a view to bringing them more into line with trends in the field. The major requirement was increased to 30 hours of courses listed in the Department.

There was extensive activity in non-credit institutes, organized as services to various groups in the community. Professor Ellis Scott conducted a 12-week institute for supervisory employees of the Public Service Company of New Mexico, and assisted in the Institute for Small Business, conducted by the College of Business Administration. Prof. Paul Walter, Jr., conducted a six week Leadership Institute for the Albuquerque branch of the National Association for the advancement of Colored People. The Department again co-sponsored, with the State Federation of Labor, the Second Annual Institute on Labor Relations.

2. Principal plans for the next academic year call for cooperation with appropriate state and local officials to qualify for funds expected to be appropriated by the Congress to subsidize juvenile delinquency prevention programs at the state level.
6. (a) Reviews


WALTER, PAUL, JR. Review of "Interrelations of Cultures: Their Contributions to International Understanding," (UNESCO), Southwestern Social Science Quarterly, XXXV (December, 1955) 4, 86.

7. Completed research projects.


9. Other professional activities.

Paul Walter, Jr., consultant to Crew Research Laboratory, Department of the Air Force.

Helen Ellis and Ezra Geddes conducted television series, sponsored by the University, on "Courtship and Marriage Problems."

10. Mrs. Ellis served on two national committees of the Council on Social Work Education.

Mrs. Ellis and Prof. Geddes served on the coordinating committee, Council of Social Agencies and the Community Chest.

11. Mrs. Ellis completed advanced study in social psychiatry at the Boston Psychopathic Hospital.
The Department of Speech started the first semester of the academic year with an 18 per cent increase in enrollment over that of the first semester 1953-54. The increase for Semester II, 1954 over that of Semester II, 1953 was about 5 per cent. The Department expects an increase of about 14 per cent during the coming academic year.

Out-Patient Speech Clinic

The Speech and Hearing Clinic has completed its fourth academic year with increased enrollments in both student and out-patient divisions. The Out-Patient Division closed the second semester with an enrollment of 33 children and adults.

In cooperation with the Elks Lodge in New Mexico, a diagnostic speech examination service has been instituted for cerebral palsied children. The Department of Speech conducted eleven clinics (on Saturdays) throughout the year.

Forensic Program

The forensic season was a very satisfactory one with signs of greater promise for the squad in the coming year. Many members of the forensic squad have drawn high praise for their performances before local service clubs. In the coming year we plan to further interest in forensics on the campus by promoting interfraternity and inter-sorority competition in debate. Following an established precedent, we entertained the University of London Debate Team on the campus in April. Following a television show in the afternoon, the international debate drew an audience of about 500 people for the regularly scheduled evening discussion.
State High School Speech Festival

This spring the State High School Speech Festival sponsored by the Department of Speech surpassed all previous festivals in numbers and quality of performance. Two hundred students representing some twenty high schools throughout the state were in attendance. Indications are that the festival will continue to grow and that it is a powerful stimulus toward the growth of speech activities in the high schools of the state.

Speech Day

Participation in the Annual Speech Day Intramural Contest was the largest ever. Some 75 students, freshmen and upperclassmen, participated.

Radio Studio

At the beginning of the academic year Professor Claude Hempen, part-time teacher, completed the building and installation of the control panel for our temporary radio studio. The completion of this control room has made it possible for us to do considerable recording and more practical training in the radio-television area. The Department of Speech has made its equipment and studio available to members of the UNM faculty and staff. In addition, the Speech faculty has offered its services in the field of technical or professional advice regarding recording, Hi-Fi systems, speaking, and manuscript reading.

Basic Communications Workshop

In the summer of 1954 the Departments of English and Speech offered a graduate workshop in basic communications. The workshop will be offered again in the summer of 1955.
Housing Needs

In view of present staff and available space the speech clinic is carrying a capacity load of cases. Mention has been made of the radio studio for recording programs for replay. These facilities are woefully inadequate. Air borne and ground borne sounds are easily detectable. For example, in taping programs for the Arid Lands Conference that were to be re-broadcast in many foreign countries, we were obliged to halt operations each time that a jet plane passed. Proper acoustic facilities, essential for recording any program of quality, would screen out all such adventitious noises. Naturally, this broaches the question of adequate housing for the Department of Speech. Plans submitted by the Department of Speech indicating possible housing have been in the hands of the vice-president for some time. The Department hopes that its needs and the possibility of converting the Girl's Dining Hall to fit its needs, at a relatively low cost, will be given careful consideration.

Appointments to Staff

At the beginning of the academic year Professor Claude Hempen joined the speech faculty as temporary visiting lecturer.
Fred M. Chreist

I. Professional Activities.


H. Paper: "The Place for Speech and Hearing Problems in Maladjustment" at Student Union Building, Highlands University, Las Vegas before Psi Chi psychological fraternity and members of the State Hospital staff. April 13, 1955.


II. Activities in learned and professional societies.

A. Member of the Speech Correction Committee of the Western Speech Association.

B. Member of the Curriculum Committee for Secondary School Speech Instruction of the Western Speech Association.

C. Secretary of the Arts and Science Faculty, University of New Mexico.
Wayne C. Eubank

I. Publications.

A. Books.


B. Articles.


C. Reviews.


II. Other Professional Activities.

A. Panel member of Speech Arts Program, Valencia County Public School Teachers Conference (Fall, 1954).


C. Several speeches before service clubs, church organizations, and educational groups.

D. Appeared on Edward R. Murrow's CBS television program, "SEE IT NOW" regarding intercollegiate debate question, Chicago, (Fall, 1954).

E. Appeared on MBC program "Sounding Board" regarding intercollegiate debate question, Colorado Springs, (Fall, 1954).

F. Judge for various local contests (American Legion, Toast-Masters, WCTU, etc.).

G. Member of Extension Division Committee-UNM.

H. Chairman, Contest Committee, American Legion.

I. Member, Board of Directors, Kiwanis Club.

J. Chairman, Club Ticket Sales, Kiwanis Circus.
III. Activities in Learned and Professional Societies.

A. National President--Tau Kappa Alpha.

B. President--Western Speech Association.

C. Member of the Executive Council--Speech Association of America.

D. Member of the Committee on Cooperation--Speech Association of America--American Forensic Association.

E. Member of Constitution and By-laws Committee--Western Speech Association.

F. Member of Publications Committee--Western Speech Association.

IV. Traveled over the western, northwestern, and northern parts of the U.S., Alberta, British Columbia, and the Yukon Territory (Summer 1954).
Cullen B. Owens

I. Reviews


II. Other professional activities.

A. Director of Forensics, University of New Mexico.
B. Director of New Mexico State High School Speech Festival.
C. Director of Annual Intramural Speech Day Contests.
D. Member of Library Committee, University of New Mexico.
E. Member of West Point Selection Committee for District III.
F. Judge, Oratorical Contest, Knights of Pythias.
G. Judge, District Oratorical Contest, International Optimist Club.

III. Activities in learned and professional societies.

A. Book Review Editor of Western Speech, Journal of the Western Speech Association.
B. Member of Committee on Publications, Western Speech Association.
C. Chairman of Auditing Committee, Western Speech Association.
D. Member of Committee on Contemporary Public Address, Speech Association of America.
E. Member of Research Committee, Tau Kappa Alpha, National Honorary Forensic Society.
Keith R. St. Onge

I. Reviews.


II. Professional activities.


C. Co-chairman with Mr. Charles Long of Panel discussion sponsored jointly by the New Mexico Speech and Hearing Association and the Albuquerque Child Guidance Center.


E. Speech pathologist to the Albuquerque Child Guidance Center and member of the clinical staff.

F. 48 hours of clinical service to the Elk's State Program in Cerebral Palsy in the University of New Mexico Speech and Hearing Clinic.

G. Speech to the New Mexico Speech and Hearing Association, March 7, 1955.

III. Activities in learned and professional societies.

A. Awarded BASIC CLINICAL CERTIFICATE IN SPEECH by the American Speech and Hearing Association, January 1, 1955.

B. New Mexico Speech and Drama Representative to the National University Extension Association Committee on Debate Materials, December 28-30, 1954, at Chicago Illinois.

C. Memberships are held in the following professional organizations:

   (1) New Mexico Education Association
   (2) Speech Association of America
   (3) American Speech and Hearing Association
   (4) Western Speech Association
   (5) New Mexico Speech and Hearing Association
I. **Significant achievements during the period.** Several new departures or changed emphases occurred during the past year, which are significant as showing what may be expected in the future. Three such changes will be mentioned: (1) certain curriculum changes, (2) an experimental program in the teaching of beginning accounting, and (3) a more conscious effort to cooperate with business men of the state.

**Curriculum changes.** The faculty has always been alert to the problem of proliferation of courses and the duplication of subject matter in existing courses. With these objectives in mind, and after thorough discussion, it was decided to make certain changes in the offerings in the area of business management. The changes, which have been approved by the University Curricula Committee and the Graduate Committee and which will become effective with the autumn term, are to delete the courses in **Personnel Management**, and **Public Utility Management**, change the name of **Industrial Management Policy** to **Human Factors in Administration** and to add a new course called **Business Policy**. The reasons for the changes are:

1. **Public Utility Management** has always been a restricted field with few students. A course somewhat similar in nature, **Government Control of Business**, is given by the Economics Department (Econ. 180).

2. **Personnel Management** is also somewhat restricted, and the essentials of this course will be covered in the proposed new course, **Human Factors in Administration**.

3. **Business Policy** (B. A. 190) will deal with specific functions of top management, and will be designed for Business Administration senior students. It will be given next fall as an elective, but later may be
required in certain of the concentrations. B. A. 190 should serve to
integrate more effectively the several specialized fields within the
College.

4. B. A. 195, now to be called Human Factors in Administration, will
include certain material previously covered in Personnel Management,
together with advanced theory of administrative processes and techniques.
Professors Parish and Finston have carefully organized B. A. 190 and 195
to eliminate duplication.

5. Lastly, we feel the proposed changes will allow us to operate more
efficiently in several areas, will make better use of faculty time and
resources, and should lower unit costs. In all probability, the two new
courses will have much larger enrollments than the two we will eliminate.

Experimental program in the teaching of beginning accounting. In the
beginning of the academic year we switched from the existing system of three
recitation periods per week with voluntary laboratories handled in the main by
graduate students and advanced under-graduates, to a system of two large
lecture sections per week with a two-hour compulsory laboratory section. The
objective of the change was mainly two fold: (1) to do a better job in train­
ing the beginning student and (2) to make more effective the use of teaching
personnel. Graduate students and advanced and well qualified undergraduates
were used in the compulsory laboratories.

The results of the first year's experiment as regards the first objective,
namely, to do a better job of teaching beginning students, has not been con-
clusive. Student grades after a year's trial were not significantly different
than were their grades during the three previous years under the old system.
However, it must be pointed out that the experiment was seriously handicapped
by changes in the Accounting teaching personnel during the year, when we lost
a man in the middle of the fall term (Dunbar) and another three weeks before
the fall term expired (Smith). While a replacement during the second semester
(Dilley) was made, there was still an apparent lack of coordination to make
the experiment a "fair" trial. The experiment will continue the following year when it is hoped more conclusive results will be obtained. At least one conclusion can be drawn: to be successful a plan of having large lecture sections and compulsory laboratories must have careful coordination between the materials covered in the lectures and the problems worked in the laboratories. It is expected that these problems, and others connected with the plan, will be solved during the second year.

As regards the second objective--i.e. more effective use of teaching personnel the results are again inconclusive. To be sure some money was saved, but whether this was at the expense of service to the students has not been answered.

Business community service. This phase of our work received new emphasis the past year. While the faculty continued to make the usual community contracts, participating in conferences, making speeches, etc.--special mention must be made of the Institute for Small Business which was organized, planned and conducted by Professors Parish and Finston. The sessions were held once a week for eleven weeks during the months of March, April, and May. Twenty-three were enrolled each paying a fee of $50.00. A different topic was covered each session with a member of the faculty or a leading business man leading the discussion and assisted by a panel made up of those competent to deal with the topic of the session. In all approximately 20 business men participated as panelists.

It is felt that the Institute was successful and plans are being formulated to sponsor similar Institutes in other areas of community interest in the future.
II. Significant plans and recommendations for the next academic year. For the coming year no new plans for expansion in new areas are contemplated. Faculty additions will be replacements of those who have left the staff the past year.

We will need several additional machines for the course in Office Machines and Accounting, and it is hoped that the present budget will stand the expense. For the following year the Equipment item in the budget should be increased to $2,500.00.

III. Long range plans. Discussions of long range plans—next 5 to 10 years—must be on the assumption that student enrollment will be up sharply, perhaps 50% by 1960. The faculty of the College of Business Administration are deeply concerned about the problems that will arise from this increase, and already proposals are being considered to deal with the matter. Among the proposals are the following:

1. Increased salaries, not only to recruit necessary additions to the staff, but to hold members of the present staff. We have already felt the keen competition from other colleges of business for staff members and, apparently, the best way to meet this competition is to raise salary levels. The salary situation is serious, and will get worse in the next few years. Of course, we are faced with competition from another source, namely, from industry and government. This latter competition always has been with us to a considerable degree, but it is sharper now than ever before. Present salary scales should be increased on the average of at least $1,000 per year per faculty person in the next few years.
2. Increase the "productivity" of present staff. Proposals along this line are to offer basic courses less often, consolidate or eliminate certain courses, and to use assistants (graduate students or well qualified undergraduates) in the larger classes. Classes will be much larger in the future and we must plan to handle them, and we are convinced that much can and will be done in this regard. We must also plan to care for the necessarily smaller classes, especially those classes at the graduate level.

To effectuate such a program two outstanding problems, essentially administrative, present themselves. (1) the first one is the recruitment of assistants, and this depends on the existence of a strong graduate program. This means that we must build up our graduate offerings, hire men who will attract capable graduate students, and increase the stipend of graduate assistants. There are probably two main reasons why capable seniors continue into graduate work. One is to receive an advanced degree from an institution that has a strong program in the field of their interest and to study under capable instructors; and the other is an inducement in the way of an adequate stipend for living expenses. Probably the first of these reasons is the stronger of the two, especially as regards the type of graduate assistants we would like to attract. Experience the past several years in recruiting capable graduate students, especially in accounting, has not been encouraging. Competition in this area from other universities has been sharp perhaps even sharper than in the case of staff members. Students with bachelor degrees seem more willing to accept lucrative jobs in industry than to work for an advanced degree. It is estimated that when we go to a system of large classes some ten to fifteen graduate assistants will be required. (2) The second major problem has to do
with the necessity for more large classrooms. In the next few years it is not unreasonable to suppose that to give the basic courses in Business Administration in large lecture classes will require space to offer from eight to ten such classes in rooms that hold from 300 to 400 students. It is realized that it will take time and money to provide such physical accommodations, but now is the time to start planning along this line for the situation that will prevail three or four years hence.

Building needs. In the last biennial report a strong presentation was made regarding the building needs of the College of Business Administration, and reference is made to that report.

Now that a year has passed and the picture of the impending large increase in enrollment more clearly defined, the need for such a building is even more apparent, and especially, it must be noted, the need for class rooms that will seat up to three or four hundred students. It is strongly recommended that serious consideration be given to the problem of additional instructional space, and to the particular needs of the College.

In the section above estimates are given of the number of large classes which we may expect to have within the next four years. The necessity for a number of large classrooms is the most pressing problem, even taking priority over more adequate office space for the College and its faculty.

The past year considerable necessary repair work has been done on Yatoka Hall, the "home" of the College. While this work has resulted in the more effective use of the building it, of course, has not solved the problem of additional space.
IV. **Appointments to staff.**

Professor Merrill Dilley, Head of the Department of Accounting at Drake University, February 1 to June 1, 1955 (to replace Professor D. M. Smith, Jr.)

Dr. Rudyard B. Goode, Assistant Professor of Business Administration and Statistician of the Bureau of Business Research September 1, 1955.

Professor Karl Christman, Assistant Professor in Business Administration, September 1, 1955

Eileen Rogge DeDea, Instructor in Business Administration, September 1, 1955.

Dr. Alfred C. Welch, Assistant Professor of Business Administration, September 1, 1954.

V. **Separations from staff.**

Associate Professor Daniel M. Smith, Jr., January 1, 1955. (Granted one year’s leave of absence to become State Comptroller.)

Associate Professor John Dunbar, January 1, 1955.

Lorene W. Auld, Instructor in Business Administration, June 1, 1955.

VI. **Publications**


C. Reva, Virginia, "His Imagination" Sentinel, April, 1955, 24-25.


VII. Completed research projects.
None.

VIII. Outside sponsored research.
None.

XI. Other professional activities.
Virginia Reva gave a radio broadcast October 8, 1954 on the topic "Office Machines." During the year Mrs. Reva has given fourteen talks and reviews to various groups in Albuquerque and the State. On January 2, 1955, she received the Pro Ecclesia et Pontificie Cross from Pope Pius XII, being one of three women in the Archdiocese of Santa Fe so honored. The award is made once every five years. Among her other activities Mrs. Reva has taught a 42-hour course in "Effective Bank Letters" for the American Institute of Banking. Class members were recruited from local bank employees, March through May, 1955. She also taught a 12-week course in "Business English" in the UNM Community Evening College, February through May, 1955.

Lorene W. Auld, while a part time instructor during the first semester, earned four hours of credit toward the Masters degree at the University of New Mexico.

V. L. Auld was accepted for membership in the New Mexico Society of Certified Public Accountants, American Institute of Accountants, and the American Accounting Association. His consulting work has consisted of accounting system designing and tax advice to several small businesses and individuals. During the year he has audited the tax law course given in the School of Law.
Perry Mori has engaged in several radio programs and has done consulting work in tax matters and accounting systems. During the year he became a member of the New Mexico Certified Public Accountants, the membership being received through reciprocity from the State of Illinois.

Dr. Alfred C. Welch was appointed a consulting editor of the *Journal of Applied Psychology*. He was a judge in an essay contest sponsored by the local Sales Executive Club.

Howard V. Finston had done business consulting work the past year, he administered a course in personnel management at Manzano Base, instructed a group of Air Force reserve officers in Air Force Administration, and was an active participant in the Small Business Institute. In addition he gave a number of lectures and speeches including four lectures to the Public Service Company's "human relations" program, a speech before the Institute of Labor Relations (sponsored by the New Mexico Federation of Labor and the Department of Sociology), he was a guest speaker before the annual meeting of the New Mexico Association of Automotive Parts Wholesalers, and was the annual banquet speaker of the Albuquerque Gravel Products Company.

William J. Parish has engaged in numerous professional activities during the year; giving a number of speeches, radio programs, participating in conferences, etc.

Eva M. Glaese has been active in a number of learned and professional societies including Delta Pi Epsilon (graduate fraternity in Business Education), Pi Lambda Theta (year book chairman), Phi Gamma Nu, and Sigma Alpha Iota (Treasurer of local chapter). She is a member of the national Office Management association and the United Business Education Association. She attended
the Mountain-Plains conference, a division of the U.B.E.A., on June 16-18, 1955 in which she was an active participant.

William H. Huber gave a number of speeches during the year to various groups in the state. He conducted his annual law review course given to the graduates of the New Mexico College of Law in preparation for the Bar examination. He has engaged in law practice to a very limited extent.

Robert K. Evans has done consulting work in the field of investments and other outside professional activities. He was on leave the second semester.

X. Activities in learned and professional societies.

Vernon C. Sorrell is on the endowment committee of the Southwestern Social Science Association.

Virginia Reva is a member of the Board of Directors of the Albuquerque chapter of the National Office Managers Association; Chairman of state membership of the National Business Teachers Association, and a member of the Facts and Figures of the American Business Writing Association.

Howard V. Finston was made a member of the Sub-committee on the Teaching of Inter-Regional and International Trade, of the American Marketing Association.

XI. Important study and travel.

Robert K. Evans was on sabbatical leave the second semester studying in the field of investments under a 1955 Fellowship of the Joint Committee on Education representing the American Securities Business. The studies took him for several months to Wall Street in New York City.
Vernon G. Sorrell was on sabbatical leave the first semester for the purpose of study and travel in England and the continent of Europe.

XII. Gifts.

We were happy to learn that the Alonzo Betrain McHillen memorial scholarship was established by the Occidental Life Insurance Company for a freshman in the College of Business Administration. The scholarship covers the cost of room, board, and tuition for the freshman year. The award was made this first year to Charles Leonard Francis of Capitan, New Mexico,

(The activities of the Bureau of Business Research during the past year is the subject of a separate report prepared by the Director, Ralph L. Edgel.)

Vernon G. Sorrell
During the year 1954-55 the College of Education has been concentrating on a study of the instructional program and on assessment of the purposes the College should serve. Changes in state regulations pertaining to teacher certification have motivated somewhat the current study of the teacher education program, although this study has extended beyond mere concern for certification requirements. A College Committee on General Education has made proposals for strengthening the general education of all prospective teachers and studies are now being made of the professional preparation required of teachers. The staff in graduate education is planning a study of requirements and programs for graduate degrees in the next year.

The College of Education conducted a program for 21 Guatemalan educators during the period October 27 to December 11, 1954. This program was conducted under terms of a contract with the U.S. Office of Education. Dr. L. S. Tireman served as director of the project with other staff members participating in the special seminars.

Dean Spain has also concentrated this year especially on development of relationships with school systems throughout the state. He appeared on three programs at the annual NMEA meeting, has spoken to fifteen teacher groups in the state, has appeared before eight PTA groups, has worked as a member of The New Mexico School Study Council, has served as a consultant to the Cooperative Program in Educational Administration, and has participated
in numerous civic activities. In addition to in-state professional responsibilities, Dean Spain has also participated in numerous national activities. He served as chairman of a visitation committee to the School of Education, Utah State Agricultural College, and as chairman of a similar committee for the School of Education, University of California at Berkeley. He participated in the annual meeting of the American Association of Colleges for Teacher Education and The Association for Supervision and Curriculum Development.

The enrollment in the College of Education increased from 551 in Semester I, 1953-54 to 609 in Semester I, 1954-55. The enrollment during Semester II of the current year was 64 more than the enrollment of Semester II, 1953-54. Enrollment of students in elementary education showed a slight increase this year, although the enrollment in secondary education is still much greater than in elementary education. Degrees given by the College of Education during the current year are as follows:

- Bachelor of Arts in Education: 39
- Bachelor of Science in Education: 48
- Bachelor of Science in Health and Physical Education: 23
- Bachelor of Science in Industrial Arts Education: 9

**Retirement of J. W. Diefendorf**

Dr. Diefendorf has recently accepted an appointment in teacher education in Ecuador. This appointment is under the aegis of the Foreign Operations Administration and is for a period of two years. Dr. Diefendorf is therefore retiring from active service in the College of Education. Dr. Diefendorf came to the University in 1928 and has rendered fine service to the state.
As enrollment in the University increases and as the College of Education expands its services, the following problems and needs will require attention:

1. Selective recruitment of prospective teachers. Vigorous efforts will have to be made to attract more and abler students into preparation for teaching. This need is especially acute at the elementary school level.

2. Increased services to public schools in the state. Eventually the College may need to organize a Bureau of Research and Service, or some similar unit. At the present time the College needs to continue providing consultative services, assistance to local schools on specific educational problems, and research on problems of major concern to the educational profession in New Mexico.

3. Advanced professional study. Increasing interest is being shown in the state for opportunities for doctoral study. Other state supported institutions have indicated their desire to support development of a doctoral program at the University. The staff of the College should be strengthened prior to initiation of a doctoral program and careful study of the kind of program to be developed will have to be made.

4. Expansion of the College program. One of the pressing needs of the College is to develop a program for the education of guidance workers and counsellors. Another area which should be strengthened is history and philosophy of education and comparative education. As enrollment increases in elementary education, it will be necessary to add a staff member in this area also.
5. A building for the College. The College of Education should be housed as soon as possible in a modern building with appropriate facilities and services. It would also be desirable to have a campus school for observation and demonstration purposes.

THE DEPARTMENT OF ART EDUCATION

The Department of Art Education has now been settled and organized in the temporary-type building H-1 recently vacated by the Department of Electrical Engineering. During the current school year certain cabinet work was completed and other renovations took place ending with the painting of most of the interior, integrating the two large rooms and creating classroom space for two laboratory type classes of about 35 students maximum each.

Enrollment in the classes offered by the department has been at maximum peak in those classes planned for elementary education majors. It is felt that with the anticipated increased enrollment in elementary education in general, a third section of Art Education 17 and 18 will have to be planned for in the near future. Enrollment in the Art Education Workshop, an in-service class organized several years ago at the request of Mr. John Milne for elementary teachers of the Albuquerque Public Schools, has maintained its average of about 25 students. Art Education 30 and 31, Techniques of Design Education, meeting the art education needs of many home economics majors, have also maintained their average enrollment. The courses set up for art education majors such as 48 and 49, and 124 and 125, showed some increase during the past year, with an anticipated increase for the future.
to be brought about by the changing requirements affecting teacher certification in New Mexico.

The current assistants in the department include Miss Eleanor Matthews, from the University of Oregon, as Teaching Assistant, and Miss Betty Jane Maxwell, from Sul Ross State Teachers College, Alpine, Texas. It is anticipated that Miss Matthews will remain for another year as Teaching Assistant in the department.

During the summer session, Professor Steven Fuller was Visiting Professor in the Department of Art Education, while Professor Masley was away as Visiting Professor on the campuses of the University of Washington at Seattle, and the University of Oregon at Eugene; a period of four weeks was spent at each of the schools where he offered courses in art education. During those periods he had a one-man painting and print exhibition at the Henry Gallery in Seattle, and at the Student Union Gallery in Eugene. While on the campus of the University of Washington, Professor Masley was one of the principal speakers at the one-week elementary education conference, speaking on the topic of children's art. And while in Eugene, he spoke on art in the elementary school as a member of a summer lecture series offered weekly at the university.

Early in the fall semester, Dr. Masley appeared with Dr. Wellick on the latter's radio program, "Career Counsellor," participating in a discussion of art education as a career for prospective teachers. Dr. Masley was a member of the Library Committee, Chairman of the Committee on General Education in the College of Education, and was elected to
membership on the Executive Committee of AAUP. He is a council member of Pacific Arts Association, Speakers' Committee, and The New Mexico Art Education Association. He also judged and evaluated the School Arts Exhibits at the New Mexico State Fair, and wrote a feature article for SCHOOL ARTS magazine on the topic of a creative approach to children's arts exhibits in our state fairs. Dr. Masley offered a workshop in art education in Farmington, New Mexico; this was followed by a ten-week extension course in Farmington for a class of thirty teachers and administrators. Two of his prints were on exhibition at the Museum of New Mexico in Santa Fe, and he furthered his research through Organized University Research, dealing with the documentation of art education in the Indian Schools of New Mexico.

A puppetry workshop, although offered by the Department of Elementary Education, was conducted in the classrooms of the Art Education Department, and Saturday Morning Children's Art Classes were offered during the summer and during the regular school year as usual.

THE DEPARTMENT OF ELEMENTARY EDUCATION

1. Achievements:
   a. Increase in size of classes. Education 124, "Teaching Science in the Elementary Schools" enrolled 45 students. Because the course requires a great deal of laboratory experience it was necessary to create two divisions. If the large enrollment (40-50) continues in all our classes, it is possible that more divisions will be needed in the near future.
b. Dr. McCann planned a conference on Literature for Children and Youth, on April 23. Approximately 400 individuals representing 19 school systems attended the conference.

c. Under Dr. McCann's leadership the class in Children's Literature, in cooperation with the Albuquerque Public Library, sponsored a Book Fair. Approximately 4600 people, including 115 groups of children from 38 public, private, and parochial schools visited the Fair.

d. Increase in enrollment in student teaching. For the first semester we had 15 students enrolled, for the second semester 21. It now appears that the enrollment in student teaching will be increasing next year.

2. Plans and Recommendations:

a. Upon the basis of increased enrollment reported above, it is probable that an additional staff member will be required in 1956-57 to handle the student teaching.

b. Interest in early childhood education continues to grow. In view of this interest and need, it seems that in the near future the Department of Elementary Education might well plan a curriculum which would specifically prepare teachers to teach in the kindergarten. This could be done by substituting some current elective courses for some of the required courses. It is unlikely that any new courses would have to be added to the present offering.
c. Summer Laboratory School. This school continues to grow. This year we have had more applications than it is possible to accept. It is becoming increasingly difficult to find adequate space for the school on the campus. If that situation continues it may be necessary to close the campus Demonstration School. Such a move would indeed be unfortunate since the school serves as an observation center for students enrolled in the Child Development Workshop and in the Methods courses during the summer. In the summer of 1954 some 1,000 observers used the school during the six-week period.

3. Long Range Plans:
   a. Need for increase in staff members as mentioned above.
   b. Revised curriculum for kindergarten teachers.

4. Appointments to Staff:
   None

5. Separations from Staff:
   None

6. Publications:

7. Research Project:
   None

8. Outside Sponsored Activities:
   None
9. Other Professional Activities:

Dr. Kathleen McCann:

- Chairman of the A.A.U.W. in New Mexico.
- Educational Director of the Albuquerque Opportunity School.
- Has served as group leader and resource person in numerous conferences in counties and cities of the state.
- Directed a study of Taxes and Finances of Public Education in Four New Mexico cities. This was part of a national study sponsored by the A.A.U.W.

Dr. L. S. Tireman:

- Acted as consultant for Elementary Principals, Colorado Springs.
- Was Coordinator of the Guatemala Seminar, October 27-December 11.
- Has continued as consultant for the Puerto Rico Study in New York City.

10. Activities in Learned & Professional Societies:

Both Drs. McCann and Tireman are members of various professional societies. Miss McCann has served as a member of the Governing Board of the U.S. National Committee for Childhood Education for three years and in April was re-elected to that office.

11. Study and Travel:

None

12. Gifts:

None

THE DIVISION OF HEALTH AND PHYSICAL EDUCATION AND ATHLETICS

The University of New Mexico offers courses leading to both graduate and undergraduate degrees in physical education. Minors are offered in Athletic Coaching and Health Education. We continue to have no difficulty
in placing our graduates in the field both in and out of the state.

The activities program for both men and women includes wide sports participation in Intramurals, Intercollegiate Athletics (for Men) and two years of activities for all freshmen and sophomore students.

Construction of a new physical education building has been approved in the amount of $1,650,000. This will give the University one of the finest plants in the Southwest. It will not only relieve our present crowded conditions, but will enable us to plan an expanded program in both activity and academic offerings.

Accomplishments in the graduate section include 16 graduate students for 1954-55. Seven will receive M.A.'s in 1955. To facilitate development of the graduate program, it is requested that the budget for 1955-56 include $1,000 for equipment to be used in the various phases of research, including measuring instruments. The graduate section also requests the assistance of three graduate assistants for 1955-56, and that the next opening in the department be filled with a person holding a Doctor's degree.

The departmental offerings need expanding at the graduate level in the areas of health, safety, and recreation if we are to meet the competition for graduate students by the other colleges both in the state and the Southwest area.

DEPARTMENT OF PHYSICAL EDUCATION FOR MEN

A sports education program is the essence of the required work for freshmen and sophomores and consists of such activities as tumbling,
gymnastics and apparatus, speedball, basketball, volleyball and touchfootball, tennis, riflery, swimming, and other individual sports. Elective courses, such as golf, horse-back riding, folk and country dancing, are offered.

The aim of this department is to teach various activities each semester in the required classes in a sufficient amount to obtain for the student a proficiency above the novice class. Audio-visual aids are used and a growing film library is being established.

Enrollment in activities classes has steadily increased although all ROTC students are excused from participation in required physical education. As tests given ROTC students have proven that they could benefit from activity courses, we hope in the future they too will participate. The overall picture indicates a wider interest and participation.

The Men's Physical Education program is still hampered by continuous interruptions by the use of the gymnasium by other university activities and community projects. Immediate steps should be taken, if possible, to relieve this condition, as 18 scheduled class periods were forfeited during Semesters I and II.

Appointed to the staff this year, we have Bill Stockton as basketball coach and associate professor of Physical Education.

Our curriculum in Physical Education for men compares favorably with any school in the country with the exception of a course in camping activities. An attempt was made to remedy this in 1953 when a course was submitted to the Curriculum Committee. However, it was turned down because of lack of funds and facilities. The new gymnasium should rectify
this situation. Requirements as set forth by the State Board of Education concerning general education and professional requirements are fully met and no changes are contemplated in our curriculum for majors and minors.

It is recommended that at least two graduate student assistants be authorized and assigned to assist the regular instructors in physical education classes, especially in those classes in which the enrollment exceeds 60 students.

During the year members of the staff have been active in the community and state filling many speaking engagements and participating widely in programs dedicated to civic and state-wide enterprises. Mr. Bob Titchenal, Mr. Woodrow Clements, and Mr. George Petrol spoke in a number of communities throughout the state at banquets, and at the close of their respective sport seasons.

Most members of the men's staff have served on one or more standing campus committees as well as civic, area, and national committees. Mr. George White was a member of the Public Schools Recreational Committee, New Mexico State Chairman of the National Olympic Committee, and a member of the NCAA Tennis Committee. Dr. Lloyd Burley was state chairman of Southwest District of AAHPER, and is chairman-elect of the same for 1955, chairman of the College Section of New Mexico Association of HPER, and member of the Executive Committee of the New Mexico Association of HPER.

As graduate advisor, Dr. Lloyd Burley has had many speaking engagements on the campus and throughout the state. His research has resulted in the following publications:


**DEPARTMENT OF PHYSICAL EDUCATION FOR WOMEN**

Through health, physical education, and recreation as a part of education the Department of Health and Physical Education for Women provides opportunities and experiences which will help in the total development of the individual. Besides the regular objectives of teacher preparation, leadership preparation in recreation, etc., the department provides recreation for the faculty, staff, and students.

Each member of the Department has participated in the State Association at NMEA and at the Southwest District Convention of the American Association for Health, Physical Education, and Recreation. College women participated in Sportsdays at Las Vegas, Tucson, Silver City, and in national intercollegiate telegraphic meets in bowling. They also were active in the Student Section of the NMAHPER at NMEA and at the Southwest District Convention of AAHPER in Las Cruces. The men and women majors and minors formed a professional club under the leadership of Miss Gladys Milliken and Dr. Lloyd Burley.

The department started action research in the Santa Fe County School System to determine the most suitable activities for physical education in the elementary schools. Dr. Juana Laban of Santa Fe gave master classes in dance, and Dr. George Anderson of AAHPER spent a day in an advisory capacity to faculty and students. Miss Elizabeth Waters initiated the Experimental Open Class Lecture Series, and directed
the Dance Workshop at Sam Houston College at which eleven states were represented. Miss Evelyn Glasebrook served as president and state coordinator of the New Mexico Board of Women Officials. Leadership was provided in the state to raise standards of high school girls' interschool programs through the New Mexico High School Activities Association in District Meetings, planned for administrators and physical education instructors. Miss Frances McGill represented the Department at Portales, Vaughn, and Tucumcari. Miss Mercedes Gugisberg was presented the honor award of the Southwest District of AAHPER at the Convention in Las Cruces.

It is hoped that a definite plan for recruitment of majors will materialize in the near future. The department is planning cooperative work with school systems in elementary physical education; assisting high school instructors; providing consultant service to schools in developing health education programs, recreation education, and physical education programs. The extramural program for women is to be expanded and curriculum revision providing for outdoor education and training in civilian defense is being considered.

It is imperative that two problems in the administration of Carlisle Gymnasium must be resolved giving priority to physical education classes and the intramural program in use of facilities and control of the use of the gymnasium by children.

An increase in the Staff is essential, including one person in health education, another in physical education, a graduate assistant, and a full-time secretary. (Conversion of the gymnasium for use of the women planned.)
It is recommended that a desirable campsite in the Jemez or Taos Mountains be acquired for use by students and faculty in recreational and instructional programs. It is felt that faculty recreation should be organized; the extramural program for women be expanded; members of the physical education faculty be allowed time to experiment, write, and publish; and conferences, institutes, and clinics be provided to assist the schools in developing health, physical education, and recreation programs.

The Department of Physical Education for Women has completed the following research projects:

"A Comparative Study of Health Knowledges of College Freshmen, Seniors in the College of Education, and Physical Education Majors."

"Improvement of a Basketball Test Through Item Analysis."

Members of the Women's Department have participated widely in their field of professional activity as indicated in the following:

Evelyn Glasebrook
New Mexico Board of Women Officials, President and State Coordinator.

Mercedes Gugisberg
Member of Panel on Improving Mental Health in Our Community for the Bernalillo County Mental Health Association
Vice-President for Health Education of the Southwest District of the American Association for Health, Physical Education, and Recreation
State Membership Director for AAHPER
Committee on Vocational Guidance for AAHPER
Chairman of the Constitution Committee for the New Mexico Association for Health, Physical Education, and Recreation (NMHPER)
Member of the Executive Committee of the Southwest District of AAHPER
Member of the Necrology Committee for the American School Health Association

**Frances McGill**

Advisory Committee of the Southwest District of AAHPER

Past-President of the NMAHPER and member of the Executive Committee

State Basketball Chairman for National Section on Girls' and Women's Sports

Member of the New Mexico Board of Women Officials

Nominating Committee for NSGWS

Historical Records and Exhibits Committee of AAHPER

National Badminton Examining Committee

**Gladys Milliken**

Secretary of the New Mexico Committee of NSGWS

Legislative Committee of the Western Society of Physical Education for College Women

**Elizabeth Waters**

Lecture-demonstration for the Dance Section of the Southern District of AAHPER in Tulsa

University Dance Workshop in lecture-demonstration at the State AAUW Convention in Albuquerque

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

The University of New Mexico is a member of the Skyline Athletic Council. Mr. George White, Head of the Division of Physical Education, assisted by Mr. John Dolzadelli, Manager of athletics and Director of Intramurals, are the administrative officers directly in charge of the athletic program, subject to the Dean of the College of Education and the Chairman of the Athletic Council. At the varsity level, our teams
have competed satisfactorily in the following sports: football, basketball, track, baseball, tennis, wrestling, swimming. When talent has been available, at the varsity level, Lobo squads have competed in skiing and rodeo events.

The policy of the University of New Mexico Athletic Council and the Division of Physical Education is that occasional and sporadic sports should be supported whenever talent and money is available.

THE DEPARTMENT OF HOME ECONOMICS

During the past year, the Home Economics Department has continued to offer to students four majors, one in Teacher Education, one in Teacher Education and Dietetics in the College of Education, and one in Dietetics, and one in general Home Economics in the College of Arts and Sciences. Students in General College may also take Home Economics. The graduates with a major in Home Economics Education are qualified to teach in the Federally-aided schools of the state. Until the beginning of the fiscal year of 1953, this Department has been the only one in New Mexico which has offered training for dietitians. Students may also enroll as minors in the Department with a major in some other field of Education, or of Arts and Sciences, or be a major in any of the other colleges such as Fine Arts, or Business Administration.

As young people are marrying younger, many students who enroll in Home Economics do not remain to graduate. There is also an increased number of married students taking Home Economics and many marry immediately upon graduation. These two factors affect the number who graduate, and also reduce the number who after graduation seek gainful employment or
employment except in a limited area such as in or near Albuquerque.
Of the twelve majors this year, three were married when they were
seniors and three married immediately after graduation.

This year there was one of the largest groups and also one of
the highest ranking groups of students to graduate that there has been
for several years. There were eleven majors in Home Economics Education,
two of that number also having a combined major with Dietetics, and one
Dietetics major in Arts and Sciences. There were two minors whose majors
ranged from Mathematics to Art Education. Three of the girls were
elected to Phi Kappa Phi, and all except two majors belonged to Kappa
Omicron Phi, home economics honorary fraternity.

Only two of the Dietetics majors will intern, one at Massachusetts
General Hospital in Boston, and the other will serve in the Women's
Medical Specialist Corps as a second lieutenant and receive her training
at Brooke Army Hospital in San Antonio.

There are many opportunities for majors in home economics who are
trained to teach or have dietetic training. Of the girls seeking employ-
ment, and because of lack of marital ties were free to go to any area,
all were employed as of July 1 except two. Most of the girls who are
trained to teach go into the public schools, but two this year have been
employed by the U. S. Bureau of Indian Affairs.

It is more difficult to check on the minors as many of them take
home economics so that they will become homemakers.

The Department of Home Economics not only serves majors and minors,
but also acts as a service department for majors in other courses. Home
Economics 53 and 54, Food for the Family, may be taken to fulfill the requirement for laboratory science. This year there were men as well as women enrolled in Home Economics 53. Home Economics 104, Nutrition, is offered primarily for physical education majors but is also helpful to majors in Elementary Education. Many majors in Elementary Education take the course Child Development, Home Economics 138. Of fifty-five students enrolled in the course in the fall of 1954, about three-fourths were majors in Elementary Education. The course, Family Relations, Home Economics 128, will also be taken by Sociology majors instead of that department's offering an upper division course. Majors in some of the other colleges also take other home economics courses as electives. Some of these are: Clothing Selection, Clothing Construction, Textiles, Home Nursing, Home Management, Home Planning, and Housing Furnishings.

Staff

In 1954-1955 the staff of the department consisted of the following members:

Mrs. Grace L. Elser, Chairman of the Department, Food & Nutrition, and Teacher Education.

Miss Florence Schroeder, Child Development and Home Management.

Miss Imogeane McMurray, Clothing and Textiles and House Furnishings.

Miss Georgene Barte, Foods and Nutrition.

Effective July 1, 1955, Miss Georgene Barte resigned to accept a position as Regional Home Economist with Wheat Flour Institute. Her headquarters will be Chicago, but she will serve the Northeastern states. A replacement has not yet been employed.
Professional Growth and Activity

The members of the staff have continued to participate in campus, community, and state organizations and activities. A Professional Home Economist Club was organized in Albuquerque in the fall of 1952 and the four home economics teachers of the University continue as active members. They also belong to the New Mexico Home Economics Association and the New Mexico Education Association. Mrs. Elser has served as Councilor of the New Mexico Home Economics Association during 1954-55, and is Chairman of the Mary Gillespie Grant-In-Aid Fund of that organization. Each year an award is made to a senior home economics student enrolled in one of the five New Mexico state institutions of higher learning.

Mrs. Grace Elser attended a workshop on Administration of Home Economics at Iowa State College during the summer of 1954. She then made an extensive tour of states in the north, east and south, stopping at a number of colleges and visiting their home economics departments. Among them were Iowa State College, Kansas State College, the University of Nebraska, Cornell University, and the University of Louisiana, paying particular attention to physical plants, including layout and equipment. Visits were also made to places of cultural and professional interest such as Chicago, Toronto, Montreal, Quebec, Boston, New York, Washington, D. C., Nashville, Natchez, and New Orleans.

In November, 1954, Mrs. Elser attended the Pacific Regional Conference on Teacher Education in San Francisco and stayed for part of the Home Economics sectional meetings of the American Vocational Association. In April, 1955, she attended a four-state conference (New
Mexico, Arizona, Utah, and Nevada) on Supervision of Home Economics.

Mrs. Elser, though not a member, attends the meetings of the New Mexico Dietetics Association. She also again served as judge of the Cherry Pie Contest for the 1954 New Mexico State Fair, and has talked on Nutrition and Meal Planning to the Dames Club. Mrs. Elser and Miss Georgene Barte are both members of the New Mexico Nutrition Committee.

Miss Georgene Barte has served as president of the New Mexico Dietetics Association during 1954-55. As such, and also as representative of the Nutrition Committee and the New Mexico Home Economics Association, she helped to promote the legislation for enrichment of white flour and bread in the New Mexico Legislature. This bill was passed and signed by the Governor. Much credit for it is due Miss Barte and the members of her committees.

Miss Barte has served as sponsor of Kappa Omicron Phi, a home economics fraternity. As the bi-annual conclave of the organization will be on this campus in August, 1955, Miss Barte and members of the University chapter have been very busy getting the organizational work done which is necessary for a successful national meeting at which 70 to 100 delegates are expected.

Judge of foods and canned products of the Women's Division of the New Mexico State Fair, and member of the Committee to select "Mrs. Albuquerque" for the Mrs. America contest, (who later won the title of "Mrs. New Mexico"), were among some of the other professional community activities which Miss Barte undertook during the past year.
Miss Florence Schroeder spent the summer of 1954 collecting data for her doctoral dissertation, "An Exploratory Study of Beliefs and Practices of Jemez Pueblo Indians of New Mexico Pertaining to Child Rearing in the Pre-School Years in Relation to Educational Status of the Mother."

During 1954-55 she has been a national board member of the National Parent Education Association; was regional chairman of the Family Life and Child Development committee of the American Home Economics Association; is a member of the Education Committee of the Albuquerque Branch of the American Association of University Women; is a member of the Board of the Presbyterian Community Center; member of the Board of the School for Exceptional Children in Albuquerque and has been serving on the State Planning Committee for the Social Welfare Conference which is to be held at the University of New Mexico in October, 1955.

Miss Schroeder has also given talks to a number of community groups one of which was a class on Family Finance which she conducted for the men at Kirtland Air Base in Albuquerque last fall.

Miss Imogeann McMurray traveled through the East, visiting places of historical and cultural interest during the summer of 1954.

She has done an outstanding job as sponsor of the University Home Economics Club. The organization furnished some funds to send two student delegates to the meeting of the American Home Economics Association in San Francisco in July, 1954.

Members of the Home Economics College Clubs of the five state institutions of higher learning which offer home economics, had their
regular annual meeting in Sara Raynolds Hall, the home economics building on the University campus during the New Mexico Education Association meeting in October, 1954. Miss McMurray, as sponsor of the local College Club, has been very active in making the state meeting a success.

She has also served as judge in the selection of "Mrs. New Mexico" for the Mrs. America Contest this past year.

A scholarship has been awarded Miss McMurray by the Institute of Life Insurance, to study Family Finance at the University of Denver, July 11-August 19, 1955. She hopes to be able to adapt this information to home economics classes.

Pi Chapter of Kappa Omicron Phi, which is open to junior and senior majors and minors in Home Economics, of high academic and professional standing, was granted its charter on the University campus in 1936. As mentioned previously, it is planning to hold the national bi-annual conclave here in August, 1955. The Chapter has as its chief money-making project, the making and selling of about 300 pounds of fruitcake. For the last several years this has been made at the Girls' Dining Hall so as to make use of the large equipment and oven space which is available there. All this is done before Thanksgiving and the cakes sold before Christmas.

Space and Equipment

The Department has continued to be spread through three buildings, Sara Raynolds Hall houses a foods laboratory, a lecture room, a combination dining and living room, office space for two staff members, pantries,
storage and locker room for students and staff, and toilet facilities. About two-thirds of the barracks known as R-1 is also used by this Department. In February, 1953 the large lecture room was converted into a clothing laboratory. This room is also used as a lecture room for home economics classes. The barracks also houses office space for two staff members, a secretary's office, storage rooms, a tiny student lounge, a small student reading room, and toilet facilities.

The house at 1621 Roma, N. E., owned by the University, is still being used during the fall semester for the Nursery school and during the spring semester as Home Management House. It is not fully satisfactory for either.

Some large equipment was purchased for the Department. A fifteen foot Amana Freezer was secured at a large price reduction from the factory for the Home Management House. A similar twenty-five foot Amana Freezer has been bought, under the same plan, for the foods laboratory at Sara Reynolds Hall. It will be used with the eight-foot chest type freezer and the refrigerators for storage purposes and to teach food preservation.

An automatic Zig-Zag Singer sewing machine has been purchased for the clothing laboratory in R-1. Small pieces of equipment have been replaced as necessary.

Projected Growth of the Department, Enrollment and Need for Physical Facilities

In a recent survey made by the Chairman of the Department of Home Economics, based on the probable increase in enrollment during the next
five years, it was found that courses which are now offered alternate semesters would need to be offered each semester; class sections would increase from one or two per semester to as many as three and four; that Home Management House and the Nursery School which are now offered only once each semester will need to be offered each semester, requiring facilities for a year-round Nursery School in addition to a Home Management House to be operated to capacity both semesters. The results of the survey were as follows:

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<td>Sec. Ed.</td>
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<td>10 1-1 1-1 1-1 1-1 1-1</td>
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</tbody>
</table>

*Plan to make this one 3 hour course  
**This course will be also available to Sociology Majors

Physical Plant

As stated in previous biennial reports, there continues to
be a great need for new facilities for Home Economics. This is shown in the projected enrollment increase. It will not be satisfactory to remodel Sara Raynolds Hall for this purpose as sewage disposal is inadequate for large foods classes, and for needed laundry equipment. As enrollment will undoubtedly increase with the expected University growth, laboratory space is not adequate and the remodelling of available floor space would be too expensive. Dressing space for students and staff is insufficient. The present lecture room in Sara Raynolds Hall is also too small for large classes and it is indicated that a partition wall cannot be removed from the north room without completely rewiring the building.

The University owned building, known as the Home Management House, at 1621 Roma, N. E., is off the campus, thereby making it difficult to have needed campus police protection. No one lives there except during the time it is operated as a Home Management House. It would be much more satisfactory if Home Management and Nursery School were closer to the other home economics activities. It seems desirable to sell the property at 1621 Roma, N. E., which is in a restricted residential neighborhood, using the money derived from its sale as part of a fund to build and equip new home economics facilities on the campus.

In 1947 the barracks, R-1 was moved in adjacent to Sara Raynolds Hall to be used as temporary quarters. As this is on the main street near the entrance to the campus, it would improve the appearance of the campus if R-1 were moved as soon as sufficient space can be arranged for home economics classes and offices which are housed in it.
New facilities should provide sufficient space for all phases of Home Economics and for an expanding enrollment. As better use could be made of them if they were part of a unit, adequate provision should be made for foods and nutrition laboratories, clothing laboratories, a textile laboratory, and classroom space. This space might be provided as a part of a new building for the College of Education. Additional facilities should be provided for a Home Management House and a Nursery School.

The University should look toward and plan to offer graduate work in Home Economics. At the present time little is offered in New Mexico and requests have come to the University that such work be offered. As a beginning this might be in Home Economics Education and in Child Development.

An adequate up-to-date physical plant for the Department of Home Economics is a necessary part of the growth of the University to serve the people of New Mexico on an undergraduate and graduate level.

THE DEPARTMENT OF SCHOOL ADMINISTRATION

The Department of School Administration for the past year consisted of the following personnel:

Dean Emeritus S. P. Nanninga, Chairman
Dr. E. H. Fixley
Dr. L. H. Johnson

Dean Nanninga was on leave from the University during the first semester of the past school year revising the text on Problems
of Education in New Mexico.

He was elected president of the local chapter of the NMEA and represented the University at the NMEA Council meetings.

Through the efforts of the NMEA in behalf of higher institutions legislation eliminating parts of the law of the state Educational Retirement Act was passed thus clearing the way for social security coverage. Permissive legislation concerning social security of the University faculty was passed.

Dr. Leighton Johnson is leaving the department to go to Michigan State University and Mr. Frank Angel has been employed in his place.

Activities of Dr. E. H. Fixley

Attended and participated in Annual Fall Conference of North Central State Chairmen held at Jackson's Mill, West Virginia.

Addressed joint meeting of Higher Institutions and Secondary Principals during NMEA Convention.

Addressed Rotary Club in Clayton and Kiwanis Club in Gallup.

Conducted inquiry on Vaughn school situation.

Host for one month to Mr. Teofilo C. Gallardo, an education official from the Philippines, at the request of the U. S. Office of Education to instruct him in our methods of school evaluation.

Organized and conducted evaluations for possible North Central membership at Valley High School, Albuquerque; Northern New Mexico Normal School, El Rito; and McCurdy High School, Santa Cruz.

Addressed student teachers' group on "Legal Aspects of the Classroom Teacher's Position."

Attended annual meeting of North Central Association in Chicago.

Appointed to membership on Committee on American Dependents' Schools to inspect and evaluate secondary schools maintained by military forces overseas.
Visited each North Central member school in the state.
Commencement addresses at Hagerman, Corona, and Bernalillo.

Activities of Dr. L. H. Johnson

Publications


Campus Activities

As Library representative of the College of Education, devoted about one fourth time to building up the Education collection in the University Library.

University Committees:

Athletic Council, Secretary
Academic Freedom and Tenure Committee
Committee on University Honors Program

Appointed Director, University Honors Program, September, 1954.

Member planning committee for campus chapter of Phi Beta Kappa.

Off-Campus Activities

Talks to several groups in community, including Phi Delta Kappa, American Association of University Women, United Student Christian Fellowship, high school groups, and others.

Spoke to Superintendent's Section, NMEA, on "Some Promising Personnel Policies," in annual NMEA convention, October, 1954.

Book Review Editor, New Mexico School Review.
Member Planning Committee (Executive Committee) of the National Conference of Professors of Educational Administration.

Member State Committee of the Southwest Cooperative Project in Educational Administration.

Participated in several cooperative research projects of the SNCPEA.

THE DEPARTMENT OF SECONDARY EDUCATION

The year for the department members has been a planning one. Efforts have been directed toward the innovation and revision of a professional education program for students preparing to teach in the secondary schools. New teacher certification requirements adopted by the State Board of Education include a minimum of 48 hours in general education and 24 hours in professional education. The planning of a functional program for preparing secondary teachers within the 24 hours has been the objective of the department. The major change that can be definitely stated at this time is that the student teaching program will be enlarged in terms of credit hours and activities. The present status of development is now one of coordinating the thinking of personnel in the departments of the College preparing teachers for secondary schools.

Dr. J. W. Diefendorf, senior member of the staff, has served the department the past year on a two-thirds time appointment basis. He has been largely concerned with supervision of the program of practice teaching, a program that has involved 140 students during the year.

The activities of Dr. Ivins, Associate Professor in the department, and Dr. Crawford, Chairman of the Department, may be briefly synthesized as follows:
Dr. Wilson H. Ivins

A. Publications


B. General Professional Activities

1. Participation in preparation of Policy Statement as member of NMEA Policy Commission.

2. Consultant to faculty in-service education project, Socorro Public Schools.


5. Speeches, English Department Section, Student Council Association, joint meeting Secondary Schools and Higher Education Departments of NMEA at state convention.

6. Numerous talks to PTA's, FTA groups, etc.

7. Participated on New Mexico Coordinating Council of High Schools and Colleges--elected active member.

8. Planning and participation in College of Education TV campus conference.

9. Lecturer in the Seminar for Teachers from Guatemala.

C. Teaching

1. Regular assignment, UNM academic year.


D. Campus Activities

1. Special committee on classroom usage and schedule.
2. Publications Committee

3. Chairman, Aims and Objectives Committee

Dr. Bonner M. Crawford

A. Publications and Research

1. Chairman of three completed Master's Theses.

2. Director of 22 completed research problems, for Research Seminar under Plan II.

3. Chairman of Committee to Evaluate the Sophomore Proficiency English Examination.

B. General Professional Activities

1. Chairman State Curriculum Steering Committee, New Mexico Department of Education.

2. Member executive committee, Central Area, Cooperative Program in Educational Administration.

3. Lecturer in the Seminar for Teachers from Guatemala.

4. Lectures to the Women's P. E. Department in-service training program on measurement.

5. Member Evaluation Committee for Admission of Valley High School (Albuquerque) to the North Central Association.

6. Speeches:
   a. Central Area, Cooperative Program Educational Administration
   b. Mathematics section, NAHEA State Convention
   c. High School Assemblies at Truth or Consequences; Lordsburg; Western High School; Silver City.
   d. Six to Service Clubs and PTA's

7. Group leader Tri-State ASCD Convention at Santa Fe and participant at ASCD annual convention, Chicago

C. Teaching

1. Regular assignment, UNM academic year.

2. An extension class each semester, Belen, New Mexico.

D. Campus Activities

1. Policy Committee

2. Executive Committee, AAUP
Dr. William B. Runge

Dr. William Runge continued to be director of the student teaching program and was also appointed State Supervisor of Distributive Education. Dr. Runge allocates his time half and half between these two responsibilities. In the latter part of the year he was called to Washington, D.C., by the Office of Education in order to serve as a consultant for the preparation of published material in the field of distributive education.

Dr. Runge has also served the past year as Secretary of Phi Delta Kappa, a very active honorary organization in education, and his effectiveness in this position has contributed much to the success of the fraternity.

Publications:


In addition, Dr. Runge has written, and now awaiting lithograph, two much needed monographs, titled:

1. Handbook for Student Teachers
2. Directed Teaching Programs

EDUCATION PLACEMENT BUREAU

Despite the general plenitude of teaching positions, the Education Placement Bureau has continued its activity at about the same pace as in former years. We like to think that this reflects a continued confidence of school administrators in the recommendations of the Bureau and a growing recognition on the part of prospective teachers of the value of institutional
placement service. Although the Bureau is busier at some times than at others, its activity is by no means seasonal. Confidential folders are being brought down to date, references secured, and correspondence conducted throughout the year. More and more the Bureau is becoming an established port of call for those administrators who wish to conduct personal interviews with possible candidates. The better to serve such visitors, a pleasant conference room where interviews may be held in privacy has been provided. Both superintendents and registrants appear to be grateful for this added effort to render better service and it is felt that the Bureau has solidly established itself as a public relations agency. In addition to serving the educational needs of New Mexico, the aid of the Bureau in securing good teachers has been enlisted by school officials of Alaska, Arizona, California, Canal Zone, Colorado, Idaho, Iowa, Michigan, Nebraska, Nevada, Oklahoma, Oregon, Texas, Washington, and Washington, D. C., as well as by various federal agencies. Interviews have been arranged for out of state school administrators as follows: California 7, Arizona 3, Washington, D. C., 1, and Amarillo Air Force Base 1.

A statistical summary of the activities of the Bureau follows:

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<th>Description</th>
<th>Figures</th>
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<td>Total registrants in files</td>
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<td>New registrants July 1, '54--June 30, '55</td>
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</tr>
<tr>
<td>Calls for teachers July 1, '54--June 30, '55</td>
<td>328</td>
</tr>
<tr>
<td>Teachers placed July 1, '54--June 30, '55</td>
<td>107</td>
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<tr>
<td>By Bureau</td>
<td>102</td>
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<tr>
<td>By Self</td>
<td>5</td>
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<tr>
<td>Income from registration fees July 1, '54--June 30, '55</td>
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</tr>
<tr>
<td>Expenditures (supplies etc.) July 1, '54--June 30, '55</td>
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The Report of the College of Engineering  
July 1, 1954 - June 30, 1955  
Marshall E. Farris, Dean

Detailed information regarding the various departments in the college will be found in the attached reports from the department chairmen. This report will deal with the more general aspects as it pertains to the present and future development of the college.

EDUCATIONAL PROGRAM. The educational program sponsored by the engineering college for this year covered the following:

1. An undergraduate program on the campus in five fields leading to the bachelor's degree.

2. A graduate program on the campus in three fields leading to the master's degree.

3. A graduate program offered in the evening at Los Alamos.

4. A graduate program offered in the evening at Holloman Air Base.

5. An evening credit program on the campus.

6. An evening non-credit program on the campus.

All of the above programs will be continued next year, and it is probable that some of them will be expanded.

It has been our policy to restrict evening offerings by the college to graduate students in Albuquerque as well as at Los Alamos and Holloman Air Base. A student can, however, take the first two years of the engineering program through the extension division or the evening credit program.

The undergraduate enrollment on the campus has increased about ten per cent each year for the past two years, and the enrollment has exceeded six hundred students for each semester of this year. The undergraduate
enrollment in the evening credit program and at Los Alamos and Holloman
has added about fifty additional students to the undergraduate program.

The graduate program has enrolled approximately one hundred students
each semester of this year. So far, the graduate program has developed in
three departments, with the largest number in electrical engineering, the
next largest in mechanical engineering and the remainder in Civil Engineer-
ing.

FACULTY. The following significant changes have taken place in the
engineering faculty over the past year.

1. Professor R. W. Tapy resigned as chairman of the electrical
   engineering department effective March 1, 1955. Professor
   Tapy will continue to teach full time in the department.

2. Dr. R. K. Moore has been appointed associate professor of
   electrical engineering and acting chairman of the department,
   effective September 1, 1956.

3. Dr. R. C. Dove has been appointed associate professor of
   mechanical engineering, effective September 1, 1955.

4. Dr. C. S. Stoneking is returning to the campus after a leave
   of absence for this school year. He will replace Professor
   A. J. Radosevich who has had a temporary appointment for the
   past three years.

5. Professor A. P. Bailey is returning to the campus after a
   leave of absence for the past two and one half years to teach
   in Thailand. He will replace Professor Fred Prevost who has
   had a temporary appointment for the past two years.

6. Dr. R. J. Ferm has been appointed assistant professor of
   chemical engineering, effective September 1, 1955.
President Popejoy has authorized a third staff member in chemical engineering, effective September 1, 1955.

Dr. R. A. Hessemer, assistant professor of electrical engineering resigned, effective July 1, 1955.

Dr. R. L. Ferm, assistant professor of chemical engineering resigned, effective July 1, 1955.

As of August 1, 1955 no satisfactory applicant has been found for the position in either electrical or chemical engineering. It is becoming progressively difficult to find suitable men to replace or supplement the present staff, and the gradual increase in enrollment will ultimately require additional staff.

Professors A. P. Bailey and E. E. Blankley have been transferred to the mechanical engineering staff from Industrial Arts, beginning with the next school year and Professor G. R. Brown has been assigned to the College of Education. In the physical plant, the woodworking department has been assigned to the College of Education and the metal working departments will remain under mechanical engineering. This change will eliminate industrial arts in the College of Engineering and establish industrial arts education in the College of Education.

Budget. Since the war years, the College of Engineering has received sufficient funds to meet the undergraduate teaching load, but not enough to go beyond this point. The University is located in a strategic spot as regards atomic development and the oil and gas industry; yet we are not exploiting the educational possibilities offered by these developments.

The salary scales in the college of Engineering, particularly for the rank of associate professor and up, are not adequate to attract and hold the type of staff needed for future development. The starting salary for associate professors should be at least $6,000.00 on a nine
months' basis and the starting salary for full professors should be at least $7,500.00 on a nine months' basis. Even these salaries are not competitive in the engineering market today.

The regular expense and equipment budgets for the different departments meet minimum requirements for the laboratories, but they are not adequate to keep the laboratories up to date, nor do they reflect the increase in enrollment. Also the question of graduate students and their impact on the expense and equipment budget particularly in civil, electrical, and mechanical engineering needs to be considered. The evening non-credit program has also added to the expense and equipment costs in certain departments, but no allowance for this cost has so far been made in the budgets.

The departments with a large undergraduate enrollment as well as a graduate enrollment will also need laboratory help in the form of a laboratory technician.

GRADUATE PROGRAM AND RESEARCH. The graduate program has developed in the fields of electrical, mechanical and civil engineering, and these fields should continue to get the bulk of all graduate students in engineering. A decided majority of the professional engineers in this area is concentrated in the three fields mentioned above, and this group will account for most of the students interested in graduate work.

A research program should be encouraged, by supplying the necessary staff and funds, in all departments of the college, but particularly in those departments with a developed graduate program. It is hoped that the departments can attract a reasonable amount of sponsored research in the near future to help carry the burden of costs in this field.
Eng. Experiment Station

(1st paragraph)
5. A permanent building to house the freshman and sophomore drawing classes. These classes in the architectural engineering department are very poorly housed at present.
The time is approaching when the administration should give thought to a full or part-time staff member in charge of the engineering experiment station. The right person in charge of the station could attract research projects to the college and tone up the whole research program.

PHYSICAL PLANT. This subject has been thoroughly covered in the departmental reports, but I will mention two changes. The electrical engineering department moved into the new electrical building in September 1954 and is in the process of getting established. The office of the Dean of Engineering was moved from the mechanical engineering building to the electrical engineering building in September 1954. The office formerly occupied by the Dean of Engineering has become the office for the Chairman of Mechanical Engineering.

RECOMMENDATIONS. The following list will summarize the more urgent recommendations made in the body of the report for the College of Engineering.

1. A more realistic salary schedule for the ranks of associate and full professors.

2. A supply and expense budget that takes into account replacement as well as maintenance and also considers all factors such as undergraduate, graduate, and the evening non-credit program.

3. A laboratory technician for each of the departments of electrical, mechanical, and civil engineering.

4. A full or part-time staff member to assume the responsibility of the engineering experiment station. It would be his duty to promote research within the college and to attract sponsored research to the college.
The Report of the Department of Architectural Engineering
July 1, 1954 – June 30, 1955
John J. Heimerich, Chairman

1. Achievements:
   - Shelving installed (built by the Arch. E. Faculty) for periodicals and books. Value $400.00
   - Storage space installed for design plates. (Designed and built by the Arch. E. Faculty) Value $250.00
   - Peg board installed for display of designs. 500 square feet, approximate area. (Installed by Arch. E. Faculty) Value $300.00

   - Inauguration of a five-year program for Architectural Engineering.
   - Equip fourth drawing room for Freshman drawing courses. Approximate cost, $2,000.00.
   - Drawing boards for design students, cost $400.00.
   - Two filing cabinets, cost $200.00.
   - Shelving for storage of additional drawings and display of materials, cost $300.00.

3. Long-range plans.
   - New building for Freshman courses in Architectural Engineering to replace building, E2. Approximate area to be 10,000 square feet.
   - Equipment for work shop, cost $1,000.00.
   - Photographic equipment, cost $500.00.
   - Duplicator, cost $200.00.
   - Two typewriters, cost $340.00.
   - Secretary's desk, cost $170.00.
   - Calculator (electric), cost $450.00.
   - Blue print or ozalid printing machine, cost $3,000.00.
4. Appointments to staff.
   Assistant Professor Donald P. Schlegel, Sept. 1, 1954.

5. Separations from staff.
   Associate Professor Charles E. Stoneking, transferred to Civil Engineering Department, July 1, 1954.

6. Publications
   a. Workbooks.
      HEIMERICH, JOHN J., HUZARSKI, RICHARD G., STONEKING, CHARLES E., GAFFORD, WILLIAM R., NORRIS, FRANK F.:
   b. Articles.

7. Completed research projects.
   None

8. Outside-sponsored research.
   None

9. Other professional activities.
   a. Heimerich, John J.
      Lectures
      Illustrated lecture on the University of Mexico City given at Carlsbad High School, Dec. 17, 1954.
      Illustrated lecture on Artificial Lighting given to the Illuminating Engineers' Society, Jan. 25, 1955.
      Illustrated lecture on Contemporary Architecture of Mexico City, presented to the Naval Reserve Research Co. 8-7, February 23, 1955.
a. Heimerich, John J. (cont)

Consultancies


Several small architectural commissions.

b. Huzarski, Richard G.

Lectures

Lecture on Elementary Education in Europe, presented at Montezuma School, April 19, 1955.

Radio program.

Talked on Drafting as a Profession, Jan. 29, 1955.

Consultancies

Several engineering commissions and mapping commissions.

Consultant for uranium Company of Utah.

c. Gafford, William R.

Lectures

Lift Slab Construction, Naval Research Co. 8-7, June 1, 1955.

d. Schlegel, Donald P.

Lectures

Member of panel on Contemporary Furniture and Work of Rudi Schindler, Architect, May 8, 1955.


Consultancies

Employed by Ferguson and Stevens, Architects, summers of 1954-55.

Architect for experimental house in Lawrence, Kansas.
Lectures

Lecture on Significance of Drafting, presented to Drawing Class of Highland High School, April 13, 1955.


Radio program

Member of panel on discussion of Drafting as a Profession, January 29, 1955.

Consultancies.

Several small architectural commissions.

10. Activities in learned and professional societies.

a. Heimerich, John J.

American Institute of Architects

Corporate member

Committee member on student affairs and Junior Associates.

Attended all state meetings and one regional meeting at Phoenix, Arizona, April 28-30, 1955. Visited approximately 90% of practicing architects' offices in state of New Mexico.

American Society for Engineering Education.

Member

Attended section meeting, Norman, Oklahoma, April 8-9, 1955. Chairman of Resolutions Committee.

Institutional representative, 1954-55.

b. Huzarski, Richard G.

American Society for Engineering Education

Member

Attended section meeting at Norman, Oklahoma, April 8-9, 1955.
b. Huzarski, Richard G. (cont)

American Association of University Professors
Member

c. Gafford, William R.
American Society for Engineering Education
Member

d. Schlegel, Donald P.
American Institute of Architects
Attended all state meetings

e. Norris, Frank F.
American Institute of Architects
Junior Associate member
Attended three state meetings and one regional meeting at Phoenix, Arizona, April 28-30, 1955.
American Society for Engineering Education
Member

11. Important travel and study.

a. Schlegel, Donald P.

b. Norris, Frank F.
Attended Iowa State College, Ames, Iowa, Summer-'54.

12. Gifts

a. Public Service Company of New Mexico, $250.00 prize money per year for architectural design. Winners for 1955 were: First place, George Corfield, second place, William McConnell, third place, Keith Burcham.

b. Tile Council of America award of $25.00 for an Architectural design won by Keith Burcham.
c. Architectural Engineering Design Faculty award of an architectural book to the outstanding sophomore student, Hildreth L. Barker, to the outstanding junior student, James A. Woods, and to the outstanding senior student, Kenneth Hansen.

d. New Mexico Concrete Products Association block house competition. Second prize of $250.00 won by William McConnell, and four honorable mentions of $50.00 each won by Tommy Dils, Mike Del Nastro, Kenneth Hansen, and Morris Rippel - all five students in Architectural Engineering Dep't at U.N.M.
1-2-3. ACHIEVEMENTS, PLANS AND RECOMMENDATIONS

The Visual Aid Program which the Chemical Engineering Department has experimented with for the past several years for instructional and entertainment purposes, was continued during the academic year of 1954-55. These Visual Aids have met with such an enthusiastic response from the students that a weekly visual education hour, convenient to the undergraduates, is again contemplated for next year. Departmental observation indicates that these visual aids, together with our field trips, have helped a great deal in presenting material academically in a more interesting and instructive manner.

The readjustment in the curriculum which was introduced last year to provide for a more flexible choice of electives; an opportunity to service a night school and the Los Alamos Laboratory; and to provide area interest involving the petroleum and natural gas industries has worked out satisfactorily. Although we still regard our program as experimental rather than a standardization, the Department wishes to go on record as opposing any change in the Ch. E. curriculum from the current offerings (catalog 1955-56) until more definite information as to the trend in Chemical Engineering education has been evaluated by the faculty.

The Research program, unduly affected by lack of adequate departmental personnel and proposed engineering curricula changes, has continued chiefly around the processing and economic evaluation studies of New Mexico resources. Process data and economic evaluations of perlite, vermiculite...
and pumice, and the decomposition of gypsum for the lime and sulfur which are of industrial importance, have been the chief research concern of the two-man department. Since January 1953 the Department has carried on studies involving the correlations of results from physical tests with the chemical composition of Portland cement and cement aggregates. These correlations are being determined with the view in mind that from a few rapid tests the approximate strength of the cement may be predicted without waiting for a seven or twenty-eight day test of concrete cylinders.

The Chemical Engineering Department, keenly aware of the tremendous impact of atomic energy and nuclear engineering, and the enviable position of the Engineering College so well situated between Los Alamos and Sandia Base, has conducted a seminar in this important field since 1949. The seminar has consisted of 10 to 12 one-hour lectures given in the fall semester to the senior class. The participants have been the staff and senior class members. During the interval of years the results have been so gratifying that the department recommends that a general course be set up in the Engineering College in order that all engineers may have an opportunity to become better acquainted with this important field. The Chemical Engineering Department, having a charter member of the Nuclear Engineering Division of the A.I.Ch.E. on its staff, will continue to instruct the undergraduates in this important subject.

Through its association with the chemical and petroleum industries in this section of the country, the Department has formulated plans to bring to the department outstanding, employed company engineers to give a series of lectures on an important phase of engineering practice. Topics suggested by the companies have been: 1) Methods and case history of the economic evaluation of one of their present processes; 2) Factors of
design with the accompanying blueprints of an existing process;

3) Development of a product from their laboratory to commercial acceptance including financing. These are a few of the topics mentioned for discussion. This approach by industry to an unaccredited department certainly indicates a spirit of cooperation on their part. The companies suggested that not more than a period of ten days could be devoted by them to this project. In all probability the nature of the program would be that of the "short course", so popular in many sections of the country.

It is the aim of the Department to look forward to an early attempt at accreditation, the re-establishment of graduate work toward the M.S., and the acquisition of industrial fellowships, when the minimum department requirements of personnel have been satisfied. The requirements are definitely stated in "Qualifications for an Accredited Undergraduate Curriculum of Chemical Engineering", prepared by the Ch. E. Education and Accrediting Committee of the American Institute of Chemical Engineers.

Chemical Engineering is one of the major engineering curricula, as listed in the Interim Report of the ASEE Committee on Evaluation of Engineering Education and the ECPD Educational Committee, and should have an opportunity for growth in the Engineering College equivalent to other departments. The observation made in the Biennial Report, January 1, 1953 to June 30, 1954, is pertinent to this year and reiterated in this report as follows:

The most significant recommendation from this Department for the next academic year is the hiring of the necessary staff. In contrast to the other engineering departments, the Department of Chemical Engineering
does not have a service department for any other curriculum on the campus, although the undergraduates of the Department take courses in many of the other curricula. Any member of the Chemical Engineering Department would certainly be capable of helping in the service courses for the Engineering College, and, in being allowed to do so, could shift personnel in such a way as not to burden two men with all the professional courses -- a procedure which the Department has been following, but does not regard as sound for professional training.

As a consequence the Department chairman has consistently taught more credit hours than the chairmen of the other departments in the Engineering College and a similar committee and teaching assignment faced the other member of the two-man staff.

The Department is gratified with the response of industry to the caliber of men who have graduated from the Department. Company Placement Personnel, who contemplated only a courtesy visit to the Campus, have returned or kept in contact with the Department. Not only have we succeeded in the placing of our graduates in positions above the average salarywise, but also have placed our undergraduate sophomores and juniors in beginning-engineering positions for the summer months in sections of the country embracing the Midwest, Southwest and West Coast.

The Department, from its establishment, has tried to accumulate and tried to practice a little ingenuity in building apparatus suitable for undergraduate instruction and we do not feel our requests in the Special Equipment Budget have been out of line in comparison to the other major engineering curricula departments in the Engineering College.

The evaporator and accessories have appeared for several years on the Special Equipment Budget and apparently enjoyed a high priority at one
time, but unforeseen extraneous factors have relegated it to limbo. The
Department presents the same Special Equipment Budget as in former years:

1. Evaporator and Accessories                      $9,049       1955-56
2. Water Treating and Softening
   Equipment (Ion Exchange)                      1,016       1956-57
3. Size-Reduction Equipment and
   Separation                                      947       1957-58
4. Autoclave, Magne Dash                         1,145       1956-57
5. Glass-lined Processing Equipment              1,981       1955-56
6. Circulating-Air Oven for
   Drying Experiments                            759       1956-57

The Chemical Engineering Building, as such, was not completed. The
Department through faculty and student help has built two small buildings
on the Engineering Quadrangle in which to store chemicals that should not
be housed in the main building, and also a Laboratory in which halogenation
reactions were carried out in glass-lined equipment borrowed for the
experiments. The roof of the main building is being used for further
experimental work. The building, with sufficient space for such items
as: crushing and grinding laboratory; design room; storage; small shop
facilities; dark room; graduate research and high pressure laboratories,
extc., should be completed before the influx of students within the next
three years.

4-5. FACULTY

The staff as of the end of the school year, June 1955, consisted
of T. T. Castonguay, Ph.D., Professor and Chairman; and R. L. Fern, Ph. D.,
Assistant Professor.

On May 6, 1955 Dr. R. L. Fern, in a letter to Dr. France V. Scholes,
Academic Vice-President, submitted his resignation as Assistant Professor
for the coming school year, 1955-56.
Dr. T. T. Castonguay had applied for a sabbatical leave in February 1955 which was granted by the Board of Regents of the University in March 1955.

PROFESSIONAL ACTIVITIES

Thomas T. Castonguay:

a) American Chemical Society 1954-55  
b) American Institute of Chemical Engineering 1954-55  
c) American Society for Engineering Education  
d) Secretary-Treasurer, New Mexico Society of Professional Engineers 1954-55; aided in establishment of Roswell Chapter of NMSPE  
e) Consultant: Cement Industry and Uranium Industry  
f) Member of Joint Commission appointed by the Albuquerque City Commission and Albuquerque Chamber of Commerce to make an objective and impartial investigation relating to proposed ordinances concerning air pollution, the additions to the master plan of streets, and the proposed changes in zoning.  
g) Subeditor, Publication Series, University of New Mexico  
h) Attended regional meeting of Southwest Section of the American Society of Education at Norman, Oklahoma, April 8 and 9, 1955.  

R. L. Ferm:

a) American Chemical Society 1954-55  
b) American Institute of Chemical Engineers 1954-55  
c) Counselor, Student Chapter, American Institute of Chemical Engineers 1954-55  
d) New Mexico Society of Professional Engineers

TRAVEL

The sophomores and juniors accompanied by Drs. Castonguay and Ferm made a field trip to the Borger-Pampa area, April 14-17, to visit the industrial establishments of the Phillips Chemical and Petroleum companies, and the Celanese Corporation of America; and to the Los Lunas area.
The sum of forty dollars in personal donations from individual alumni has been received to begin a technical library for the Student Branch of the A.I.Ch.E.

Signed:  
T. T. Gastonguay, Chairman  
Dept. of Chemical Engineering
2. ACHIEVEMENTS

Student Enrollment and Degrees Granted:

Following is a table of the enrollment in the Civil Engineering Department for the academic year July 1, 1952 to June 30, 1953, and also for the academic year July 1, 1954 to June 30, 1955.

<table>
<thead>
<tr>
<th>Academic Year July 1, 1952 to June 30, 1953</th>
<th>Sem. 1</th>
<th>Sem. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>53-54</td>
<td>53-54</td>
</tr>
<tr>
<td>Juniors</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>Seniors</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
<td><strong>94</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year July 1, 1954 to June 30, 1955</th>
<th>Sem. 1</th>
<th>Sem. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>53-53</td>
<td>53-53</td>
</tr>
<tr>
<td>Juniors</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Seniors</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>92</strong></td>
<td><strong>94</strong></td>
</tr>
</tbody>
</table>

It will be noticed from the above that the enrollment in the Civil Engineering has been approximately the same for the past two years. However, the enrollment has decreased considerably from that in 1950, 1951, and 1952. Before World War II Civil Engineering enrollment in a majority of the schools was the largest among engineering departments. Since that time the enrollment has gradually decreased to where it is now in a low third place and headed downward as shown by the following charts as prepared by the American Society of Engineering Educators for all schools.
The trend at the University of New Mexico is following the same pattern as that indicated on the above charts for all engineering schools.
It can be seen from below the number of graduates increased in 1955 over that of 1954.

<table>
<thead>
<tr>
<th>Degrees Conferred</th>
<th>Undergraduates</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954 - February</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>- June</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>- August</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>1955 - February</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>- June</td>
<td>22</td>
<td>3</td>
</tr>
</tbody>
</table>

Revenue from Outside Sources:

Since July 1946, the Civil Engineering Department, through the efforts of Professor Marvin C. May, has been renting surveying equipment to contractors and engineers in the vicinity of Albuquerque. The revenue from these rentals has been used for the repair of the surveying equipment and for the purchase of more modern surveying instruments for use in the surveying classes. During the past year the department has acquired from this fund, at no cost to the State, four new topographic sliders and ancillary equipment of the most modern type. In addition, a new level was obtained to further augment what is probably the best collection of surveying equipment in any school in this region.

Field Trips:

The Senior Civil Engineering students have taken an annual one week field trip to large engineering projects in the southwest for the past number of years. However, this year the trip was dispensed with because a majority of the Seniors were not in a financial position to make such a trip and because funds were not available from the University to pay the expense of a faculty member to accompany the students.
Remodeled Laboratory:

During the early part of the summer of 1954 the contractor completed construction on the remodeling of the Hydraulics Laboratory which was a part of the old Hadley Hall. Professor Hartinen spent the last month of the summer vacation and all of his spare time during this academic year replacing and correcting part of the laboratory equipment which had been stored in another building during construction. He was assisted by two engineering students assigned to the department by the Academic Vice-President. These students were paid from the Student Employment Fund.

New Equipment:

Between September 1954 and February 1955 four new topographical alidades and a new level were purchased from the Survey Rental Fund as explained under Revenues from Outside Sources. The later part of February 1955 a double unit triaxial shear assembly with a single load unit was purchased from Soiltest, Inc., in Chicago at a price of $1,070. As our regular budget was insufficient for the purpose Mr. Ferovich, Comptroller, gave his permission to purchase this equipment at this time, paying half from this year's budget and the other half to be paid from the 1955-56 budget.

Instructional Program:

The only change in the Civil Engineering curriculum during the past academic year were changes in corequisites and prerequisites as follows:
Mr. R. Douglass Tingley placed second in his presentation of a paper at the National Meeting of the American Society of Civil Engineers held at San Diego, California on February 12, 1955.

Mr. Arthur H. Antes presented a paper at the State Meeting of the American Society of Civil Engineers at New Mexico A & M College at Las Cruces, New Mexico, on April 15, 1955, and placed first.

2. PLANS AND RECOMMENDATIONS:

The budget for the academic year 1955-56 in Civil Engineering is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$36,900</td>
</tr>
<tr>
<td>Secretary</td>
<td>1,200</td>
</tr>
<tr>
<td>Extra Help</td>
<td>500</td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>2,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$42,800</strong></td>
</tr>
</tbody>
</table>

It is doubtful that the enrollment will increase for the academic year 1956-57 to warrant an increase in teaching staff for that year. Therefore, the salaries should remain the same with the exception of a 10% salary raise to bring the present salaries closer to that being paid by industry for engineering personnel. This would make the
salaries for 1956-57 $40,590. It is also recommended that the secre-
tary's salary be increased from $1,200 to $1,500 for 1956-57, and
that the Extra Help Fund of $500 be increased to $2,000 so that a
Graduate Assistantship might be given each year to a graduate student
in the Civil Engineering Department.

Graduate students in Civil Engineering repeatedly request special
funds for supplies, materials and special small equipment to carry on
the research necessary for the writing of their theses. Up to the pre-
sent time, the funds of the Civil Engineering Department have not been
sufficient to care for this need; therefore, it is recommended that,
starting with the year 1956-57, a special Graduate Fund of $1,000 be
set up for the Civil Engineering Department. It is believed that the
present Supplies and Expense Fund of $2,000 and Equipment Fund of $1,200
will be sufficient for the year 1955-56. The recommended budget for
1956-57 is as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$40,590</td>
</tr>
<tr>
<td>Secretary</td>
<td>1,500</td>
</tr>
<tr>
<td>Extra Help</td>
<td>2,500</td>
</tr>
<tr>
<td>Special Graduate Fund</td>
<td>1,000</td>
</tr>
<tr>
<td>Supplies &amp; Expenses</td>
<td>2,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,200</td>
</tr>
<tr>
<td>Total</td>
<td>$45,290</td>
</tr>
</tbody>
</table>

It is also recommended that a Travel Fund be set up for the
Civil Engineering Department to enable faculty members to attend
technical and professional meetings in their particular fields.

3. LONG RANGE PLANS:

From a study of anticipated enrollments in universities for the
next ten years, it was found that the enrollment should increase about
one-third over and above the present enrollment. In this event, it
will be necessary to employ at least one more full-time faculty member at an approximate salary of $4,500 a year. It is believed that this will be necessary in about 1958. Also, the total budget should be increased at this time. Following is a recommended budget for the next ten years.

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>39,438</td>
<td>40,277</td>
<td>41,031</td>
<td>41,852</td>
<td>42,632</td>
<td>47,279</td>
<td>48,221</td>
<td>49,188</td>
<td>50,172</td>
<td>51,175</td>
</tr>
<tr>
<td>Secretary</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,800</td>
<td>1,800</td>
<td>1,800</td>
<td>1,800</td>
<td>1,900</td>
<td>1,900</td>
</tr>
<tr>
<td>Extra Help</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,000</td>
<td>2,600</td>
<td>2,600</td>
<td>2,600</td>
<td>2,600</td>
<td>2,700</td>
<td>2,700</td>
</tr>
<tr>
<td>Special Grad., Supplies &amp; Expenses</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,000</td>
<td>1,300</td>
<td>1,300</td>
<td>1,300</td>
<td>1,300</td>
<td>1,300</td>
<td>1,300</td>
</tr>
<tr>
<td>Equipment</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,600</td>
<td>1,800</td>
</tr>
</tbody>
</table>

New equipment necessary in the Department is as follows:

- Complete new steel Hydraulic Tanks & Flumes to replace the Concrete
- Tanks in the Hydraulic Laboratory: $5,000
- Mechanical Soil Compactor: 800
- Consolidometer for Soils: 1,500
- Beam Testing Machine: 7,500
- 100,000lb Universal Hydraulics Testing Machine: 1,500

Since both of the last two items have a cost much in excess of any one year's equipment allowance for the Department, it will be necessary to set up a special fund for each of these pieces of equipment. It is suggested that the special fund for the beam testing machine be allowed in 1956-57 and a special fund for the 100,000 lb Universal Hydraulic Testing Machine in 1958.

Building Needs

According to published reports, the New Mexico State Highway Department is planning to move all of the State Highway offices to the site of the present State Penitentiary as soon as the new penitentiary, which is now under construction, is completed. Rumors from reliable
sources are that the New Mexico State Highway Testing Laboratory, which is now located on the University campus, will also be moved to the penitentiary site in Santa Fe. It is recommended that, should this develop and the University acquire possession of this building, that it be converted into a civil engineering laboratory building, and also be used as the engineering experiment station. The reason for this request is that this building was especially designed for civil engineering and highway testing purposes. A constant temperature cement room, a temperature controlled moist room, and a storage room were all built into this building, none of which have windows for outside light and ventilation. If this building were to be used for any other purpose, it would be necessary to spend excessive funds for re-modeling.

If this building is acquired by the Civil Engineering Department, the basement part could be remodeled with a small addition so as to provide a very satisfactory Hydraulic Laboratory. In the event that this building cannot be acquired by the University, it will be necessary for the Building Committee to provide approximately $80,000 for the purpose of constructing a new Hydraulic Laboratory to replace the temporary building now being used.

4. APPOINTMENTS TO STAFF

Permanent

On July 1, 1954, Professor Charles E. Stolzking was transferred from the staff of the Architectural Engineering Department to the Civil Engineering Department staff as an Associate Professor. He was granted a year's leave of absence for the academic year 1954-55 to work toward his Ph. D. degree.
Temporary

On February 1, 1955, Mr. Hugh R. MacDougall was employed as a Student Assistant in the Civil Engineering Department for Semester II, 1954-55. The reason for this appointment was to relieve the load of the present faculty members in laboratories.

Mr. Anthony J. Radosevich, who had been teaching as a temporary instructor since July 17, 1951, was reappointed as a temporary instructor for 1952-53 and 1953-54. He was again reappointed as a temporary instructor for the year 1954-55 to serve in the absence of Professor Stoneking who was granted a one year leave of absence to work toward a Ph. D. degree in Theoretical and Applied Mechanics.

5. SEPARATIONS FROM STAFF

The services of Professor A. J. Radosevich who has been teaching as a temporary instructor since July 17, 1951, was terminated on June 30, 1955. Professor Radosevich will enroll for the academic year 1955-56 at the University of Illinois for the purpose of doing advanced work toward his Ph. D. degree in Civil Engineering. He will be available for the Civil Engineering staff for the academic year 1956-59 should the enrollment increase sufficiently to warrant an addition in staff.

6. PUBLICATIONS

(a) Books and monographs

FOSS, RAY J. Civil Engineering Alumni Directory of the University of New Mexico, May, 1955. This directory is sponsored by the Civil Engineering honorary Fraternity Chi Epsilon of which Professor Foss is Faculty Advisor.

(b) Articles

ZOTTER, EUGENE M. "Ultimate Strength in Shear of Simply-Supported Prestressed Concrete Beams Without Web Reinforcement", with C. P. Siess, Journal of the American Concrete Institute, Vol. 26, No. 2, pp. 181-200, October, 1954.
7. COMPLETED RESEARCH PROJECTS

ZWOYER, EUGENE M., Research Structural Engineer on the following projects for the Associated Research Design:

"Design of Structures to Resist the Blast of Atomic Weapons"

"The Use of Plastic Buildings in the Arctic"

Research in Progress

MARTINEZ, JOSE E., Research on the History of the Engineering College of the University of New Mexico in collaboration with W. C. Wagner.

Anticipated Research

ZWOYER, EUGENE M., Has made application to National Science Foundation for a research project on the "Ultimate Strength of Prestressed Concrete Beams with Web Reinforcement".

8. OUTSIDE SPONSORED RESEARCH

FOSS, RAY J., is conducting research on the Alumada Bridge to determine if a loss of prestress will occur due to shrinkage of concrete and creep of steel along with other factors. This work is to be partly sponsored by the New Mexico State Highway Department.

9. OTHER PROFESSIONAL ACTIVITIES

WAGNER, W. C.,
Consultant on a number of large buildings, sewer systems, and street systems in New Mexico.

FOSS, RAY J.,
Faculty Advisor of Student Chapter of American Society of Civil Engineers and Chi Epsilon. He accompanied student R. Douglass Tingley to National Meeting held at San Diego, California, and student group to State Meeting held at New Mexico A. & M. College at Las Cruces, New Mexico.

Consultant work for City of Albuquerque in their engineering department, the firm of Gordon Herkenoff and Associates, and several architects upon request.
MAY, MARVIN C.
Continued as member of Albuquerque City Planning Commission.
Member of Chamber of Commerce Committee on Transportation.
Consulting engineer in subdivision and land planning work.
Received Automotive Safety Foundation grant-in-aid for study at
the University of California in the field of transportation and
traffic engineering from June 10 to August 10, 1955.

MARTINEZ, JOSE E.
Consultant in various hydrologic and drainage problems in several

Attended three-week course, "Experimental Techniques in Fluid
Mechanics", at Iowa Institute of Hydraulic Research, State
University of Iowa, June 12-July 2, 1955.

MOYER, EUGENE H.
Consultant Structural Engineer for the following firms engaged
in private and government work:

W. E. Burk, Jr., Architect
Associated Research Design
Albuquerque Gravel Products
Eidal Manufacturing Company
A. W. Boehning, Architect

RADOSEVICH, A. J.
Consultant in estimating and design.

10. ACTIVITIES IN LEARNED AND PROFESSIONAL SOCIETIES

W. C. WAGNER

Professional Societies:
National Society of Professional Engineers
American Society of Civil Engineers
American Society of Engineering Education
American Society for Testing Materials
Registered Professional Engineer and Land Surveyor
in New Mexico and Texas
Member of the American Concrete Institute
Member of the Asphalt Paving Technologists

Honorary Fraternities:
Sigma Tau
Phi Kappa Phi
Chi Epsilon
RAY J. FOSS

Professional Societies:
- American Society of Professional Engineers
- American Society of Civil Engineers
- National Society of Professional Engineers
- American Society for Engineering Education
- Registered Professional Engineer and Land Surveyor, New Mexico

Honorary Fraternities:
- Sigma Tau
- Chi Epsilon
- Triangle

MARTIN C. MAY

Stein Loan Fund, Secretary-Treasurer

Professional Societies:
- American Congress on Surveying and Mapping
- American Society for Photogrammetry
- American Society for Engineering Education
- New Mexico Society of Professional Engineers
- American Association of University Professors
- Registered Professional Engineer and Land Surveyor, New Mexico

Honorary Fraternities:
- Sigma Tau
- Chi Epsilon

JOSE E. MARTINEZ

Professional Societies:
- American Society of Civil Engineers
- National Society of Professional Engineers
- American Society for Engineering Education
- New Mexico Education Association
- U.S.-Mexico Border Public Health Association
- New Mexico Society of Professional Engineers, Chairman of Education and Youth Committee, appointed March, 1955 to serve until February, 1956
- Registered Professional Engineer and Land Surveyor, New Mexico

EUGENE M. ZHOVER

Joint American Concrete Institute, American Society of Civil Engineers Committee 323 on Prestressed Concrete. Chairman of Task Committee 402 on Shear (1953-present). This committee is preparing a design code to be used for the design of prestressed concrete building and bridges.

Engineers Council for Professional Development (ECPD), Chairman of Youth Guidance Committee for the State of New Mexico.
Attended National Meeting, American Concrete Institute, Milwaukee, Wisconsin, February, 1955.

Professional Societies:
- American Society of Civil Engineers
- American Concrete Institute
- New Mexico Society of Professional Engineers, Vice-Chairman
  Albuquerque Chapter
- International Association for Bridge and Structural Engineers
- New Mexico Education Association

Honorary Fraternities:
- Sigma Tau (Faculty Advisor 1953-54, 1954-55)
- Sigma Xi

A. J. RADOSEVICH

Professional Societies:
- National Society of Professional Engineers
- American Society of Civil Engineers
- American Society of Engineering Education
- New Mexico Society of Professional Engineers
- American Welding Association
- Registered Professional Engineer and Land Surveyor, New Mexico

Honorary Fraternities:
- Sigma Tau
- Phi Kappa Phi
- Chi Epsilon

11. STUDY AND TRAVEL

MARWIN C. MAY

Traveled on Pacific Coast studying city planning and traffic engineering problems.

12. GIFTS

None
1. **Achievements:**

   Moved into the new electrical engineering building. 22,000 square feet. Cost $2,750,000.

   A Graduate Study Program was installed at the Holloman Air Development Center, Holloman Air Force Base.

   About $40,000 worth of equipment has been bought from the General Electric Company, delivery starting in June and to be completed in time for the next academic year.

2. **Plans and Recommendations for Academic Year 1955-1956:**

   The department should have a full-time laboratory technician. Two members of the department have estimated that it would take two to three years of full-time work by a laboratory technician to put the laboratories in a fair condition. Some members of the department have never been associated with an engineering school that did not have full-time laboratory technicians.

3. **Long-range plans:**

   Much additional equipment is needed in the electronics laboratory. None of such equipment could be bought in the special deal with the General Electric Company since they do not manufacture the equipment needed.

4. **Appointments to Staff:**

   **Semester I:**
   
   B.L. Basore—Part-time lecturer
   W.L. Briscoe—Part-time lecturer (Los Alamos)
   H.W. Geiswind—Part-time lecturer (Holloman)
   K.S. Jaenke—Part-time lecturer (Holloman)
   H.F. Whitner—Part-time lecturer (Los Alamos)

   **Semester II:**
   
   H.W. Geiswind—Part-time lecturer
   K.S. Jaenke—Part-time lecturer
   H.L. Lotze—Part-time lecturer (Holloman)
   F.L. Tesche—Part-time lecturer (Los Alamos)
5. Separations From the Staff:
No part-time lecturers or assistants from the previous year were again on the staff with the exception of Dr. R. K. Moore (Sandia Base).

6. Publications:
None

7. Completed Research Projects:
None

8. Outside-sponsored research:
None

9. Other Professional Activities:
Dr. G. A. Williams was employed by Sandia Corporation for the summers of 1954 and 1955. He did part-time consulting work there during the academic year, 1954-1955.
Dr. R. A. Hessemer was employed by Sandia Corporation as a consultant for the summers of 1954 and 1955. He did part-time consulting work there during the academic year 1954-1955.
Professor J. L. Ellis was employed as a research engineer on aircraft development by the Boeing Airplane Company, Wichita, Kansas, during the summer of 1954.

10. Activities in Learned and Professional Societies:
Dr. R. A. Hessemer was counselor for the Student Branch of I.R.E.
Prof. Ralph W. Tapy was counselor of the Student Branch A.I.E.E.
He attended the A.I.E.E. Counselors Meeting, Fort Worth, Texas.
Attended district meeting of student branches at the University of Kansas, April 15-16, 1955.

11. Important Study and Travel:
None

12. Gifts:
1. U.S. Varidrive Testometer, which includes a 15 HP variable speed motor, 4 meters, 2 blowers and miscellaneous resistors. New price approximately $3,000.
2. M5 Portable 3 kV Alternator powered by a 11 HP gas engine.
3. 15 kVA Pyran Capacitors
4. Electronic power supply
5. Miscellaneous resistors, fusers and leads.
1. Achievements

(a) Student Enrollment & Degrees Granted

1. Mechanical Engineering

<table>
<thead>
<tr>
<th></th>
<th>Soph.</th>
<th>Junior</th>
<th>Senior</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem. I</td>
<td>54</td>
<td>26</td>
<td>19</td>
<td>27</td>
</tr>
<tr>
<td>Sem. II</td>
<td>51</td>
<td>32</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.S. (M.E.)</td>
<td>June 9, 1955</td>
<td>21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.S. (M.E.)</td>
<td>June 9, 1955</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Industrial Arts Education (See Education)

(b) Curriculum Changes

Fluid Mechanics ME 117L (4) was split into Fluid Mechanics ME 117 (3) and Fluid Mechanics Laboratory ME 118L (1) to facilitate handling of transfer work and our offering at Los Alamos which does not include a laboratory.

Theory of Guided Missiles ME 210 (3) was offered for the first time at Holloman Air Force Base on a non-credit trial basis. Other course offerings at this base are planned in the near future.

A study of the curriculum has been underway this year and recommendations have been made to increase the emphasis on engineering fundamentals and also to increase the required studies in liberal arts for the Bachelor of Science degree.

It has been suggested that the wood shop and course offerings therein for Industrial Arts Education be transferred along with Associate Professor Brown to the Education College.

The degree offered is under Education and it is felt that this change would strengthen the program.
Laboratories

Work has continued on the new internal combustion engine set-ups. A new project started this year was the adaptation of an Allison supercharger to a Dodge vee eight engine to expand both the internal combustion engine and air flow studies. Results of tests on this equipment will indicate the performance of a centrifugal type air compressor. Nearly all the existing equipment has been cleaned and repainted. Obsolete equipment has been junked with the resulting increase in floor space and improved appearance of the laboratories. A new impact testing machine for the metallurgical laboratory is on order.

Through the cooperation of the General Electric Company, a program of modernizing the laboratories is now under way and equipment should be shipped shortly.

The mechanical vibration machine has been instrumented so that its displacement may be indicated on a cathode ray oscilloscope or by means of an optical lever.

Student Achievements

William A. Seth was the recipient of a General Electric Company scholarship of $500. The University received $250 from General Electric as an auxiliary award.

Richard F. Chandler and Wallace H. Deckert received the R.O.T.C. Gold Medal of the Society of American Military Engineers as outstanding engineering students of the Air Force Reserve Officers' Training Corps.
The student branch of the American Society of Mechanical Engineers were hosts to a very successful student conference of the eight student branches from Wyoming, Colorado, New Mexico, and West Texas, April 29 and 30. Harry Davidson placed fourth in the technical paper competition. The U.N.M. student branch received a certificate for the largest percentage of members out of those eligible.

On May 6, 1955 Professor C. R. Brown, Mr. Fred Prevost and fourteen industrial arts students were initiated into Iota Lambda Sigma honorary industrial arts education fraternity by the Upsilon Chapter at New Mexico Western College. It is hoped that a chapter may be installed at U.N.M. in the near future.

2. Plans and Recommendations

In order to install the new equipment that should be arriving soon from General Electric, an increase in the Supplies and Expense budget has been requested. Student help will be used whenever possible for the installation work.

With the return of Associate Professor R. C. Dove, the graduate offerings in the field of design will be resumed.

The graduate program at Los Alamos will continue and possibly the program at Holloman Air Force Base will involve men from our staff for the first time.

The Industrial Arts staff has been quite active in the non-credit evening courses. These courses have put a much greater strain of equipment than our daytime offerings and do not provide any equipment money to repair and replace machines and tools. It is recommended that this problem be studied or the
equipment may soon be worn out and no money will be available for replacements.

3. Long Range Plans

(a) Buildings

Increased enrollments in the near future will tax both classrooms and laboratory space. In order to relieve the classroom problem, it is recommended that the unused space upstairs in the old heating plant and adjacent to ME 1 be bridged over, enclosed, and finished as a lecture classroom. The two drafting rooms ME 1A and 1B are now being used as lecture classrooms for which they are not suited. Multiple sections will mean more laboratory classes in these rooms and no place for the lecture classes. Laboratory operation is handicapped and equipment deteriorating due to the large quantities of sand and dust which rapidly accumulates. This should be corrected by the installation of a forced air ventilating system and repairs to the building.

Foundry practice and arc welding are at present crowded together in a small building. By roofing over the alley way between this building and the machine shop and enclosing the ends, a large floor space could be added at a very nominal expense. This space could then be used as a moulding and pouring floor for the foundry. Whether the wood shop remains in Engineering or is transferred to Education, additional floor space is necessary to allow proper and safe spacing of wood working machinery. Present
crowded conditions are unsafe and not conducive to good work. The floor space should be doubled.

Storage space for wood stocks should be provided.

An adequate finishing room with safe paint spray facilities is vitally needed.

(b) Equipment

Practically all the metal working equipment is old and in poor condition. A program of replacement is vitally needed.

In addition to replacements the following items of new equipment are needed to modernize the shop:

<table>
<thead>
<tr>
<th>Machine Shop Equipment</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Milling Machine</td>
<td>$9,000</td>
</tr>
<tr>
<td>Universal Shaper</td>
<td>8,000</td>
</tr>
<tr>
<td>10 inch Engine Lathe</td>
<td>2,300</td>
</tr>
<tr>
<td>Do All Metal Band Saw</td>
<td>1,000</td>
</tr>
<tr>
<td>Small Metal Planer</td>
<td>3,000</td>
</tr>
<tr>
<td>Small Radial Drill</td>
<td>3,000</td>
</tr>
<tr>
<td>Heavy Duty Metal Cutting Shear</td>
<td>1,500</td>
</tr>
<tr>
<td>Replacement of and re-installation of acetylene gas generator to meet safety regulations</td>
<td>1,200</td>
</tr>
<tr>
<td>Inert gas arc welder</td>
<td>800</td>
</tr>
</tbody>
</table>

Total: $25,000

Wood Shop Equipment

Here again replacements of old machines are badly needed.

New machine requirements are: An 8" and a 12" circular wood saw, a 6" wood joiner, an 18" wood cutting band saw, a jigsaw, 6 wood turning lathes. These items should total approximately $2,000.

These items can not be bought from the small equipment budgets of the past few years. The only apparent solution is a special equipment budget.
(c) Staff

With the increased enrollments expected in the next few years and the possible expansion of the graduate program, additions to staff will be needed shortly, probably by Sem. I, 1957-58. One man should have a background of mechanical engineering with additional study or industrial experience in the metals shop area. He would most likely be an Assistant Professor. Another man should have had special training in aeronautical engineering. This will probably mean Associate Professor rank.

4. Appointments to the Staff and Promotions

Baltazar E. Martinez - Instructor - September 1954

Dr. Samuel Glassstone - Lecturer - Los Alamos Graduate Program - September 1954

Edward C. Rightley - Promoted from Assistant Professor to Associate Professor - July 1954

5. Separations from Staff

None

6. Publications

Articles.


7. Completed Research Projects

FORD, ALBERT D.


GRACE, CHARLES T.

"A Study of the Brittle Model Method of Stress Analysis as Applied to Solid Circular Grooved Shafts Tested in Torsion" with George V. Lemmon, graduate student.

RIGHTLEY, EDWARD C.

SKOGLUND, VICTOR J.


b. "Adiabatic Expansion of Air Water Mixture" with Mr. Stephen Luchter, graduate student. The thermodynamic analysis of the process has been completed and laboratory tests are under way.

c. "Forced Vibration of Springs and Insulators" with Paul Adams, graduate student. The mathematical theory of forced vibrations of more than one harmonic is being checked experimentally.

5. Outside-sponsored Research

None

9. Professional Activities of Staff

Roy Blankley

In charge of metal shops during Professor A. P. Bailey's leave of absence.

C. R. Brown

Professor in charge of wood shop and liaison man between Mechanical Engineering and Education College during Professor A. P. Bailey's leave of absence.

A. L. Ford, Sr.

a. Designed heating and air conditioning system for Miners Hospital Extension - Summer 1954.

b. Designed and supervised installation of snare freeze room (3 carload capacity) for State Welfare Department, Albuquerque.

c. Consultant on modification of boilers and for central refrigeration system for girls' dormitory and other U.N.M. buildings.

d. Conducted tests to obtain thermal conductivity of five different types of building blocks in local use.

e. Registered engineer in New Mexico
C. T. Grace

a. Engineering consultant to Los Alamos Scientific Laboratory

b. Registered engineer in New Mexico

E. C. Rightley

a. Staff member of research group of Sandia Corporation
   Summer 1954. Design work of a classified nature.

b. Consultant to Sandia Corporation September 1954 to June 30, 1955

c. Registered engineer in New Mexico

V. J. Skoglund

a. Staff member thermodynamics engineer for Lockheed Aircraft
   Corporation - Summer 1954.

b. Designed a sharp treinta room for State Welfare Department,
   Albuquerque.

c. Registered engineer in New Mexico

19. Activities of Staff in Societies

C. H. Brown

a. Vice-President of the New Mexico Industrial Arts Association

b. Attended N.M.E.A. convention

c. Membership in: N.M.E.A., Iota Lambda Sigma

A. D. Ford, Sr.

a. Attended Southwest Section meeting of A.S.M.E. at Norman,
   Oklahoma, April 8 and 9, 1955.

b. Awarded the 75th Anniversary Medal of A.S.M.E. for his
   contribution to A.S.M.E. in New Mexico
c. Awarded a $100 honorarium and bronze plaque by the American Association of Oilwell Drilling Contractors for his efforts in interesting science and engineering students in the drilling industry.

d. Member of the University Building Committee, Engineering College Schedule Committee, College Advancement Committee, Faculty member Student Union Board, General Electric Scholarship Committee.


C. T. Grace

a. Chairman of New Mexico Section of A.S.M.E.


c. Attended Southwest Section meeting of A.S.E.E. at Norman, Oklahoma April 8 and 9, 1955.

d. University Policy Committee (member at large), University Insurance and Retirement Committee, Engineering Education Committee.


B. E. Martinez

a. Engineering College Freshman Advisory Committee, Engineering College Library Committee

b. Membership: A.S.M.E., Pi Tau Sigma, Sigma Tau
E. C. Rightley
a. Faculty advisor of Pi Tau Sigma
b. University Athletic Council, University Publications Committee, Engineering College Freshman Advisory Committee
c. Membership: A.S.M.E., A.S.H.E., Pi Tau Sigma, Sigma Tau, Phi Kappa Phi

V. J. Skoglund
a. Faculty advisor for A.S.M.E.
b. University schedule Committee, Engineering College Service Course committee
c. Membership: Advanced to full member Sigma Xi, A.S.M.E., A.S.E.E., Pi Tau Sigma, Tau Beta Pi, Sigma Tau

11. Study and Travel

C. R. Brown
Summer school work on D. Ed. degree at Colorado State Teachers College - Greeley, Colorado

Fred Prevost
Graduate work at U.H.E. on M.A. in Education

12. Gifts

None
1. Significant Achievements During the Period.

The administrative organization of the Division of Extension, Summer Session, and Community Services remained the same for this period as it was for the previous reporting period. There were some changes, however, in the division staff. Mr. H. H. McMichael was given a year's leave-of-absence in order that he might accept a Fund for Adult Education Fellowship for continuing his doctoral studies at Michigan State University. During his absence Mr. John E. Kitchens was appointed Acting Assistant Director. Mr. McMichael returned July 1, 1955 and Mr. Kitchens was appointed a second Assistant Director at that time for the coming year. It is expected that this additional staff member will enable the division to extend the range of its activities, particularly in the field of extension classes and service to the state and community of Albuquerque in the area of special non-credit courses, short courses, and conferences.

A report of the activities of the Division by departments follows:

1. Extension Classes. Regular credit courses are carried on by extension anywhere in the state (outside Albuquerque) where sufficient demand warrants their establishment. The following extension classes were held during the reporting period:
### Summer 1954

<table>
<thead>
<tr>
<th>Place</th>
<th>Course</th>
<th>Instructor</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holloman AFB</td>
<td>Math 22E</td>
<td>Jose</td>
<td>7</td>
</tr>
</tbody>
</table>

#### Semester I 1954-55

<table>
<thead>
<tr>
<th>Place</th>
<th>Course</th>
<th>Instructor</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holloman AFB</td>
<td>English 1E</td>
<td>Armstrong</td>
<td>15</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Math 53E</td>
<td>Benson</td>
<td>28</td>
</tr>
<tr>
<td>Belen</td>
<td>Educ. 188E</td>
<td>Crawford</td>
<td>20</td>
</tr>
<tr>
<td>Estancia</td>
<td>Soc. 110E</td>
<td>Geddes</td>
<td>14</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Math 16E</td>
<td>Glauz</td>
<td>18</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Physics 51E</td>
<td>Graves</td>
<td>29</td>
</tr>
<tr>
<td>Holloman AFB</td>
<td>B.A. 5E</td>
<td>Hafen</td>
<td>14</td>
</tr>
<tr>
<td>Holloman AFB</td>
<td>Math 15E</td>
<td>Hill</td>
<td>13</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>A.E. 2LE</td>
<td>Huzarski</td>
<td>13</td>
</tr>
<tr>
<td>Holloman AFB</td>
<td>Math 53E</td>
<td>Jose</td>
<td>18</td>
</tr>
<tr>
<td>Farmington</td>
<td>Educ. 258E</td>
<td>Spain</td>
<td>24</td>
</tr>
<tr>
<td>Los Lunas</td>
<td>Speech 130E</td>
<td>St. Onge</td>
<td>16</td>
</tr>
</tbody>
</table>

#### Semester II 1954-55

<table>
<thead>
<tr>
<th>Place</th>
<th>Course</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santa Fe</td>
<td>Educ. 129E</td>
<td>Batchelder-Comer</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Math 54E</td>
<td>Benson</td>
</tr>
<tr>
<td>Belen</td>
<td>Educ. 180E</td>
<td>Crawford</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>Music 19E</td>
<td>Evers</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Math 22E</td>
<td>Glauz</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Physics 52E</td>
<td>Graves</td>
</tr>
<tr>
<td>Holloman AFB</td>
<td>B.A. 13E</td>
<td>Hafen</td>
</tr>
<tr>
<td>Holloman AFB</td>
<td>Math 54E</td>
<td>Jose</td>
</tr>
<tr>
<td>Farmington</td>
<td>Art Educ. 150E</td>
<td>Masley</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>A.E. 12LE</td>
<td>Norris</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>Math 16E</td>
<td>Walsh</td>
</tr>
</tbody>
</table>

Total 162

It should be noted that 419 students were enrolled in Extension classes over the state for this period as compared with 284 for a comparable period in 1953-1954. This is an increase of approximately 47% and shows increased activity in this area of service to the State from the University.

2. **Correspondence Courses.** Correspondence instruction is offered to any qualified person anywhere in the world who wishes to earn credit
but cannot attend organized classes on campus or by extension. The following totals are reported for the period July 1, 1954 to June 30, 1955:

<table>
<thead>
<tr>
<th>No. of Courses Offered</th>
<th>No. of Enrollees</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>147 women - 149 men</td>
</tr>
<tr>
<td>Total</td>
<td>296</td>
</tr>
</tbody>
</table>

The total of 296 this past year compares with a total of 268 for a like period July 1953 to June 1954, or an increase of 11%. Three major developments marked the progress made in this department during the reporting period. First, a strong drive was made to increase our correspondence offerings, and to revise some of those courses which were rapidly becoming obsolete. The drive was successful to the extent that 15 new courses and 13 revisions resulted as of the end of the period, with additional ones expected. Second, a contract with the U. S. Armed Forces Institute was again signed which is expected to increase enrollments substantially. Third, a new Correspondence Bulletin was published which included all of the new and revised courses available. It is expected this new Bulletin, (the first issued since 1951) will increase enrollments.

It is interesting to note from the following chart that 48 of these 296 correspondence registrations were from 17 other states and the District of Columbia.

Of the 248 registrations from New Mexico the vast majority are from Bernalillo County, but 24 counties are represented.
Geographical Distribution of Correspondence Registrations

<table>
<thead>
<tr>
<th>County</th>
<th>No. of Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernalillo</td>
<td>131</td>
</tr>
<tr>
<td>Chaves</td>
<td>4</td>
</tr>
<tr>
<td>Colfax</td>
<td>3</td>
</tr>
<tr>
<td>Curry</td>
<td>8</td>
</tr>
<tr>
<td>Dona Ana</td>
<td>8</td>
</tr>
<tr>
<td>Eddy</td>
<td>5</td>
</tr>
<tr>
<td>Grant</td>
<td>3</td>
</tr>
<tr>
<td>Lea</td>
<td>9</td>
</tr>
<tr>
<td>Lincoln</td>
<td>3</td>
</tr>
<tr>
<td>Los Alamos</td>
<td>18</td>
</tr>
<tr>
<td>Luna</td>
<td>2</td>
</tr>
<tr>
<td>McKinley</td>
<td>6</td>
</tr>
<tr>
<td>Otero</td>
<td>8</td>
</tr>
<tr>
<td>Quay</td>
<td>4</td>
</tr>
<tr>
<td>Rio Arriba</td>
<td>2</td>
</tr>
<tr>
<td>Sandia</td>
<td>2</td>
</tr>
<tr>
<td>San Juan</td>
<td>10</td>
</tr>
<tr>
<td>Santa Fe</td>
<td>6</td>
</tr>
<tr>
<td>Sierra</td>
<td>1</td>
</tr>
<tr>
<td>Socorro</td>
<td>2</td>
</tr>
<tr>
<td>Taos</td>
<td>1</td>
</tr>
<tr>
<td>Torrance</td>
<td>6</td>
</tr>
<tr>
<td>Union</td>
<td>2</td>
</tr>
<tr>
<td>Valencia</td>
<td>4</td>
</tr>
<tr>
<td>Arizona</td>
<td>4</td>
</tr>
<tr>
<td>Arkansas</td>
<td>5</td>
</tr>
<tr>
<td>California</td>
<td>6</td>
</tr>
<tr>
<td>Colorado</td>
<td>6</td>
</tr>
<tr>
<td>Idaho</td>
<td>1</td>
</tr>
<tr>
<td>Illinois</td>
<td>2</td>
</tr>
<tr>
<td>Indiana</td>
<td>1</td>
</tr>
<tr>
<td>Iowa</td>
<td>1</td>
</tr>
<tr>
<td>Kansas</td>
<td>1</td>
</tr>
<tr>
<td>Louisiana</td>
<td>1</td>
</tr>
<tr>
<td>Michigan</td>
<td>2</td>
</tr>
<tr>
<td>Nebraska</td>
<td>1</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>3</td>
</tr>
<tr>
<td>South Dakota</td>
<td>1</td>
</tr>
<tr>
<td>Texas</td>
<td>9</td>
</tr>
<tr>
<td>Washington D.C.</td>
<td>1</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>2</td>
</tr>
<tr>
<td>Wyoming</td>
<td>1</td>
</tr>
</tbody>
</table>

3. Community College
   (a) Credit Courses

Beginning with the Summer Session of 1954, a new student designation, Non-Degree, was made effective. This status includes all persons wishing to pursue credit courses, either evening or daytime, without meeting the full requirements for admission to undergraduate status. It is designed largely for those students who are interested in credit courses but who are not immediately interested in any specific degree. This status is not applicable to graduate credit. These students were placed under the administration of the Community College. The following statistics are reported:

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>I 1954-55</td>
<td>449</td>
</tr>
<tr>
<td>II 1954-55</td>
<td>582</td>
</tr>
</tbody>
</table>
In addition to the Non-Degree students (both day and evening) this Division administers the evening credit section of the Community College.

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of courses</th>
<th>No. of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, 1954-55</td>
<td>122 (120)</td>
<td>910 (908)</td>
</tr>
<tr>
<td>II, 1954-55</td>
<td>110 (123)</td>
<td>724 (794)</td>
</tr>
</tbody>
</table>

The figures in parenthesis are the numbers for the corresponding period last year. The exact number of courses offered is difficult to ascertain due to variation in scheduling procedure among the departments.

The number of courses offered is, however, definitely less for Semester II, 1954-55. Even though the Division attempted to keep enrollment figures on the increase through increased promotion, it was not possible because of 13 less classes. If the trend toward offering fewer and fewer evening courses continues, however, it is believed that the enrollment figure will continue to drop with resulting loss of revenue for the University.

(b) Non-Credit Courses

Adult non-credit classes are made up of persons who are interested in educational growth in vocational or professional courses or as a means of better enjoying leisure time.

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Courses</th>
<th>Total Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, 1954-55</td>
<td>46</td>
<td>1148</td>
</tr>
<tr>
<td>II, 1954-55</td>
<td>53</td>
<td>1335</td>
</tr>
</tbody>
</table>

These classes continue in much the same pattern as in the previous reporting period. It should be noted, however, that the total enrollment for the period is 375 more than 1953-54.
There has been an effort to capitalize on current interest of the public and to raise the level of the non-credit classes at the same time. As evidence of the former aim, special reference is made to a non-credit class entitled "Prospecting for Radioactive Ores" taught by John Brady of the Geology Department. A total of 142 people enrolled for this course which ended with a field trip taken by approximately 100 people in three chartered buses. The University realized a profit in excess of $1,000, as well as some excellent publicity from this course which will be offered again Semester I, 1955-56. The latter aim is best exemplified by a course entitled "Creative Imagination" taught by Dr. Archie Bahm of the Philosophy Department. A total of 24 people enrolled for this rather unusual subject.

There was also a strong effort made to meet the needs of local groups with four specially organized short courses outside the framework of our regular offerings. A sixteen week course entitled "An Institute for Small Business" was given by the College of Business Administration in cooperation with the Division and attracted twenty-two representatives of small businesses in this area.

Another course entitled "Human Relations in Work Groups" was organized at the request of Public Service Company of New Mexico and enrolled 52 employees.

A third class for the National Association for the Advancement of Colored People, called "Leadership Training" was organized at the special request of that group and twenty people enrolled.

A fourth training class was organized for Valley Gold Dairies, Incorporated. This course was entitled "Retail Route Selling" and
forty two employees took this training.

All these courses met with considerable success, and it is anticipated that demands in this area will steadily increase as the Division has time to capitalize and promote the demands.

4. **Film Library Service.** The Division of Extension, Summer Session and Community Services continued to supply to schools, clubs and organizations of the State a limited number of 16 mm. sound motion pictures.

The services of the film library are divided into two phases: (1) the services rendered to off-campus organizations such as schools, churches, private clubs, and radio and television stations; and (2) on-campus service to departments of the University. Off-campus services consist of rentals of films almost exclusively. On-campus services are of a more diversified nature and include the following: projection services, repair and maintenance of films owned by departments, ordering films, and acting as laboratory for audio-visual methods classes.

During the reporting period the following amount of service was given:

**Off-Campus Rental Service**

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, 1954-55</td>
<td>307</td>
</tr>
<tr>
<td>II, 1954-55</td>
<td>320</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>627</strong></td>
</tr>
</tbody>
</table>

**On-Campus Projection Service**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, 1954-55</td>
<td>98</td>
</tr>
<tr>
<td>II, 1954-55</td>
<td>110</td>
</tr>
<tr>
<td>Summer 1955 (estimated)</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>408</strong></td>
</tr>
</tbody>
</table>
These figures indicate an increase of only 46 rentals over the previous reporting period. A large part of this static condition is due to lack of any new films. The off-campus service is affected by the emphasis placed on that part of the film library. During the period there were only three new films deposited by a government agency and one by J. C. Penney Company called "The Story of a Main Street Merchant." The general condition of the films for rental continues to deteriorate due to budgetary limitations.

In contrast, the on-campus services are expanding rapidly. While the Division is handicapped through lack of proper equipment, we have continued to give the other departments of the University the service they request. Through great effort we have been able to fulfill every request where the necessary equipment was available.

It is felt that this area will need to develop as the departments grow accustomed to the services and get acquainted with the wealth of teaching aids available today.

5. Harwood Foundation. The activities of the Harwood Foundation have remained unchanged from the last reporting period. Mrs. Toni Tarleton has continued as Director. A library is maintained for the people of Taos County. The circulation of books continues to increase each year. In connection with the library, a bookmobile is circulating books and showing educational films in schools in Taos County.

The Foundation continues to serve as an educational and cultural center for the people of Taos and the county. Many group meetings are held there, handicraft shows are held, films are shown, cultural programs are arranged and four art exhibits are held each year. The Foundation has a permanent collection of paintings and art objects
on exhibit at all times. On occasion extension classes are organized.

Each summer the Summer Session of the University, in conjunction with
the Art Department, holds an Art Field School at the Foundation.

The Governing Board of the Harwood Foundation is now composed
as follows:

- Mrs. Richard Ramming - President
- Mr. E. Martin Henning - Vice-President
- Mr. Phil Lovato - Secretary-Treasurer
- Mrs. Jack Brandenburg
- Mrs. Gene Kloss
- Mr. Richard Dicus
- Mr. John Poore
- Mr. Harold O. Ried

Mr. John Poore replaced Mr. Lez Haas as a University member.

Mr. Phil Lovato, Mrs. Richard Ramming, Mrs. Jack Brandenburg and
Mrs. Gene Kloss are new to the Board and replace Mrs. Helen Emily
Brandenburg (resigned), Mr. Floyd Buetler (term expired), Mrs. Bertha
Ilfeld (term expired), and Mr. Pascual Martinez (deceased).

6. Television Programming. This reporting period marked the second
full year in which the University engaged in regular Television and
Radio programming over existing commercial stations. Due to varied
factors, original plans to cooperate actively with the Albuquerque
School System have been discontinued. Three Television stations in
Albuquerque (KOAT, KGGM, KOB) and six radio stations (KGGM, KOB,
KOAT, KABQ, KDEF, KHFM) and KSWS-TV in Roswell have all asked for pro-
gramming contributions from the University so that the activities of
this department have increased enormously.

Radio programming has received secondary consideration, although
the demands are great. Since the radio course in the Speech Depart-
ment was not geared to active radio production, we participated as
follows:
(1) continued "Family Life Forum" through October

(2) began a "Masterpieces of France" (musical series) in February through present

(3) presented three student plays on "Mental Health" in May

(4) present Columbia University Centennial series "Great Ideas" on two stations

(5) "Career Counselor" series with Dr. Arthur Welck continued into second year

(6) arranged for numerous interviews with important visitors to the campus, and

(7) most importantly, used radio facilities widely for spot announcements of special campus events, evening college courses, and publicity for many department activities.

In Television our programming has been of three distinct types:

(A) Telecourses or continued series of study and instruction, (B) production of television shows of general survey type, talent exhibition, panels and discussions as a public relations, publicity and recruiting activity of the University, and (C) informational and educational programming directed and produced by us for community organizations and state agencies interested in using the radio and television media.

In the first category we have presented the following series this year:

(1) 9 week telecourse on Basic Anatomy and Physiology - Dr. Martin Fleck, instructor. A full evaluation has been previously submitted. October and December. 83 enrollees.

(2) 13 week Sociology Department telecourse, "Marriage for Moderns." McGraw-Hill Text Films were used as base for instruction by three faculty members and many guest panelists—doctors, psychiatrists, teachers, social workers. December through March. 12 enrollees. A great deal of mail response and numerous telephone calls resulted.
In evaluating this course, it should be stated that our failure to offer any follow-up guidance in the subject area was its big failing. An immediate on-campus reaction was indicated in a quadrupled enrollment in a similar campus course in the second semester.

(3) 7 week Mathematics telecourse, "Understanding Numbers," 25 enrolled. We used the prepared syllabi and filmed course from Educational Radio and Television Center in Ann Arbor. March and April.

(4) 5 week Philosophy telecourse, "Great Ideas—In Learning" with Dr. Mortimer Adler and obtained from Educational Radio and Television Center. April and May.

(5) 17 week continued series on all phases of Safety, "This Is It," presented with the cooperation of Campus Improvement Committee and National Safety Council. November—March.

(6) On KSWS-TV in Roswell continued series on Navy—cooperation NROTC—filmed.

(7) "Your Health Is Your Business" - 17 week series November through March.

(8) "Health and Medical Progress" - 17 weeks, October through April, filmed.

In the second category we have presented public relations telecasts for the following departments on campus—varied in number from one to six programs each:

AFROTC - recruiting
NROTC - recruiting
Community Evening College
Distributive Education
High School Speech Clinic
Summer High School Choral Clinic
Summer School Institutes and Conferences
Meteoritics Institute - Dr. Lincoln LaPaz
School of Business Administration - Money and Banking
Athletic Department - all out-of-town football films
Music Department - Madrigal Singers
Music Department - Band and Chorus
College of Pharmacy
Speech Department - Oxford vs. UNM Debaters on Chinese Communist question
English Department - Modern Literature discussion
Foreign students on campus
Visitors to campus - e.g. Greek Ambassador, Ambassador from the Netherlands, Indonesian and Japanese visitors, Librarian of Congress, teachers from Guatemala.
Drama Department - play excerpts
Spot announcements for all types of campus activities.

In the third category, we offered assistance and direction to the following groups who requested help. We produced "packaged" shows for those who came in with "just an idea" and served as consultant at organizational meetings where the whole idea of informational or educational TV-Radio programming could be explored.

New Mexico Druggist (Pharmacist) Association
New Mexico Labor Association
Youth Employment Service
Cancer Society
TB Association
League of Women Voters
American Association of University Women
Girls' State
Boys' State
First National Bank
Junior Chamber of Commerce
NOAAP
New Mexico Heart Association
Adult Education Conference (Rocky Mt. Plains)
Air Force Reserve
Naval Officers Reserve (3 shows for new school promotion)
New Mexico and Bernalillo County Mental Health Association
Southwest Library Association.

Extensive work with students developed out of a request from a SUB committee to set up a radio-TV committee with our technical guidance. The assistance in the training of students of speech, engineering, art, education, dramatics, and music became a tremendous activity because of the interest and demands from students for such help and because no other provision is made in other divisions of the University for such practical experience. Talent was developed, rehearsed and used on Television and Radio all-student programs, used in campus
functions and supplied to outside groups requesting student entertainment. All-student programs on Television included a special Christmas show, Homecoming, Fiesta, spring recruiting, foreign students, dance band, etc. In addition, work was finished on our proposal to producers of "Varsity U.S.A." (proposed CBS network series) and a complete script was submitted. No definite date for our participation in the series has yet been set but our work on it is completed. In this connection, we also continued to film special activities on campus (Fiesta, Homecoming, Biology experiments, Industrial Arts, etc.) and used this film on telecasts as well as arranging for their loan to Alumni group showings through the Alumni office.

We feel that other assistance given to radio and television stations was a necessary adjunct to our programming activities. We recruited, rehearsed and auditioned talent for both paid and non-paid local talent shows including "Quick on the Draw", "Happy's Hang-out," "Science Fiction," etc. We furnished participants on children's programs, panels, etc. to commercial station talent requesting it, including "Margaret's Fun Fair," "Uncle Elihu," "Johnny G," etc. We found part-time employees for at least six stations, including TV apprentices, announcers, play-wrights, artists, receptionists, and labor. Accepted numerous referrals from the stations of organizations requesting time but needing assistance in program production.

This year, we undertook organized instruction in the use of the mass media to students, faculty, agency representatives, etc. From June 3 to June 13, we held a seven-session Workshop at the University,
open to the public, and with the complete active cooperation of all seven radio and three TV stations. 41 enrollees—leaders in community organizations. A 50 page training hand-book was distributed.

33 speakers and panelists, including public school personnel. We also assisted at a Labor-Management conference in May and took charge of the session on "use of mass media for public relations and publicity and training." We organized a one-day institute at the request of the School of Education and the State Department of Education in December for a concentrated training in the use of Television in Education. 24 attended, largely from outside the city. Worked with the New Mexico Pharmacists Association in a public relations conference on campus. Accepted requests to speak to classes—Audio-visual, education, business administration, etc.

Other miscellaneous activities included:

(1) took a community wide survey to determine the interest of the public in our type of general survey telecasts and their interest in telecourses for credit and non-credit

(2) surveyed local stations for programs with educational content and distributed these listings to teacher and PTA groups

(3) continued Consultants Committee meetings from time to time

(4) assisted students and public school teachers in research papers and surveys, in the distribution of materials about educational television, and arranged showings of TV kinescopes to classes and groups.

(5) arranged a 9 week free film showing to faculty and staff of Princeton University Educational series and Murrow-Oppenheimer debate and special showings throughout the second semester to Sociology classes of "Marriage" films

(6) continued to publicize our educational television activities through newspaper and LOBO stories and brochures and column in local TV magazine.
Through our membership in the National Association of Educational Broadcasters and other national groups and publications, we have spread the word of our activities (and received national publicity in scores of publications) and have endeavored to keep up with educational television activities across the country. Mrs. Terry Scott, Television Programming Director, received and used a scholarship to the University of Houston to work with the Educational TV station there and consulted with community groups in New Orleans and Tulane University Committee on their plans for a contemplated station.

Perhaps this department has over-extended itself in its activities this year. Not one week in the 52 gone by has there not been at least one UNM sponsored TV show and the average has been about four a week. In pure public relations terms, the impact is terrific. Our most recent rating, for example on Sunday afternoon time, has been an estimated audience of over 16,000 per show. It is estimated, further, that the TV and radio stations have donated for our use well over $25,000 in time figured at commercial rates.
7. **Conferences and Short Courses.** This phase of education and public relations, under the reorganization of 1953, was put under the supervision of the Division and now practically all conferences held on the campus of the University are arranged for by this division. Naturally, our connection with each conference varies as far as major or minor responsibility is concerned. Figures on conferences held during the reporting period are:

<table>
<thead>
<tr>
<th>Semester</th>
<th>No. of Conferences</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, 1954-55</td>
<td>10</td>
<td>1100</td>
</tr>
<tr>
<td>II, 1954-55</td>
<td>9</td>
<td>1045</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>19</strong></td>
<td><strong>2145</strong></td>
</tr>
</tbody>
</table>

The conferences reported for Semester I, 1954-55 included the following, which are considered outstanding: Jaycee's International Golf Tournament; Fourth Annual Convention of the Association for Education in Journalism; Second Annual Management Conference; and the National Resources Conference.

Three outstanding conferences of Semester II were: Tenth Annual Convention of the Mountain-Plains Adult Education Association; Second Annual Institute of Labor Relations; and the International Arid Lands Meeting.

It is anticipated that activity in this area will increase materially during the coming year.

In addition to the conferences and short courses referred to above, the Division sponsors many special meetings of a shorter duration. These meetings usually last one day; many are held regularly by local organizations. Figures on these special meetings for the reporting period are:
The trend in this area is upward, but no significant increase is evident.

8. **1955 Summer Session**

**Enrollment.** The upward trend in summer enrollment continued. The total for this summer was 1474, which includes students enrolled in the Taos Field Session and the two-week Puppetry Workshop. This is an increase of 187 over the total for the 1954 Summer Session.

There were 328 veterans enrolled for the 1955 Summer Session, which is an increase of 46 over the previous summer.

**Enrollment in departments was as follows:**

<table>
<thead>
<tr>
<th>Department</th>
<th>1954</th>
<th>1955</th>
<th>1954</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>20</td>
<td>35</td>
<td>277</td>
<td>288</td>
</tr>
<tr>
<td>Art</td>
<td>90</td>
<td>115</td>
<td>67</td>
<td>90</td>
</tr>
<tr>
<td>Biology</td>
<td>72</td>
<td>58</td>
<td>107</td>
<td>101</td>
</tr>
<tr>
<td>Business Admin.</td>
<td>75</td>
<td>137</td>
<td>136</td>
<td>140</td>
</tr>
<tr>
<td>Chemistry</td>
<td>63</td>
<td>57</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Economics, Art</td>
<td>74</td>
<td>57</td>
<td>217</td>
<td>233</td>
</tr>
<tr>
<td>Education, Elementary</td>
<td>49</td>
<td>49</td>
<td>66</td>
<td>70</td>
</tr>
<tr>
<td>Education, General</td>
<td>58</td>
<td>3114</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>Education, Music</td>
<td>70</td>
<td>37</td>
<td>118</td>
<td>103</td>
</tr>
<tr>
<td>Education, Physical</td>
<td>204</td>
<td>195</td>
<td>48</td>
<td>67</td>
</tr>
<tr>
<td>Education, Sch. Admin.</td>
<td>119</td>
<td>126</td>
<td>65</td>
<td>75</td>
</tr>
<tr>
<td>Education, Secondary</td>
<td>235</td>
<td>149</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>17</td>
<td>17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Analyzing the enrollment further, the following shows figures for the various colleges:

<table>
<thead>
<tr>
<th>College</th>
<th>1954</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>177</td>
</tr>
<tr>
<td>Business Admin.</td>
<td>94</td>
</tr>
<tr>
<td>Education</td>
<td>182</td>
</tr>
<tr>
<td>Engineering</td>
<td>122</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>32</td>
</tr>
<tr>
<td>General</td>
<td>63</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1474</td>
</tr>
</tbody>
</table>

Pharmacy 10
Graduate 1494
Law 3
Non Degree 272
Taos Field School - 18 (not broken down into colleges)
There were 372 new students enrolled, 353 readmitted students and 734 returning students (Does not include Taos Field School).

It is interesting that 1180 students were from New Mexico; 268 students were from 44 other states (from all but Delaware, North Dakota, and South Dakota); and we enrolled 11 students from foreign countries.

Staff. In addition to regular faculty members, every effort was made during the past summer to secure distinguished scholars and teachers to serve as visiting professors in those areas where staff was needed or it seemed desirable to develop specific programs or workshops. The following were members of the guest faculty for the 1955 Summer Session:

Marjorie Batchelder, Ph.D., Ohio State University. Co-director of Puppetry and Creative Dramatics Workshop.

Hans A. Bethe, Ph.D., Munich. Visiting Professor of Physics.

Now Professor of Physics, Cornell University, Ithaca, New York.


Stewart G. Cole, Ph.D., University of Chicago. Visiting Professor of Sociology. Now Educational Director of the South Pacific Division of the National Conference of Christians and Jews, Los Angeles, California.


Edward Corbett, California School of Fine Arts. Visiting Professor of Art. Now Professor of Art at Mount Holyoke College.

Eldred Harrington, Ph.D., University of Southern California. Visiting Professor of Education. Now Director of Secondary Education, Albuquerque Public Schools, Albuquerque, New Mexico.

Henry Lampman, Ph.D., University of Wisconsin. Visiting Professor of Education. Now Director of Guidance, Albuquerque Public Schools, Albuquerque, New Mexico.

William Lockwood Parker, Ph.D., University of Illinois. Visiting Professor of Physics. Now Professor and Head of the Department of Physics at Reed College, Portland, Oregon.

Walter V. Scholes, Ph.D., University of Michigan. Visiting Professor of History. Now Professor of History at the University of Missouri.
Warren Taylor, Ph.D., University of Chicago. Visiting Professor of English. Now Professor of English at Oberlin College, Oberlin, Ohio.
George Yost, Jr., Ph.D., Princeton University. Visiting Professor of English. Now Professor of English at Florida State University, Tallahassee, Florida.
Ira H. Young, Ph.D., Iowa State University. Visiting Professor of Education. Now Professor of Education at Harris Teachers College, St. Louis, Missouri.

Special Events. Our varied program of special events was carried on again during the 1955 Summer Session. The following are considered worthy of note:

(a) Lectures Under The Stars

<table>
<thead>
<tr>
<th>Date</th>
<th>Speaker</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 20</td>
<td>Erna Fergusson</td>
<td>&quot;Whose Albuquerque Is It?&quot;</td>
</tr>
<tr>
<td>July 11</td>
<td>Irene Bevley</td>
<td>&quot;Fools, Feuds, and Furriners&quot;</td>
</tr>
<tr>
<td>July 18</td>
<td>Tom O. Evans</td>
<td>&quot;The Race for Uranium.&quot;</td>
</tr>
<tr>
<td>July 25</td>
<td>Ann Nolan Clark</td>
<td>&quot;Mesas, Mountains, and Valleys.&quot;</td>
</tr>
<tr>
<td>August 1</td>
<td>Lewis Nordyke</td>
<td>&quot;The Cowboy Rides On And On.&quot;</td>
</tr>
</tbody>
</table>

(b) Archaeological Field School. There were three archaeological parties in the field this summer under the Direction of Dr. Frank Hibben, Professor of Anthropology. A beginning class worked at nearby Pottery Mound, while two more advanced parties worked at Lucy and Gallinas.

(c) Taos Art School. The routine of the Art Field School at the Harwood Foundation in Taos, New Mexico, was varied somewhat this year. Instead of the customary four-week session, this summer there were two two-week sessions. It was felt this arrangement would particularly appeal to the people with short vacation periods. Professor Edward Corbett was the director of the school.

(d) Art for Children. The Department of Art Education again sponsored the popular Art for Children. There were two classes; one for children age 7 and 8 and another for ages 9, 10, and 11. Approximately 40 children attended these classes. Mrs. Jeannette Culbertson was in charge.

(e) The Evening Square Dances. This recreational feature, under the supervision of the Women's Physical Education Department, was directed by Mrs. Virginia Sacks again this summer. Seven weekly programs were given with a total attendance of approximately 1,000.
(f) The Student Dances. All student dances were held in the Student Union Building and were organized and directed by the students themselves.

(g) Elementary Demonstration School. The Elementary Education Demonstration School was again under the direction of the Elementary Education Department. The school was held in Parsons Hall. The three groups met for seven weeks under the following teachers:

Agnes Winkler, Grades 4, 5 and 6
Zona Blythe, Grades 1, 2 and 3
Marjorie Dale, kindergarten

Approximately nine hundred adults observed in the Demonstration School during the current summer session. Observers included summer school students, parents of children enrolled in the school, some UNM June, 1955 graduates who will begin teaching in September, teachers from private schools, public schools, and from the Indian Service schools.

Many parents expressed appreciation of the program to the teachers in the school and to the Director, Dr. Kathleen McCann.

(h) High School Band, Chorus and Orchestra Clinic. The fifth annual Clinic, sponsored by the Department of Music, and under the general direction of Professor William Rhoads, was held from July 14 through July 23. There were approximately 227 students enrolled in the three areas of the Clinic. Mr. Donald Moore of Baylor University was in charge of the band, Mr. Robert McGowen of Iowa State College in charge of the chorus, and Dr. Jack Stephenson of our faculty was in charge of the orchestra.

It is to be noted that this was the largest clinic ever held here and it also marked the inauguration of our first orchestra clinic.

(i) Arithmetic Conference. A four-day Arithmetic Conference under the direction of Dr. Henry Van Engen of Iowa State Teachers College was held June 7 through 10. A total of 75 persons, mostly public school teachers, enrolled.

(j) Swimming for Children. Four classes of children were taught swimming under the supervision of Mrs. Virginia Sacks, representing the Women's Physical Education Department. The enrollment this year was limited to children of students and University employees. There were 81 children enrolled.

(k) High School Speech Institute. The fifth annual High School Speech Institute was held July 5 to 22. Fourteen high school juniors and seniors were enrolled. The Institute was under the direction of Professor Cullen Owens of the Department of Speech.

(l) Conference in Secondary Citizenship Education. Mr. Irvin P. Murphy, Director of Administrative Services, New Mexico State Department of Education, directed a five-day workshop in Secondary Citizenship. There were fifteen students enrolled.
Red Cross Home Care of the Sick. A five-day instructors' course in home care of the sick was offered in conjunction with American National Red Cross June 8 through June 14. Mrs. Helen Padro, Nursing Field Consultant, conducted the workshop. There were six students enrolled.

Swimming Pool. The supervision of the swimming pool this summer was by George Petrol. There was an average daily attendance of 335 people at the pool for the eight weeks of summer session, which included classes as well as the free hours.

Summer Institute for Teachers of Physics. Noteworthy this summer, the Physics Department, with Dr. John Green in charge, presented a Summer Institute under the sponsorship of National Science Foundation. The program was designed for both high school and college teachers of physics with the purpose of improving the teaching of physics on all levels and of devising ways to attract gifted students into the study of physics. A special course, Physics 155, was offered for the high school teachers, while seminars in advanced topics were held for college teachers. Frequent discussion sections brought together both groups of teachers for the consideration of problems of common concern. There were 24 students enrolled for credit.

9. Miscellaneous. Plans to consolidate all campus charity drives into one United Fund Campaign were completed during the reporting period. The campaign will be under the general supervision of a United Fund Committee, with the Director of the Division of Extension, Summer Session and Community Services as Chairman. It is hoped that this plan will materially decrease the amount of time necessary for these worthwhile drives, and at the same time increase the overall amount donated by faculty and staff. The plan will go into effect in the fall of 1955.

Military Classes. During the course of the reporting period this Division was called upon by the Armed Forces of the United States for educational assistance three separate times. Two non-credit courses were taught for the Air Force Reserve. Professor Howard J. Finston taught one class entitled "Air Force Administrative Officers'
Course (Increment I) and Professor John Breiland taught a second class entitled "Air Force Flight Operations Officers' Course (Increment I). These two classes met for twenty-four sessions during the months from September, 1954 to June, 1955. An average of 30 Air Force Reserve Officers attended each of these classes. The Division has been contacted relative to continuing this service for the coming year, and plans are well underway.

In addition to the two classes discussed above, the Division was called upon to organize a non-credit class in Personnel Administration for United States Army personnel at Manzano Base near Albuquerque. The course was organized and was taught by Professor Finston. This class met for twelve sessions during the months of January, February, March, and April, 1955. The class is regarded as successful both from an instructional standpoint and from the belief that it further acquainted the nearby military establishments (which represent a great potential for the University) with the services of the University.


Some of the plans and recommendations mentioned here may be repetitious from last year's report but, in our opinion, are important enough to emphasize again. Certainly, a large part of our plans for this year are based upon the addition of a second assistant director.

I. Extension Classes. We expect to maintain or increase the number of extension classes held in the state within the limit of
our budget. We hope to give more attention to developing classes in various areas although travel distances will always be a great barrier.

With the influx of more regular students on the campus, we may find the regular academic staffs of the colleges increasingly reluctant to accept extension classes. With this in mind, we still advocate the employment of instructors who would devote part of their time to this area, particularly in the Elementary Education field.

We are presently studying with Mr. Charles Owens, Superintendent of Schools at Gallup, New Mexico, the advisability of beginning several freshman level courses to be given at night in the Gallup High School. These courses would be considered as extension work (at least, for the present). If it is deemed financially practical, classes will probably begin September, 1956.

II. Correspondence Courses. Although we now have accomplished many revisions and several additional courses, we need many more courses in varied areas to give full service to all requests.

We will continue our attempts to convince certain departments that they should provide some or more courses through correspondence study.

We expect that our enrollments will increase this next year and we need to make plans for more time in supervising this work, and perhaps will need additional staff employees.
III. Community College.

(a) Credit Courses. Although we administer the evening credit classes after they are scheduled by the colleges, we can only encourage the offering of enough classes to satisfy the demand. Despite this, we must point out that the number of classes held at night is decreasing and may continue to do so as day students increase. This is likely to lead to two serious results: (1) income will be materially decreased and, (2) community demand will not be met.

Actually as the city grows, we ought to be increasing the number of night classes. To satisfy the community demand may require more and more a separate instructional staff. We will, of course, continue to improve our service to night school students.

Probably, the number of non-degree students will increase and we will need to devote more administrative time to these students.

(b) Non-Credit Courses. Probably our efforts, as far as regular non-credit courses are concerned, will continue in about the same vein. We are gradually rearranging our fee structure upward and plan on a $12 base rather than $10.

We do plan more effort in developing special short courses for specific groups. We feel that there is much demand for this kind of service to the community.

IV. Educational Television. Whenever the University faculty is ready to accept the idea of credit courses by television, we will develop plans for such. One possibility for development this year would be to implement a regular correspondence course with TV
lectures and demonstrations. This, we feel, would increase enroll-
ments in such a course through our present Correspondence Department.
In the meantime, we will continue to plan some more non-credit short
courses taught by regular faculty members if possible.

We are still making plans to cooperate with the Speech Depart-
ment so as to coordinate student training and programming.

The time may soon come when we will want to accept an hour or
two of regular daily time from one or more of the stations (such has
been offered) rather than to continue having our weekly time changed
or having our time pre-empted.

We plan to continue educating University personnel to the
educational possibilities of television and to publicize what other
institutions are doing in this area.

V. Harwood Foundation. For this next year no major changes are
contemplated except that we are eliminating film showings by the
Bookmobile Operator. This means that he will go on a half time basis
as compared to this past year. The reason for this change is due to
a 50% decrease in financial support from the public schools in the
county. This decrease by the county schools will also mean that we
lose the $700 which has been contributed by the State Library in
Santa Fe. However, we have been assured by the Taos County Commissi-
ioners that we will get the one cent increase in the cigarette tax
which was designed for recreational purposes. No one seems to know
even approximately how much this will mean financially.

Another unknown factor for this next year is whether the
University will be free to decide the future of the Degen property
which joins the Harwood on the east. I suppose no recommendation should be made on this until the issue has been decided.

VI. **Film Library.** The need for a good film library in the State of New Mexico has not diminished since our last report. Indeed, it is felt that the need and demand from the public schools over the state is rising rapidly. The theory and practice of audio-visual education is becoming more widely known every year among the teachers, supervisors, and administrators of New Mexico. This awareness of a more modern way of teaching leads to increased demands on suppliers of audio-visual materials. The film library of the University of New Mexico has been in a state of steady decline since 1948 because of budget limitations. There has not been a regular catalogue issued since the fall of 1947 since it seemed foolish under the present status. The general state of the films is deplorable. Yet, in spite of this wretched condition, the bookings have not decreased materially; in fact, they increased slightly this reporting period. The implication is that there is a tremendous reservoir of demand that needs to be met. There is still no first rate film library in the State of New Mexico, and the University is the only institution with the necessary resources to establish a film library to fill the vacuum that exists.

The budget for the film library for the fiscal year 1955-56 was substantially increased over the previous year's $500. The new amount, however, is not large enough to do the rebuilding job that is necessary to have a respectable film library of which the University can be proud. A minimum budget to begin the tremendous
job of rebuilding would be approximately $10,000, divided roughly as follows:

- New films: $6,000
- Repair of old films: $1,200
- New equipment: $2,000
- Catalogue (print): $600
- Advertising: $200

The initial cost would be great, but an adequate film offering of 1500 or 2000 films, properly administered and aggressively advertised, could be built into a paying department within three to five years.

The only alternative to the suggested budget above is to abandon all pretenses of maintaining a film library and devote our meager resources to fulfilling on-campus requests. It would be necessary to buy additional equipment to adequately meet on-campus requests. The most frequently requested pieces of equipment which we do not have are tape recorders, record players, and opaque projectors. This new equipment would cost approximately $2,000, as follows:

- 2 tape recorders @ $300: $600
- 2 record players @ $100: $200
- 1 opaque projector: $300
- 2 16 mm projectors @ $450: $900
  (less $50 trade-in each: $800)
- 3 miscellaneous lenses: $100

There should also be some provision made for buying films for use by the departments. The best recommendations for buying films for this purpose seem to favor some sort of joint action between the departments and the film library. A very modest beginning of this sort could be made on $1,000, with the recognition that the sum would grow as the departments become acquainted with the program. Laboratory facilities for local production of slides, film strips, and motion pictures should be included in any long range plan.

Perhaps the time should soon come for some effort to centralize
the buying, storing and utilization of all visual-aid equipment and material for the University instead of allowing the present uneconomical system of decentralization to continue. Some other institutions have also had to face up to this problem. At least, we feel that these questions need to be resolved as soon as possible.

VII. Conferences and Short Courses. Again, I would emphasize the desirability of having a full time man for this activity. However, with an additional assistant director, we plan to do more in this area in the coming year. Our first major project this year is to be an "Effective Motor Fleet Operation" course, the first one of its kind ever offered in New Mexico.

There are any number of potentials in this area that can be developed to the financial and public relations advantage of the University.

We recommend that The Administration of the University continue to do everything possible to centralize all such activities in this office.

VIII. Summer Session. In last year's report I requested a budget of $91,000 for 1955 and ended up with $86,500. Even so, we were able to develop a program that attracted an increase of 187 students over the 1954 figure. With this increase, income will exceed expenditures by approximately $3,000. This will be the first profit year in a long time.

Certainly, we cannot continue to care for anticipated increases in students without an increased budget; neither can we develop a broad, varied academic program without additional funds. It is,
therefore, recommended that the budget for 1956 be set at $94,000 so that the Summer Session can continue to grow and serve better.

Again, I say that Summer Session salaries are too low and every consideration should be given to raising them from a maximum of $1,000 to $1,200. We plan to continue our efforts to secure guest professors with national reputations, even though we may have to pay greater salaries.

It is still recommended that the faculty be put on eleven month contracts which would certainly be a great blessing to some of our Summer Session problems. If it is not feasible to do this for all of the faculty, perhaps it could at least be done for the College of Education.

With the addition of an air-conditioned dormitory, we should be able to attract more students and to make life more bearable for them. Of course, I must strongly recommend that at least the Library and Mitchell Hall be adequately air-conditioned as soon as possible.

After suffering through six weeks of danger in having our "Lecture Under the Stars" series either flooded or blown away, I strongly recommend that an air-conditioned auditorium be provided as soon as possible.

Further study will be made as to the feasibility of modifying our present eight-week organization. It may be practical to have two six-week terms, two five-week terms, or possibly a post session. Anyway, the whole idea is open for study.
10. Activities in Learned and Professional Societies (Offices Held)

Harold O. Ried

Who's Who in America listing
Secretary-Treasurer of Summer School Directors of North Central Association
Phi Kappa Phi
President of New Mexico Council of Adult Education
President of Mountain Plains Adult Education Association
Red, Red Rose
Mr. John Durrie

College of Fine Arts

1954-55 Annual Report:

Second to greatly increased enrollments which in the Freshman year were well above the average of the University increase as a whole, the two major steps of the College of Fine Arts during 1954-55 in a forward direction were: (1) great expansion of the music education program and, (2) a move toward de-emphasis of professionalism by offering more material of interest to students of other colleges.

The proof that two colleges can work together toward a common goal is well emphasized by the success of Music Education (at least one half of the present majors in music are pursuing the Music Education curriculum). This program has proven to be a success in consolidating the aims of the Music Department and the College of Education. There is no doubt that this same cooperation can be accomplished in several other areas in which this college has interests along with those of others, for example, Art Education, Architecture and the Dance.

The increased enrollment of students from other colleges of the University into the College of Fine Arts departments can be demonstrated by the fact that the number of majors in the three departments of the college has not increased in proportion to the total enrollment, the Full-Time-Equivalent however, has shown a steady increase. This higher F.T.E. has come from students enrolling in Fine Arts courses but majoring in other fields such as Arts and Sciences, Education, Engineering, etc. The college, therefore, is proving to be of general service to the University in line with future objectives.

Slightly secondary to these achievements are those departmental activities: the plays that have been offered, the exhibits that have been given and the musical programs. These have been continually expanded both in quality and number during the past years. In some instances considerable success has been attained with very little assistance monetary wise. Budgets for these enterprises have not been greatly increased during the past years, at least not in proportion to their increase in quality.
This above points up some of the immediate needs for the College of Fine Arts:

1. Expense and Equipment budgets have been maintained at too low a level, not having been allowed to increase in proportion to the enrollment and offerings.

2. The Music Department is much too crowded for space and teaching loads are too high. This is due in part to offering practice courses without fee, therefore receiving a great increase in enrollments. There is need for practice rooms for these courses and additional staff to teach them. The loads of some of the faculty are way out of line with those other departments on the campus.

3. The Drama Department has a great need for a working theatre where they can stage plays without devoting nine days to each in order to accommodate the number who wish to see them. If the seating capacity of this theatre was such that attendance could be doubled or tripled it would greatly alleviate the use of class and faculty time that is now required to offer nine performances of a production.

These are the major needs of the College at present. In the future consideration should be given a Fine Arts Center, possibly having as its nucleus a theatre and art gallery. The first department that should be considered, specifically for classroom teaching is music (the Drama Department being aided, in part, by the theatre). In long range planning, however, all three departments should be considered so that suitable homogeneous additions could be added to the gallery and theatre taking into account the various individual needs and the various group enterprises of the departments. It is respectfully requested, therefore, that prior to the planning of such a building complex that the College be instructed to submit its concept of a workable Fine Arts Center.
I. Significant achievements during the period.

a. The most significant academic change is the revision of curricula toward the end of a more general university program. Curricula by 1956-57 will reduce major requirements from 65 hours to 51 hours (the equivalent of an average major and minor in other colleges of the University: i.e. major - Painting and Design, 28 hours; minor - Crafts and Art History, 23 hours); the number of elective credits will be raised from 33 to 42 credit hours, one-half of which must be taken in courses outside of the Art Department (this we believe to be a progressive innovation not to be found elsewhere in the University); and the addition of 5 credit hours to specific academic requirements (allowing immediate use, by students, of pilot courses to be offered by other colleges).

b. An intensified gallery program was inaugurated by Mr. Gebhard. This involved the establishment of two galleries: one to eventually house a permanent University collection, and the other to handle current shows. Although at present money is not available to fully accomplish the purpose of either gallery, the following activities were realized: fifteen Sunday programs with an average attendance of seventy people (drawn from both on and off campus); fourteen exhibits of material drawn from the staff and students of the department; and eleven exhibits imported from areas outside the campus (six of these from other states). With the limited budget then (and now) available, (about $500.), this program was a great achievement and we consider it to have been a sincere public service.
c. The first semester freshman enrollments in the department showed an increase of over 40% compared to the first semester of 1953-54. This increase was in keeping with present departmental philosophy which, in brief, aims toward deemphasis of professionalism and emphasis on a general cultural education in which the arts occupy other than a minor position. The above increase was not mainly from increased art majors but from enrollments from other colleges.

d. Some 300 to 400 colored slides of Southeastern Indian artifacts and architecture, and about 150 colored slides of Southwestern (Arizona) Indian artifacts were added to the slide collection through trips made by the faculty to those areas. In addition to these, some 400 to 500 colored slides taken by Professor Bunting of Central and South American material were added to the usual number of slides taken from printed and locally available material during the year.

II. Significant plans and recommendations.

a. Increased enrollments will require the addition of at least one new staff member to replace Professor Jonson, and the addition of money to provide for a graduate student to act as an assistant in the gallery (relieving faculty of the additional load of arranging for, procuring, hanging and policing shows). The new budget provides for these items.

b. The Fine Arts Building is inadequately lighted in the studio areas and therefore these facilities cannot be used efficiently during dark days or for evening classes. In reference to the latter, the department has asked that it be allowed to dispense with night classes until such needed lighting in the Fine Arts Building becomes available. Inasmuch as next year's budget cannot allow improvement in the situation, the administration has given tacit approval.
II. - Continued

c. Further expected increases in enrollment next year will point up the need for more area for classes in Jewelry and General Crafts. The area provided for these classes is now used well above the efficiency of most classrooms on the campus. No other room, however, for these classes is now available within Art Department buildings.

d. Inasmuch as most of the photographic equipment used for photography classes is, or is going to be in need of replacement, the Art Department plans to withdraw such classes from its offerings and ask for expenditure in needed areas elsewhere within the department.

e. The Art Department and the Department of Architectural Engineering are working jointly on a plan for a major in Architectural Design to utilize existing facilities in both colleges and which will allow a major from either department to obtain a degree in Architectural Design. We, as a department, feel that this too is a move against compartmentalization and toward coordination of general university education.

III. Long-range plans.

a. Although mentioned before on many occasions, the forthcoming surge in enrollments points up and will require the reintegration of art and art education. This duplication of teaching, and impossibility of cooperation under existing conditions will in the future lead to much less economy of effort than is now evident. The conflicting philosophies of both colleges, the competition of both departments, and the one-sided bias of the training of art teachers is present within no other area of the University. We of the Art Department are prepared to cooperate with the College of Education in the now successful fashion exemplified in other areas (particularly in Music Education).
III. - Continued

b. Academic long-range plans involve the offering of present full-time studio courses in the manner that science laboratory courses are offered now. The department plans to partially offset need for new professorial staff by letting our present professors introduce and criticize studio material in large lecture sessions, and augment the teaching of smaller studio sessions with less experienced instructors. Details of this are not completed, so space and capital need have not been formulated.

c. Other long-range plans and needs, such as acousticizing, gallery remodeling, necessary projector equipment, slide files, ceramic equipment, studio materials, etc., have been presented previously.

IV. - Appointments to staff.

Miss Alice Kagawa, Assistant Professor, teaching General Crafts, Ceramics and Weaving. September 1, 1954 to present.


V. Separations from staff.

Mr. David Gebhard resigned to become Director of the Roswell Museum as of June 30, 1955.

VI. Publications.

None.

VII. Completed research projects.

Lez L. Haas - Completion of first part of research on Plastics as a Painting Medium (report not complete).

VIII. None
IX. Other professional activities

Kenneth Adams - Painting in Annual at National Academy in New York; Print in travelling exhibition of Museum of New Mexico; Drawing in travelling exhibition of Museum of New Mexico; Oil painting in "Rio Grande Painters", travelling exhibition sponsored by Museum of New Mexico.

Bainbridge Bunting - Lectures on Mexican Baroque Art and Architecture, and Baroque Art and Architecture of South America.

Ralph Douglass - James Peterson Phillips Prize in Graphics, Painters and Sculptors of New Jersey Annual Show; New Mexico version of "The Way of The Cross" in process of publication - to come out in Spring, 1956; working on scientific illustrations for text on physiology.

David Gebhard - Lectures on The Post War House in America and Indian Petroglyphs of Wyoming.


Alice Kagawa - Lecture on Contemporary American Pottery - Fine Arts Lecture Series.

John Poore - Lecture on Contemporary American Jewelry - Fine Arts Lecture Series; Included in Jewelry Show at the University of Washington, Summer, 1954; Crafts Show at the Brooks Art Gallery in Memphis, Tennessee; one of five craftsmen from the Southwest selected to show in the New York Museum of Modern Art Travelling Crafts Show.

John Tatschl - Continued work on stained glass windows in churches of the Southwest; lecture on Art of the Stained Glass Window - Fine Arts Lecture Series.

X. Activities in learned and professional societies, etc.

None
XI. **Important study and travel.**

Trip to Southeastern United States by Professor Haas and Mr. Gebhard to make slides of and become acquainted with Southeastern American Indian prehistoric artifacts.

XII. Rolshoven scholarship. (Amount and stipulations as yet unknown.)
The Report of the Department of Drama  
July 1, 1954 - June 30, 1955  
Edwin Snapp, Chairman

1. Significant achievements during the period.

During the past year the department has made several significant changes in its course offerings: Problems--197-198 was dropped from the curriculum and a new lower division course, Drama 15-16, Introduction to Theatre was added. Laboratory courses in the curriculum were rearranged for a more equal load balance and distribution. Playwrighting was made an upper division course; Stage lighting was changed to lower division status.

Also, during the year, the department rearranged its physical plant in the old B & G Building to include a new experimental theatre seating 56 people, "The Commedia" which was designed and built by staff member James Miller. This theatre will be used primarily for student productions, and for testing original scripts.

2. Significant plans and recommendations for the next academic year, including estimated capital needs.

The Department of Drama's plans for the immediate future include: (1) the purchase and installation of a new switchboard to replace the "home-made" switchboard which is in current use. This is a vital need and must
be realized within the next two years. Approximate
cost...$5,500 to $6,000. (2) the replacement of three
sections of the auditorium walls (which are at present
constructed of wood frames and canvass) with permanent
coverings of plaster board or celotex. Approximate
cost...$350. (3) the purchase and installation of a
forced air ventilating system for the auditorium of the
University Theatre. Approximate cost...$5,000.

3. Long-range plans not previously reported.
None, which have not been previously reported.

4. Appointments to staff.
No appointments to the staff.

5. Separations from staff.
James Miller resigned from the Department of Drama
Staff effective July 1, 1955.

6. Publications.
(a) Books and monographs.

Miller, James. *Designing and Equipping the*
*Theatre.* Published by James H. Miller, Albuquerque, New Mexico.


(b) Articles.

Miller, James. *Economy Block and Floor Plates.*
7. Completed research projects.  
None.

8. Outside-sponsored research.  
Hexter Foundation Grant of $750 for investigation of The State of Theatre Architecture in the Southwest. James Miller.

9. Other professional activities.  
10. **Activities in learned and professional societies.**

Mr. James Miller was Vice President of the Southwest Theatre Conference 1954-55 and read a paper at their recent convention in New Orleans, "Buildings and Stages." He was also chairman of the Theatre Architecture Project of the A. E. T. A. and read a paper at their recent convention in East Lansing, Michigan, "Problems of the Arena Designer." Gene Yell attended the Southwest Theatre Conference in New Orleans and served on a panel which discussed, "The Selection of Plays for Community and University Theatres."

11. **Important study and travel.**

None.

12. **Gifts.**

None.
TO: Acting-Dean Lez Haas  
FROM: Hugh M. Miller  

1. Significant achievements during the period.

Progress in the music education program at the graduate level is to be reported. Although the degree of Master of Music Education has not yet reached the final stages of approval, the curricula in this area have been thoroughly discussed by the faculties of the Department of Music and the College of Education, and tentative approval has been attained. It is hoped that during the next academic year, 1955-56, the program will be established and available to the numerous students which already wish to enter this program.

During the year the department had eight student assemblies in Semester I, fourteen student assemblies in Semester II.

A total of eleven junior, senior and graduate recitals were presented during the period.

Two faculty recitals were given: a two-piano recital by Mr. Schoenfeld and Mr. Robert, and a voice-piano recital by Mr. and Mrs. Schoenfeld.

The Opera Workshop presented The Merry Wives of Windsor in January (four performances: January 1-15). An informal presentation of Mozart's Bastien and Bastienna was given on June 1.

The chorus and orchestra combined in presentations of Bach's Christmas Oratorio (Nov. 21), Orff's Carmina Burana and Beethoven's Phantasy (March 27), Beethoven's Missa Solemnis (May 22) in Santa Fe, (May 20); and the Christmas assembly in the Student Union Building on December 15.
The Madrigal Singers presented programs at the Faculty Women's Club, Los Alamos, Mountainair, and at the Governor's Inauguration in Santa Fe on January 1.

The String Workshop presented concerts on May 21, February 11, and in Santa Fe with Vronsky and Babin on May 28.

The University Band gave concerts with Sigurd Rasher, saxophonist on March 5 and 6. The University Wind Ensemble presented two programs: February 20 and April 17. The Concert Band gave a concert on May 1. The Band also took a three-day tour appearing in concert in Truth or Consequences, Deming, Holloman Air Force Base, Alamogordo, and Las Cruces. The Band and Chorus combined in presentation of a program entitled Fanfare of Popular Music on May 10. In addition, the Marching Band made appearances at all local games and with the football team at Laramie.

Other public appearances and activities sponsored by the Department during the period were the S.A.I. Carol Service (December 5), S.A.I. Musicale (April 3), lecture by Alexander Tcherepnin (March 15), and participation in the All State Clinic (January 26-27).

It should be reported here that largely through the excellent work of Jack Stephenson and Bill Rhoads the prestige of the music department throughout the state has been considerably augmented. Our public relations with the schools of the state, and especially our rapport with the Albuquerque music teachers are better than they have ever been before.
2. **Significant plans and recommendations.**

It would appear from the 1955-56 budget that likelihood of the Department purchasing a pipe organ are remote. But the need for this equipment is even greater than before. This need is clearly expressed in Dean Robb's Report to the President of June 30, 1954 (see page 7). The cost of this instrument is in the neighborhood of $10,000. Organ manufacturers could not build and deliver the instrument within a year's time even if the order were placed immediately.

There is need for an assistant in chorus. The special scholarship for that purpose during the past two years is not available for the coming year, despite the fact that a specific request for this purpose was made. The chorus simply cannot operate at its present capacity without someone to manage the choral library, and act as chorus librarian for rehearsals, concerts, marking and filing scores, taking care of robe assignments, etc.

It is apparent that additional staff is needed for the music education program. Expansion of the music education work into the graduate level, and the expansion of enrollment at both graduate and undergraduate levels already taking place points an already acute need. Mr. Stephenson and Mr. Rhoads are both overloaded at the present time. Specifically the need is for an additional faculty appointment to handle the vocal-choral-conducting areas of the music education program. An experienced and well-qualified person to fill this need would command a salary of $4,000. Although the department is attempting to find a voice teacher (cf. item 5) who can do some of
this work, it is clear that a full-time teacher is needed in the very near future.

3. **Long-range plans.**

The annual reports to the President have in past years consistently stressed the need for suitable and adequate building facilities for the department. The remodelling of the Music Building and part of the old Chemistry Building two years ago temporarily relieved the most acute of our needs. But the above projects were entered into clearly with the understanding that these were only temporary measures. One may well ask, "How long is temporary?" Add to this the fact that the Music Department has never in its entire history been housed in buildings expressly constructed for its very special needs which are every bit as unique as the requirements for engineering, chemistry, biology and geology buildings—probably much more specialized.

The most pressing needs in this area are for rehearsal space. At the present time the choruses rehearse in the Science Lecture Hall (shared with other University classes) is unsuitable and inadequate.

The department has only two class rooms it can call its own. A third room, the so-called "recital hall" is also used for classes. These three rooms, poorly lighted, poorly furnished with cast-off and broken-down arm chairs and with straight chairs and folding steel chairs (sic!), poor blackboard space, and rough concrete floors, are in the very near future going to be insufficient to take care of class room needs.
The band and orchestra rehearse in low-ceiling, unsound-proofed rooms. And they are across campus from other rehearsal space so that the job of constantly moving instruments and other equipment becomes a daily chore. Centralized rehearsal areas (for band, orchestra, chorus, and opera workshop) need to be provided. Any plans for a new building must take these problems into consideration.

The number of practice rooms is barely sufficient for the present. But it is apparent that the time is not far off (perhaps one or two years at the most) when more practice space will be mandatory.

We can possibly manage with the present studio space for the next year or so. But even these unattractive quarters will be insufficient very soon.

4. Appointments to staff
Dr. Charles Hummer was appointed Instructor in Voice for the academic year 1954-55. He was reappointed to the Summer Session faculty for 1955.

Mrs. Emily Weisdorfer was appointed Secretary to the Department effective July, 1954.

5. Separations from staff
Dr. Charles Hummer resigned effective at the end of the 1955 Summer Session.

Mrs. Emily Weisdorfer resigned effective August 10, 1955.

6. Publications
William Rhoads
(b) Article entitled "The Symphonic Wind Ensemble" printed
Publications - continued
in November 1954 "Instrumentalist".

c. Reviews -
Schoenfeld, Morton - review of Karl Geiringer, "The
Bach Family." in New Mexico Quarterly Review,
Vol XXV (Spring 1955).

7. Completed research projects.
Hugh M. Miller
"Melodic Independence in Two-Part Counterpoint: a

"40 Ways of 2 Pts. in One by Thomas Woodson" (A
stylistic study of 20 canons in the British Museum).
Journal of the American Musicological Society,
Spring Issue.

Finished a book entitled MUSICAL TEXTURE. (100
pages typescript, 20 pages music examples.)

Jack R. Stephenson
Ph.D. Dissertation at the University of Kansas,
Spring 1955. A High-School Music Curriculum
Planned in Terms of the Cultural Pattern of a
Community and the Needs of High-School Youth.

9. Other professional activities
Hugh M. Miller

Lecture Albuquerque Chapter Am. Federation Music Clubs.
Subject: Modern Music.

Lecture Appreciation Group A.A.U.W. Subject: Music
Appreciation Approaches and Methods.

Lecture Albuquerque Civic Symphony Women's Association.
Subject: Discussion of the Music on the Civic
Symphony Program.

Gave talk to 9th grade Latin Class at Jefferson Junior
High School: An Explanation of the Ordinary of
the Mass, Its History, Its Latin, and the Musical
Setting in Beethoven's Missa Solemnis.
9 - Other Professional activities continued.

Kurt Frederick

As instrumentalist: Played in concerts of the Albuquerque Museum. Accompanied violin students at various occasions.

Conducted: the UNM Chorus at the inauguration of the Governor of New Mexico, at a Christmas Program, in the Christmas Oratorio of Bach, Carmina Burana by Orff, Choral-Phantasy by Beethoven. Conducted the Concert Chorus in programs for the Highland High School, the Faculty Women's Club, and in the performance of the Missa Solemnis by Beethoven. Studied the UNM Variety Show with the UNM Chorus. Conducted the Madrigal Singers in concerts in Los Alamos (evening concert and high school assembly), in Belen, Mountainair, at the reception of the Governor of New Mexico, in TV performances. Conducted two concerts of the String-Workshop. Conducted the UNM Chamber Orchestra in a concert of Vronsky and Babin in Santa Fe.

Served: As judge in the competition of the Federation of Dallas in Dallas, in the competition of the Federation of Music Clubs in Albuquerque, as choral director of the Choral Clinic in Belen.

Walter Keller:

Served, 1954-1955, on Board of Directors of Albuquerque Modern Museum as advisor on musical activities.


William E. Rhoads:


Scored 10 of the 12 arrangements for dance band in Fanfare 1955 and co-ordinated the show.
9- Other Professional activities continued.

George Robert

Nov. 28, 1954: Presented a Two-Piano Recital with Morton Schoenfeld, UNM.

Feb. 6, 1955: Presented a Two-Piano Recital with Morton Schoenfeld, UNM.

March 5, 1955: Accompanied Sigurd Rascher, saxophone, in a program during the Band Clinic, UNM.

March 27, 1955: Soloist in Beethoven's Choral Fantasy.
April 16, 1955: Performed several selections with the First Piano Quartet, University Program Series.

April 22, 1955: Presented Solo Recital for the Indianapolis Piano Teachers Association, Indianapolis, Ind.


Oct 3-4, 1954: N.M.M.T.A. Convention, Las Cruces, N.M. Presented a program of piano-duets with Morton Schoenfeld.

Morton Schoenfeld

Lecture on Bach's B minor Mass for the Women's Association of the Albuquerque Civic Symphony - Dec. 15.


Jane Snow


Piano accompanist for Darlene Evers in Santa Fe with the Santa Fe Symphonette, March, 1955.
Jane Snow - continued

**Director:** Opera Workshop production, *The Merry Wives of Windsor*, January 1955

**Member:** High Holiday Quartet at Temple Albert, Albuquerque, September - October 1954.

**Jack R. Stephenson**

a. Co-chairman of Band and Choral Clinic at the University of New Mexico.
b. Set up workshop for elementary and junior high school music sponsoring James Green of Silver Burdette Publishing Co. as clinician; 14 hours in seven sessions; average attendance of 90 at each session.
c. Announce for half-time shows of the band at the football games.
d. Assisted New Mexico Western College in trying out members for the all-state orchestra, during the months of November and December (130 tryouts - 1800 miles)
e. Co-chairman of string workshop meeting on every Saturday morning for children of grade, junior high, and high school age.
f. Director of summer string workshop meeting every Saturday morning during the 1954 summer session, and concluding with a concert and a thirty minute broadcast on TV for station KOB.
g. Performance as first chair cellist in all concerts of the Albuquerque Civic Symphony.
h. Playing the cello in all university orchestra productions, eight concerts.
i. Performance in the Art Museum Concert Series under the direction of Prof. Keller (3 performances)
j. Co-director of the all-state band, orchestra; and chorus director.
k. Choral clinician for the Vaughn district Band and Choral Clinic.
l. Orchestra clinician for the Southwest Division Band, Orchestra, and Choral clinic.
m. Orchestra clinician for the Belen District Band, Orchestra, and Choral Clinic
n. Orchestra and string judge for the Southwest Division Festival.
o. TV appearance on Pen Dennis show to advertize civic symphony.
p. Traveled on band tour for announcing and public relations.
q. TV announcer for performance of show Fanfare 1955.
r. Radio broadcast with Dr. Wellick on choosing instruments for youngsters.
s. Judge for the Band and Choral Festival in the Belen District.
t. Advisory capacity in buying instruments in the state.
u. Publicizing and locating positions for graduating seniors.
10. Activities in learned and professional societies (offices held, committee membership, papers read, etc.)

Hugh M. Miller
Accepted Chairmanship of the Committee on Library for the National Association of Schools of Music.

Was elected vice-president of New Mexico Music Teachers Association.

George Robert
Oct. 3-4, 1954: N.M.M.T.A. Convention, Las Cruces, N.M., presented a program of piano-duets with Morton Schoenfeld.

Jane Snow

Jack R. Stephenson
a. Vice president of NMMEA in charge of elementary music education.

b. MENC Divisional Meeting at Hutchison, Kansas: chairman of committee concerning Functional Theory and Materials for the Junior High School (Trip made at personal expense.)

11. Important study and travel

Attended N.A.S.M. Convention in Los Angeles in December as Chairman of the above committee; presented report.
GRADUATE ENROLLMENTS DURING THE PERIOD
AS COMPARED WITH THE PRECEDING YEAR

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*Included in totals

SUMMER SESSION ENROLLMENTS FOR THE PERIOD
AS COMPARED WITH THE TWO PRECEDING YEARS

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<th>1953</th>
<th>1954</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>445</td>
<td>426</td>
<td>458</td>
</tr>
</tbody>
</table>

These enrollments show that for the academic year 1954-55 there was an increase of 153 over the 1953-54 enrollment. However, on the basis of national predictions of U.S. college and university enrollments for 1955-56, it is anticipated that graduate enrollment at the University of New Mexico will show no appreciable change in the year 1955-56 either in the regular academic year or in summer session.

MASTERS' DEGREES GRANTED IN THE SEVERAL DEPARTMENTS
IN THE LAST THREE YEARS

<table>
<thead>
<tr>
<th></th>
<th>1953</th>
<th>1954</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology</td>
<td>4</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Art</td>
<td>5</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Business Administration</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>2</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Economics</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Education</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td>12</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Secondary</td>
<td>16</td>
<td>8</td>
<td>19</td>
</tr>
<tr>
<td>Administration</td>
<td>26</td>
<td>33</td>
<td>24</td>
</tr>
<tr>
<td>Art Education</td>
<td>5</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>
Ph.D. DEGREES CONFERRED BY DEPARTMENTS IN THE PAST THREE YEARS

<table>
<thead>
<tr>
<th>Department</th>
<th>1953</th>
<th>1954</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Civil</td>
<td>7</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Electrical</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Mechanical</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Geology</td>
<td>13</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Government</td>
<td>3</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>I.A.A.</td>
<td>5</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Modern Languages</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Music</td>
<td>2</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Physical Education</td>
<td>6</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>Physics</td>
<td>4</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>Sociology</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>TOTALS</td>
<td>139</td>
<td>132</td>
<td>111</td>
</tr>
</tbody>
</table>

HONORARY DEGREES CONFERRED IN 1955

Doctor of Letters - Francis Fergusson
Doctor of Laws - Judson Eugene Owens
Paul Alfred Francis Walter

ANNUAL RESEARCH LECTURE

The Annual Research Lecture Series, established in 1954, was continued.

The second annual lecture was presented by Dr. Henry Weihofen on April 15, 1955, on the topic, "Crime, Law, and Psychiatry."
RESIDENT GRADUATE PROGRAM AT
HOLLOMAN AIR DEVELOPMENT CENTER

For a number of years the University has maintained a resident graduate program at the Los Alamos Scientific Laboratory. During the summer of 1954, the Holloman Air Development Center requested the University to establish a resident graduate program at Alamogordo for the purpose of providing for its personnel advanced instruction in mathematics and engineering. A contract was arranged between the two institutions whereby the University will offer graduate courses in these fields in both semesters and the summer session of each year, the program to be subsidized by the U.S. Air Force. These courses will in most cases be taught by staff members of the University; however, the more specialized courses will be offered by Holloman personnel. The program has been slow in getting under way, with low enrollments in most of the courses, but it is expected that enrollments will increase as the program becomes more fully established.

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Owing to the increased cost of living and the strong competition at present among graduate schools for high-quality graduate assistants, the University administration, upon recommendation of the Graduate Committee, changed the stipend for assistants from $1200 to $1300. In 1953-54, the total number of graduate assistants in the University was 49; in 1954-55, the figure was 42.

In the 1953-54 academic year the Administration of the University made available to the Graduate Office the sum of $5,000 to support a group of special fellowships. Criteria for awarding these fellowships were listed in the 1953-54 report of the Graduate School. Stipends are variable, depending upon the financial need of appointees, and range from $250 to $850. This allotment has been continued through 1955-56.
In addition to the nine University Fellowships (stipend $1,000), the six University Junior Fellowships (stipend $750), and the variable number of Special Fellowships, various other sponsored fellowships and scholarships have been available in 1954-55. These sponsored fellowships are:

1. Clarissa Fuller Graduate Fellowship in History and Anthropology, $400
2. Critchell Parsons Scholarship in Geology, $400
3. Wilma Loy Shelton International Fellowship for Women, $400

FULBRIGHT AWARDS

University of New Mexico students are eligible to compete for the Fulbright Awards for foreign study and travel. Two graduate students received such awards for the 1954-55 academic year and both went to London, England, for advanced study, one in Engineering, the other in History.

SELECTION OF BACCALAUREATE AND COMMENCEMENT SPEAKERS

The University administration has decided to seek outstanding speakers for the annual Baccalaureate service and the Commencement exercises and the Graduate Committee has been assigned the task of recommending to the President of the University suitable nominees for these occasions. In 1955, the persons selected by the Committee and approved by the President were:

Baccalaureate Speaker: Dr. George A. Buttrick, "What Can One Man Do?"

Commencement Speaker: Dr. Laurence M. Gould, "Some Divided Point in Time"

CHANGE IN FOREIGN LANGUAGE REQUIREMENT FOR GRADUATE DEGREES

Over the years, major departments have had the option of requiring a candidate for the master's degree to demonstrate by examination a satisfactory reading knowledge of one modern foreign language. Candidates for the doctorate have invariably been required to demonstrate by examination a reading knowledge of two modern foreign languages, normally French and German.
In the spring of 1955, the Graduate Committee made some comprehensive changes in these language requirements as follows:

"The Graduate School of the University of New Mexico, upon a recommendation of the Department of Modern Languages approved by the Graduate Committee, now requires certification of a reading knowledge of a foreign language by one of the following options:

1. Passing the fourth semester of the language (or more advanced course) in college with a grade of B not more than 28 months previous to enrollment in graduate school.

   If the student has made a grade lower than B, he may elect Option 2.

2. Reviewing for credit the fourth semester of language in college with a grade of B.

   Comment: This is a brush-up course which would consist of one semester for those who remember the language well but might require all of the second year for those who have forgotten a good part of it.

3. Subsequent to entrance in the Graduate School, passing with a grade of B the current final examination in a third or fourth semester (depending upon which course is being offered) of the language which the student needs.

4. Taking an impromptu oral reading examination during the first semester of graduate registration.

   Comment: This examination should not be attempted by candidates who cannot read a newspaper in the language without the aid of a dictionary. Naturally the candidate may not know every word and still be able to pass, but he must not make a serious error in interpretation of a verb form or point of grammar."

LONG RANGE PLANS

THE DOCTORATE IN GEOLOGY

For several years the Department of Geology has been looking forward to offering the Ph.D. in Geology. This plan has been coming to fruition slowly for two reasons: (1) Inadequate space and equipment facilities. With the completion and equipping of the new Geology Building, this problem has been
resolved. (2) It was considered advisable to withhold the actual offering of the degree until the department could add at least one more senior staff member. With the current increases in enrollment, it appears that this objection will be met soon. It therefore seems to be clear that the department will be prepared to offer the doctorate in the near future.

THE MASTER'S DEGREE IN MUSIC EDUCATION

The offering of a master's degree in Music Education has been under consideration in the University for several years. The proposal for offering this degree has been approved by the Curricula Committee, will go before the Graduate Committee for action in the fall of 1955, and will come before the General Faculty for approval later in Semester I. The degree will be offered jointly by the College of Fine Arts and the College of Education.

SPACE NEEDS FOR THE GRADUATE OFFICE

The office and storage space in the Graduate Office has practically reached a point of saturation. The present large enrollment, in addition to the increased loads placed upon the Graduate Office by the graduate programs at the Los Alamos Scientific Laboratory and the Holloman Air Development Center, has greatly congested the office facilities. It is expected that, within two years, enrollment in the Graduate School will begin to take a sharp turn upward. When this happens, it will no longer be possible to carry on the functions of the Graduate School with the present space and office facilities. It is requested, therefore, that the administration give early serious thought to the matter of planning expanded office facilities for the Graduate Office.

El Castetter, Dean
1. Significant achievements

Last year we gave a recapitulation of the first five graduating classes. We graduated 17 this year out of a total of 44 candidates for the degree.

In last year's report we estimated that our fall enrollment would be 74, an increase of 39.6%. It was actually 72, an increase of 35.8%. The enrollment was divided as follows:

<table>
<thead>
<tr>
<th>Enrollment Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year students</td>
<td>35</td>
</tr>
<tr>
<td>Second-year students</td>
<td>16</td>
</tr>
<tr>
<td>Third-year students</td>
<td>21</td>
</tr>
<tr>
<td>Part-time (not candidates)</td>
<td>2</td>
</tr>
<tr>
<td>Total (74)</td>
<td></td>
</tr>
</tbody>
</table>

Because the second- and third-year classes pick up a substantial number of transfer students in the second semester, and because the mortality rates in these classes is constant and comparatively negligible, we are reporting year mortality rates only on the first-year class. Our entering class in the fall of 1954-55 fared as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>35</td>
</tr>
<tr>
<td>Placed under suspension</td>
<td>5</td>
</tr>
<tr>
<td>Withdrew during semesters</td>
<td>10</td>
</tr>
<tr>
<td>Did not return although eligible to continue</td>
<td>3</td>
</tr>
<tr>
<td>Total (18) - mortality of 52%</td>
<td></td>
</tr>
</tbody>
</table>
The 1954-55 first-year mortality will undoubtedly be increased slightly when the drop-out figures are available at the close of registration this September. We expect the final mortality rate to reach the average first-year mortality of 56%.

The number of admitted first-year students as of August 12, 1955 is 26% greater than the number of admitted students a year ago on this date. We therefore anticipate a fall enrollment as follows:

<table>
<thead>
<tr>
<th>Students</th>
<th>45</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year</td>
<td></td>
</tr>
<tr>
<td>Second-year</td>
<td>20</td>
</tr>
<tr>
<td>Third-year</td>
<td>20</td>
</tr>
</tbody>
</table>

In our report last year we stated that on the basis of a study made by Dr. Wellock and our own observation we are not getting our share of top students. We reported that we do not screen our students for admission further than to require a C average, and explained why. We shall explain in Section 2 of this report a plan for a slightly more selective admission requirement. Our problem is to get students with greater capacity and more taste for the study of law. This is related to the problem of prelegal education, which also will be mentioned below.

One of our efforts in this direction was a Prelaw Day, planned and administered under the leadership of our Professor Walden. It was attended by 72 high school and college students, who were given a tour of the Law Building,
served coffee and refreshments, presented with a film on law, and addressed by Judge Medina, Justices Sadler, Compton, and Kiker of the New Mexico Supreme Court, and by the Dean. We always also have in mind the need for making our school known throughout the country. We send our bulletins and the "Your University" brochure out on every occasion. We are grateful to the other departments of the University for their cooperation. We are getting inquiries from all over the world to an extent that indicates that we are having substantial success.

The State Bar of New Mexico Law Student Loan Fund drive, under a sponsoring committee of which Judge Sam G. Bratton is Chairman, has resulted in substantial additions to our loan funds. An individual letter from Judge Bratton to a selected list of older lawyers has produced something over $3,400 thus far, and is expected to reach $4,000.00. To this should be added a contribution of $1,000 by Mr. Albert G. Simms. In mid-July the Law Alumni Association officers wrote to alumni asking them to make pledges. Responses to this appeal are beginning to come in, and $1,200.00 in pledges and $212.00 in cash have been received up to this time. And Judge Bratton has done further work by sending out some four hundred letters to lawyers not on the list mentioned above. When responses have been received to the letters to alumni and the group
last mentioned, the alumni will personally solicit all lawyers who have not responded. There is a need for a loan fund of at least $15,000. Justice Augustus T. Seymour and Mr. Jackson Akin of the Albuquerque Bar are serving with members of our faculty on a committee to administer the fund. We also need scholarships, and are very grateful for the assurance that we can promise students with an exceptional record, especially out-of-state students, a scholarship of $200 per year. One such assurance has been made for next year.

During the year we made a comparative faculty salary study. After this had been undertaken, we received a notice from the Adviser to the Section of Legal Education and Admissions to the Bar of the American Bar Association calling our attention to our comparative standing on salaries. Both of these were reported to the administration, together with the correspondence relating thereto.

Relations with the Bar continue to be good; we have much to be grateful for to judges and lawyers for services performed. We are especially grateful to Mr. Vance Mauney and Mr. Robert J. Nordhaus for taking over, respectively, the courses on Negotiable Instruments and Corporations on the death of Professor Meek.

The first John Field Simms Memorial Lecture was delivered by Judge Harold R. Medina of New York. It was
completely successful. While here Judge Medina also addressed the Rotary Club, the Bar, the law students, and a luncheon given for him and the faculty by Federal Judges Sam G. Bratton, Carl A. Hatch, and Waldo H. Rogers.

On the last New Mexico bar examination, in August of this year, 79% of our applicants passed the examination on the first attempt and were admitted to practice. This is the exact average of our success since the first graduating class took the August 1950 bar. 68% of the graduates of other schools have been successful, on the first attempt, since the August 1950 bar. We do not make comparisons on the basis of these percentage figures, however, because we know that some of the graduates of other schools come to the New Mexico examination after being out of school for several years. It is interesting to note that of the total who have taken the New Mexico bar examination for the first time since August 1950, 38% have been graduates of this law school.

2. Significant plans and recommendations for the next academic year, including estimated capital needs.

We not only plan to get a better quality of student but to do an even better job of educating those we now get. One item towards this end is an Orientation Day program to be held the morning of the first day of registration. The students are making the plans for this, and as a part of it
we shall reinstate the system of faculty advisers and
add to it a system of upperclassmen advisers. Our student,
Austin E. Roberts, President of the Student Bar Association,
is making arrangements.

The students, under the leadership of R. Franklin Jones, Jr.,
are again planning to get out an experimental issue of a
law review about next April. The students made a similar
effort twice before. It now appears that this effort
will probably be successful.

In order to have a slightly more selective screening,
we are discussing with J. C. MacGregor, Director of Admissions,
an experiment of looking toward an eventual requirement
that students will not be admitted unless they have not
only done three years of college work but have also, by
meeting major, minor and other requirements, acquired
credits that will enable them to obtain a Bachelor of
Arts or a Bachelor of Business Administration at the end
of their first, or later, year in the law school.

The Executive Committee of the Association of
American Law Schools at a special meeting, attended also
by chairmen of the Association committees closely associated
with educational and curricular policies, stated, "It was
suggested that at the present time a number of Association
schools were operating on a marginal basis from the stand-
point of salary scale, enrollment, and number and quality
of the teaching staff," and the President "outlined the
complete agenda for the newly constituted committee on Law School Administration and University Relations."

The President has "asked that committee to make a 'searching survey of existing policies and practices relating to Law School budgets, faculty salaries, provisions for clerical and secretarial assistance; work loads (both teaching and otherwise), allowances of leaves of absence with and without pay, and retirement benefits, same with respect to appointments and promotion of faculty personnel; same with respect to administration of law school libraries; and the autonomy of the law school in the administration of these matters.'" (Journal of Legal Education, Volume 7, Number 4, 1955.) It is believed that our College will stand well in almost all aspects of such a "searching survey." At the same page there is reported the work of the Committee on Pre-Legal Education, which is of immediate relevance here. In an article at page 540 of the same issue by Dean Frank R. Strong, Chairman of the Committee on Pre-Legal Education, reference is made to a long overdue statement of policy by his committee.

This statement of policy has been out for a couple of years and has been utilized in our prelegal advisement and circularized among prelegal faculty advisers here. Several members of our prelegal faculties have expressed amazement at our decision not to specify subjects for prelegal education. Dean Strong points out at page 543 that the
Statement of Policy of his committee "abandons the subject-matter approach to prelaw for one emphasizing the development in prospective law students of basic skills and insights," saying that "What really counts is not so much the subject matter studied as the quality of education that is imparted." At page 548 Dean Strong says, "There remains, therefore, largely the missionary task of carrying this pedagogical gospel to every corner of the educational world." In subsequent portions of the article he points out the need for adequate prelaw counseling and the need for objective measurement of results obtained in the cases of individual students who apply for admission to the law school. The point is that we must make an earnest effort to improve and organize and systematize our prelegal counseling. Professor Walden is working on this for our College. Only 47% of our entering students for the eight years of our existence have come from the University of New Mexico, and 9% from other colleges or universities of New Mexico. The figures are:

Admitted from University of New Mexico: 198 - 47% *

Admitted from:
- Highlands University 6
- New Mexico Military Institute 5
- New Mexico College of Agriculture and Mechanic Arts 12
- New Mexico Western 4
- New Mexico Institute of Mining and Technology 2
- Eastern New Mexico University 9

38 - 9% *

* of all students admitted
Nevertheless, we must take the lead and hope that our efforts will be utilized by other New Mexico schools, and rely upon the probability that similar efforts will be made in other states.

We have in the past considered and will study again this year the possible need and justification for a degree of Bachelor of Science in Law, to be conferred by our College on the basis of a curriculum which we believe to be adequate, although it does not meet the requirements of the combined Bachelor of Arts and Law curriculum or the combined Bachelor of Business Administration and Law curriculum. This will be suggested only if after consultations with deans and faculties of other colleges it is believed to be both needed and justified.

Justice is one of the most important of human needs. It cannot be maintained in a democracy without good lawyers. It is remarkable that lawyers, most of whom have had only a general education, do as well as they do in a highly technological world. They, as well as the members of other professions and callings, need a good education. We have therefore not forgotten matters previously considered, such as the requirement of a first degree before admission to the law school, or the expedient of encouraging more students to have a first degree (65% of this year's graduating class [17] members and 43% of last year's graduating class [7] members had a first degree
before graduation) by some special recognition such as a J.D. degree instead of an LL.B. for those who had earned a four-year first degree before admission.

Under the capital needs for next year: Attention is called to the fact that in our budget request for this year we included $1,200 for shelving that was supposed to have been provided when the law building was built, but the purchase of which was postponed when, due to some mistake, it was not provided. It is now needed. Similarly, we have this year requested the Comptroller to provide lighting for our bulletin boards. Although we made written requests for lighted bulletin boards during the planning of our building, lighting at these spots was not provided when the building was built. We have tried to get along without this lighting; we now feel we must have it.

3. **Long-range plans**

There is nothing to be added to what has been said above and to what is said in last year's report.

4. **Appointments to staff**

Professor Joseph Walter Meek died during the year. His work for the balance of the first semester was carried on by practitioners, mentioned above. To replace Professor Meek we obtained Magnus E. Robinson, who joined our faculty February 4, 1955. Mr. Robinson received the degree of
Bachelor of Science in Business Administration in 1951 from the University of Nebraska, and the degree of LL.B. from the University of Kansas City School of Law in 1953. He has done some work toward the LL.M. at the University of Kansas City School of Law. Professor Robinson has agreed to stay for the academic year 1955-56. He is attending courses in legal education and taxation at New York University this summer and will decide on his return this fall whether he desires to make teaching a career. If he so desires, we hope to keep him.

Professor Edward G. Riggs desired to take a leave of absence for one year to work with the Legislative Council in Santa Fe. His courses will be taken over by David H. Vernon, who is joining our faculty September 1, 1955. Mr. Vernon received an A.B. (cum laude) from Harvard in 1949, an LL.B. from Harvard in 1952, and an LL.M. in Trade Regulation from New York University School of Law in 1953. He taught one year at New York University School of Law and one year at the University of Houston College of Law.

Professor Clark will be on leave without pay the first semester of next year. Charles Driscoll has been appointed, as of September 1, 1955, as Visiting Associate Professor of Law to replace Mr. Clark for the first semester. Mr. Driscoll received an A.B. from the College of the City of New York in 1939, an LL.B. from Columbia University in 1949. He taught as Assistant Professor of Law at Loyola
University, New Orleans, 1950-52, as Associate Professor of Law, Seton Hall University, 1952-53, and as Visiting Associate Professor of Law at the University of Nebraska 1954-55.

We have had some difficulty in obtaining faculty in competition with schools that operate summer sessions. For example, we had an oral agreement with a man to come here for $5,000. When the time came to sign the contract, however, he had been offered $6,700, on an eleven months' basis, by Syracuse and accepted the position. This summer three of our faculty have obtained work for the summer which will augment their salaries more than if we had a summer vacation. We are hoping to make arrangements with State offices and lawyers to utilize our faculty during the summer so that we can give some assurance that take-home pay will be as great as though we had a summer session.

Because of the resignation of Professor Bauman, the death of Professor Meek, and the leave of Professor Riggs, we were confronted by something in the nature of an emergency in that there was danger that too large a portion of our faculty would have teaching experience of one year or less. We were fortunate in being able to obtain Professor Vernon and Professor Driscoll, who will come to us with substantial experience. Our general policy is to replace faculty with young men, but this policy ought not to be adhered to when several replacements must be made at once.
5. Separations from staff

We have previously mentioned the death of Joseph Walter Meek on December 17, 1954. As mentioned above, Professor Riggs was granted a leave of absence beginning July 1, 1955.

6. Publications

(a) Books and monographs


POLDERVAART, ARIE. New Mexico and the Uniform State Laws. Albuquerque, University of New Mexico Division of Research, Department of Government, July, 1954. 91 p.

(b) Articles


CLARK, ROBERT EMMET. "The International Arid Lands Meetings, Frontier, June, 1955.


WEIHOFEN, HENRY. "Problems Arising in Hospitalization and Incompetency Proceedings," Hill Echoes (February, 1955) 18, 32.
6. Publications, Continued

(c) Reviews


7. Completed research projects

CLARK, ROBERT EMMET: Community of Property and the Family in New Mexico. To be published in law review during 1955, about 50 pages.

POLDERVAART, ARIE: Justice of the Peace Practice Manual. This project includes the study of the most effective justice of the peace procedures in use in the counties over the state and the preparation of a guide for New Mexico justices of the peace and attorneys practicing in their courts. Publication of this manual has been delayed in order to incorporate new legislation passed at the 1955 session of the Legislature.


WALDEN, JERROLD: Completed first draft of J.S.D. thesis for Yale University.

8. Outside-sponsored research.

None.
Other professional activities.

CLARK, ROBERT EMMET:

Participant, Discussion Group #12, Administrative and Legal Problems of Arid Land Development, April 29, 1955.

Paper on "Recent Decisions of the New Mexico Supreme Court on Community Property," before Albuquerque Bar Association, October 29, 1954.

GAUSEWITZ, ALFRED L.:

Director, Legal Aid Society of Albuquerque

Consultant, Bernalillo County Tuberculosis Association.

Consultant, Special Education Center.

Member, Atomic Energy Commission Personnel Security Board.

Member, New Mexico Commission for Promotion of Uniformity of Legislation.

Participant, radio broadcast on the subject of career counseling.

POLDERVAART, ARIE:

Radio seminar, Santa Fe, New Mexico, October 26, 1954. "Public Library Service in New Mexico."

Talk before the Federation of Women's Clubs, March 11, 1955. Subject: "Do I Need a Will?"

Associate Editor, 1953 Compilation New Mexico Statutes Annotated, 12 vols.

Editor, 1955 Supplements, 1953 Compilation New Mexico Statutes Annotated.

Consultant; Preparation of new Small Loans Statute for New Mexico.

Consultant: Albuquerque Sales Tax Ordinance with city attorneys and commissioners.

Consultant: Preparation of amendatory food and drug legislation for New Mexico.
9. Other professional activities, continued.

WALDEN, JERROLD L.

"How Fair is Fair Trade?", a speech in a debate held as part of a Fair Trade Forum sponsored by the College of Law in conjunction with Fifth Annual Law Day.


WEIHOFEN, HENRY


Panel member, discussion of current labor legislation, Second Annual Institute of Labor Relations, University of New Mexico, May 27, 1955.

Panel member, discussion of mental disorder and criminal law, University of Chicago, February 28, 1955.

Recipient of Isaac Ray Award by American Psychiatric Association, for "most worthy contribution to the improvement of the relations of law and psychiatry," Atlantic City, May 11, 1955.
10. **Activities in learned and professional societies.**

**CLARK, ROBERT EMMET:**
Chairman, Committee on Continuing Legal Education, Albuquerque Bar Association

Chairman, Committee on Development of the Law School, State Bar of New Mexico

Member, Special Committee on Family Law, Association of American Law Schools

Member, Committee on Teaching of Comparative and International Law, American Bar Association

**GAUSEWITZ, ALFRED L.:**

Member, Association of American Law Schools Committee on Racial Discrimination.

Member, Association of American Law Schools Committee on Evidence

**POLDERVAART, ARIE:**

President of Phi Kappa Phi, University of New Mexico Chapter, 1954-55. Address at annual banquet, May 12, 1955: "This Law We Live Under."

Member, Legislative Committee, Albuquerque Lawyers Club.

Member, Rules Committee, Albuquerque Bar Association.

Parliamentarian, Albuquerque Library Club.

Member, Committee on American Citizenship, State Bar of New Mexico.

Vice Chairman, New Mexico State Library Commission, 1954-55.

Talk before Albuquerque Lawyers Club, November 8, 1954, "The Legal Literature of New Mexico."
10. **Activities in learned and professional societies, continued.**

WEIHOFFEN, HENRY:

Chairman, Roundtable on Law and Psychology, Association of American Law Schools.

Member, Committee on Law and Psychology, Association of American Law Schools.

Member, Committee on Continuing Legal Education, Albuquerque Bar Association.

We had our usual good attendance at the annual meeting of the Association of American Law Schools in New York; our faculty worked diligently and creatively, as is demonstrated by the reports on their work; and the students have taken a lively and responsible interest in the work of the school, as reported in other parts of this report.

11. **Important study and travel**

POLDERVAART, ARIE:

While on sabbatical leave Semester I, 1954-55, Professor Poldervaart did research in District Court libraries and other law and public libraries throughout New Mexico and in El Paso, Texas, pertaining to legal New Mexicana. Collected material for Justice of the Peace Manual and General Practice Manual.

In December 1954 Professor Poldervaart made a trip to Mexico, visiting the law libraries of the Supreme Court of Mexico and the Mexican National University, Mexico City.
11. Important study and travel, continued.

SEED, VERLE RUE:

Professor Seed spent his one-semester sabbatical traveling in the British Isles and the north countries. He visited law schools in the British Isles and met with deans and faculty members.

This brief summary of Professor Seed's sabbatical travel and study is written in his absence and before we have his report.

12. Gifts

During the academic year of 1954-55 the law library was augmented by various gifts. These are shown in Mr. Kelley's report for the University libraries.

A. L. Gausewitz, Dean
College of Law
August 29, 1955
1. SIGNIFICANT ACHIEVEMENTS DURING THE PERIOD

(a) The College of Pharmacy has continued to work closely with the other elements of the profession in the state and nationally. Public, professional, and interprofessional relations activities, all of which are important to the profession, as well as to the College, have continued to receive considerable attention. Beginning with a public opera house and two television programs during National Pharmacy Week, October 3-9, 1954, and continuing with appearances of College personnel before state, regional and national pharmaceutical meetings, physician-pharmacist meetings in various New Mexico cities, service clubs, and various other organizations, the College has devoted much effort to this important phase of its program.

(b) In educating for a profession such as pharmacy, the more technical and theoretical aspects must be leavened with practical knowledge if the student is to be well-prepared upon graduation. Accordingly, the College has increased its practice of calling on successful practitioners to supplement the teaching program by presenting practical information before classes and student organizations. During the academic year 1954-1955 more than twenty five pharmacists and professional service representatives have appeared before the classes in Drug Store Management and Dispensing Pharmacy, and meetings of the Student Branch of the American Pharmaceutical Association. The program has produced
excellent results and it will be continued in the future.

(c) While the Alumni Association of the College of Pharmacy is not an integral part of the College, its very existence is an indication of the success of the College in its continuing efforts to better pharmacy in the state. It is, therefore, interesting to note that during the past year the Association has gained much prestige as a result of its highly ethical and professional approach to the solution of pharmacy's problems. In addition, a respectable percentage of its membership was actively engaged in the work of the state pharmaceutical association. The emergence of the Alumni Association as a force for professional good augurs well for the future of pharmacy in New Mexico.

(d) The College of Pharmacy Advisory Council, established in February 1953, has continued to prove of benefit to the College. Much has been accomplished through the frank discussions of college problems which have characterized its meetings.

(e) The consultant service offered to pharmacists and others for several years was very active during the past year. The informational file, previously reported, has proved to be of real value. The continuing prescription survey has been well received.

While requests received by the service are normally somewhat out of the ordinary, perhaps the most unusual was received during the early summer of 1955 when the local zoo requested information concerning the proper dosage of a sedative to be administered to one of its lions.

(f) The phytochemical and pharmacological study of drugs indigenous
to New Mexico by Dr. Hugh C. Ferguson has progressed well during
the past year. This study promises to produce much interesting
information.

2. SIGNIFICANT PLANS AND RECOMMENDATIONS FOR THE NEXT ACADEMIC YEAR

No major changes are planned for the next academic year.
However, consideration should be given to two matters in respect
to the existing building.

(1) At the present time, one faculty office space is unfinished. It
consists essentially of an extension of a corridor and is very poorly
equipped for conducting research. Since the College places consider­
able emphasis on research by the Faculty, the occupant of this office
space is seriously handicapped. Efforts to have this space completed
were initiated nearly two years ago but have not yet been successful.
It was estimated that this work will cost approximately $360.00.

(2) At present, no means exists for controlling the temperature in
the animal storage room. During the winter months the animals are
subjected to extremes of temperature. Sickness and unreliability in
respect to pharmacological work are the results of this condition.
This diminishes the effectiveness of instruction in the pharmacology
laboratory. It has been estimated that the cost of installing a unit
ventilator would be approximately $680.00.

3. LONG-RANGE PLANS

Reference is made to the recommendations included in the report
for the period January 1, 1953 to June 30, 1954. Preliminary plans
for the proposed addition to the building are nearly complete and
should be transmitted to the Building Committee early in the fall of
1955.
During the next academic year, the Faculty of the College of Pharmacy will be increasingly engaged in planning the extended program which will become effective in the next few years. Problems involved in this major change were referred to in last year's report.

5. SEPARATION FROM STAFF

Dr. James E. McDavid, Assistant Professor of Pharmacy resigned, effective June 30, 1955 to enter pharmaceutical industrial work.

6. PUBLICATIONS


CATALINE, ELMON L, Editorials in El Boticario.

"Telephoned Prescriptions for Narcotic Drugs," 2 (February 1955), 7.
"Whither Fair Trade?" 2 (March 1955), 7.


7. COMPLETED RESEARCH PROJECTS

BAKER, GEORGE L.

(a) A survey of the ingredients of 2648 prescriptions from October 1, 1954 to December 31, 1954 (in press).


CASTLE, RAYMOND N.

(a) "Cinnoline Chemistry, IV. Infrared Spectra," with David B. Cox and J. F. Suttle.

(b) "Synthesis of Substituted Benzyl Iodides and Related Compounds," with J. L. Riebsomer.

(c) "The Reaction of 2-Chloroquinazalines with Substituted Acetonitriles," with A. Aldous and C. F. Moore.

(d) "The Reaction of Pyridine Aldehydes with Phenylacetonitriles," with W. S. Seese (in press).


(f) "The Exchange Reaction between Substituted Benzyl Iodides and Potassium Iodide,

XIV. o-Fluorobenzyl Iodide.
XV. o-Chlorobenzyl Iodide.
XVI. o-Iodobenzyl Iodide.
XVII. 2,4-Dichlorobenzyl Iodide.
XVIII. 3,4-Dichlorobenzyl Iodide.
XIX. m-Chlorobenzyl Iodide.
XX. 2,6-Dichlorobenzyl Iodide," all with J. L. Riebsomer and M. Kahn.

FERGUSON, HUGH C.

(a) Preliminary investigation of China Berry.
(b) Preliminary investigation of Curcubita foetidissima (in press).

These projects were supported by a grant of $450 from the Committee on University Research.

9. OTHER PROFESSIONAL ACTIVITIES

COLLEGE ACTIVITIES

(a) Open House during National Pharmacy Week, October 3-9, 1954.
(b) Television shows: October 3 and 9, 1954. Included several Alumni.
(c) Program before Roswell Women's Club, November 17, 1954. Participants were Dean Cataline, Drs. Castle and Ferguson, and Mrs. Terry Scott, University Director of Television Programming.

CASTLE, RAYMOND N.


CATALINE, ELMON L.

(a) Attended physician-pharmacist meetings at Hobbs, October 14, 1954.
Carlsbad, November 10, 1954.
Las Vegas, December 1, 1954.
Albuquerque, January 5, 1955.
(b) Lectured on "Water-in-Oil Emulsifying Agents" before
University of New Mexico Chapter of Sigma Xi,  

(c) Spoke on "The Pharmacist in a Changing World" before  

FERGUSON, HUGH C.  
Delivered an address on "Phytochemistry and Pharmacology of  
Drugs Indigenous to New Mexico" before Bernalillo County  
Medical Society, January 5, 1955.

10. ACTIVITIES IN LEARNED AND PROFESSIONAL SOCIETIES

CASTLE, RAYMOND N.

(a) Member, Nominating Committee, New Mexico Section of  
the American Chemical Society.

(b) Member, Selection Committee, University of New Mexico  
Chapter of Sigma Xi.

(c) Attended Annual conventions of the American Association  
of Colleges of Pharmacy (College representative) and  
the American Pharmaceutical Association, Boston, August,  
1954.

(d) Attended meeting of the American Chemical Society,  

CATALINE, EIMON L.

(a) New Mexico Pharmaceutical Association.  
(1) Editor, El Boticario, official publication.  
(2) Chairman, Convention Program Committee.  
(3) Chairman, Committee on Revision of Pharmacy Laws.  
(4) Speaker at District Meetings, Spring, 1955.

(b) American Association of Colleges of Pharmacy.
Member, Nominating Committee, annual convention, Miami Beach, May 1-3, 1955.

(c) American Pharmaceutical Association.
Participated in a panel discussion on "Personnel, Training and Management Problems in the Training of Pharmacy Students" before a joint meeting of the Section on Education and Legislation and the Section on Pharmaceutical Economics, Thursday, May 6, 1955, Miami Beach.

FERGUSON, HUGH C.

(a) New Mexico Pharmaceutical Association.
(1) Member, Convention Program Committee.
(2) Chairman, Subcommittee on Education of Committee on Revision of Pharmacy Laws.

(b) American Pharmaceutical Association.
(1) Secretary, Section on Education and Legislation, August 1954 - May 1955.

11. IMPORTANT STUDY AND TRAVEL

During the summer of 1954, Dean Cataline was a civilian guest on board the light cruiser Worcester during the annual N.R.O.T.C. Midshipman Training Cruise. It was possible for him to study, briefly, the practice of pharmacy aboard a Naval vessel as well as in Ireland and England. In London, a two hour conference with the Assistant Secretary of the Pharmaceutical Society of Great Britain provided much interesting information.

12. GIFTS

Gifts to the Historical Collections.

(b) Donated by Mrs. J. M. Wellman, Clayton, N. M.


(c) Lilly Pharmacognosy Collection: donated by W. L. La Fortune, Albuquerque.
1. Enrollments in the Air Force ROTC during the reporting period were:

<table>
<thead>
<tr>
<th></th>
<th>Basic Course</th>
<th>Advanced Course</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>211</td>
<td>122</td>
<td>333</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>167</td>
<td>116</td>
<td>283</td>
</tr>
</tbody>
</table>

The drop in enrollment continues to reflect the more stringent selection of cadets entering the advanced course and the loss of interest of entering basic students due to the ending of the Korean conflict and as a result, lowering of draft requirements. An advantage of this situation is the appearance of a more interested, better qualified average cadet.

The end product of the Air Force ROTC program, appointments as Second Lieutenants in the Air Force Reserve, were:

<table>
<thead>
<tr>
<th>Month</th>
<th>Total</th>
<th>Pilot Training</th>
<th>Observer Training</th>
<th>Reserve Non-Flying</th>
<th>Air National Guard</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>9</td>
<td>6</td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>February</td>
<td>9</td>
<td>4</td>
<td>2</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>June</td>
<td>46</td>
<td>21</td>
<td>2</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>64</td>
<td>31</td>
<td>11</td>
<td>17</td>
<td>5</td>
</tr>
</tbody>
</table>

Due to personnel and budgetary limitations on the number of Air Force personnel that could be absorbed into the active duty Air Force a total of five graduates were commissioned in the Air National Guard and called to active duty for training with the Air Force. Beginning with the June 1955 graduates the Air Force again was able to commission all graduates in the Air Force Reserve and call them to active duty with the Air Force.

2&3. The generalized curriculum was placed into effect in the entire Air Science Department for the first time. With this stabilization of curriculum the budgetary needs of this department should remain
at or near the present level. This estimate is based on known facts as to current Air Force planning, and should be applicable within the foreseeable future.

4. 1st. Lt. Michael Rimm was assigned to the department May 1955.


6. In August 1955 Major Downer presided over a regional workshop on the campus. Representatives from 5 colleges in this area attended the workshop concerned with the Air Science III curriculum. In February 1955 Major Dalton presided over a similar workshop, with representatives from 5 colleges. The subject for this workshop was the Air Science IV curriculum.

WILLIAM M. MASSENGALE, JR.
Colonel, USAF
Professor of Air Science
The Report of the Naval Science Department
July 1, 1954 - June 30, 1955
D. F. Williamson, Captain, U. S. N.
Professor of Naval Science

1. Significant achievements during the period

a. During the period of this report a total of 34 UNM graduates received Navy or Marine Corps commissions through the NROTC Program as follows:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensign, USN</td>
<td>12</td>
</tr>
<tr>
<td>Ensign, USNR</td>
<td>9</td>
</tr>
<tr>
<td>2nd Lt, USMC</td>
<td>8</td>
</tr>
<tr>
<td>2nd Lt, USMCR</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

b. Total enrollments during the period were as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30, 1954</td>
<td>191</td>
</tr>
<tr>
<td>January 1, 1955</td>
<td>192</td>
</tr>
</tbody>
</table>

c. NROTC publicity efforts were pursued in behalf of the Regular and Contract Programs. Regular publicity in the fall included individual visits by officers of the NROTC staff to sixteen of the major high schools in the State of New Mexico. In addition, a series of thirteen Navy films were made available to station KGMI-TV in Albuquerque and afterward to the TV station at Roswell, New Mexico during the period from September through December. Arrangements were made for TV publicity through the facilities of Dr. Harold G. Ried's office and in all showings sponsorship by the UNM Unit was emphasized. Contract publicity in the spring was handled through visits by the NROTC staff members to various high schools in company with University administrative staff members.
2. Significant plans and recommendations for the next academic year, including estimated capital needs.

None.

3. Long range plans (including estimated capital needs) not previously reported.

None.

4. Appointments to Staff

- Captain D. F. Williamson, USN, PNS
- LT(jg) George Postich, USN, Asst PNS
- CDR W. C. Rivers, USN, Assoc. PNS
- LT P. H. Thom, USN, Asst PNS
- LCdr J. H. Crawford, USN, Asst PNS
- Capt. J. M. Cullinan, USMC, Asst PNS

Appointments scheduled to report July 1955.

5. Separations from Staff

- LT D. F. Ryder, USN, Asst PNS
- CDR R. W. Luther, USN, Assoc. PNS
- Maj. R. H. Spuhler, USMC, Asst PNS
- LT W. W. McClintock, USN, Asst PNS


6. Publications

None.

7. Completed research projects

None.

8. Outside sponsored research

None.

9. Other professional activities

a. TV publicity as outlined in paragraph 2.

b. Participation in Armed Forces Day activities by NRTOC drill team and through display of equipment.
10. Activities in learned and professional societies

None.

11. Important travel and study

During the summer of 1954, Dean E. L. Cataline visited the British Isles as a guest of the Navy. Dean Dudley Wynn has accepted an invitation to visit the British Isles and Scandinavia during the summer of 1955.

12. Gifts

None.

Respectfully submitted,

[Signature]

D. P. WILLIAMSON
Captain, U. S. Navy
Professor of Naval Science
The end of the fiscal year 1954-1955 marked the completion of ten year's operation of the Bureau of Business Research. At the end of a decade it seems appropriate to pause and take stock. Consequently, this report summarizes the Bureau's accomplishments during its first ten years as a background for its activities during the past year.

During ten years of studying and disseminating information about New Mexico's economic activities and development, the Bureau's operations have evolved a fairly definite pattern centering around:

1. Assembling data about all phases of economic activity in New Mexico and organizing it for useful purposes;
2. constructing measures of business activity;
3. studying and interpreting economic developments;
4. disseminating information and the findings of research;
5. rendering various services to the community, including a directory of businesses, special investigations, preparation of specialized tabulations, analyses, and other information, consultation on business problems; and
6. arranging and participating in conferences.

ACTIVITIES

Collecting and Processing Economic Data.

When the Bureau of Business Research was established in 1945, there was no one place where it was possible to obtain definitive information with which to describe and assess the economic structure and varied activities of the state. The first job, therefore, was to search out the varied and scattered sources and to gather together as much information as was available from them.
Much of this work has been accomplished in the sense that the Bureau now receives currently and on a regular basis information collected by other agencies covering one or more aspects of nearly every major economic activity in New Mexico. This is a continuous job, however, as each year's economic activity creates an additional volume of data to be compiled, processed, and filed for ready use.

Many aspects of various economic activities are not covered by data gathered by other agencies, however, and an important part of the information gathering job is to augment available information with data collected from original sources. This is the more difficult and expensive part of the job, and a necessarily limited budget has slowed the Bureau's accomplishment in this area. Beginning in 1947, however, it set up a system of voluntary monthly reporting which now enjoys the support of most of the banks, building inspectors, and post offices in the state. In late 1949 it inaugurated a program of collecting retail food prices in Albuquerque which it has operated continuously since then with good success.

Occasionally figure facts are useful just as facts. More frequently, however, figures are meaningless, or even misleading, without knowledge of the circumstances and conditions out of which they arise. Such knowledge is provided in part by what may be called qualitative facts. This sort of information is the most difficult and expensive to obtain and to record for later use. It is largely the product of field work and accumulated experience, and it largely resides in the minds of people. The Bureau has been slow to accumulate this sort of information because of lack of funds for field work and the turnover in staff.
During the past year we have developed no significant new quantitative data, either from other agencies or from original sources. Partly this is owing to the fact that we have tapped all but the most difficult sources; partly it is owing to the circumstance that our staff has not included a statistician and we have been short-handed.

We have, however, laid particular emphasis on gathering as much non-quantitative information as possible, and we have made serious attempts to record as much of this as we can devise the means to accommodate. Lacking quantitative measures of this work, our success with it will only be evident in how well we are able to utilize the results of such efforts in later years.

Data are received in many ways, ranging from special reports on single activities to general publications. In order to be usable they must be extracted, checked for accuracy, adjusted for comparability, and recorded, arranged, and stored in systematic and readily accessible fashion. While such processing has accounted for a large part of the Bureau's work in the past ten years, the emphasis has been on gathering data. Consequently, a large volume of data has been accumulated which is only incompletely processed.

During the past year we have devoted considerable effort to reviewing and improving our system of classification and to incorporating a considerable volume of heretofore partially processed data into the improved system. Data for some twenty additional statistical series has thus been assembled from scattered publications and reports and converted from fragmentary bits of information into usable form in readily accessible files.
Constructing Measures of Business Activity.

The principal significance of quantitative data lies in measuring economic and business activity. They frequently achieve maximum usefulness in this regard when they are converted to relatives or indexes, based on historical points of reference.

Early in its history the Bureau began the job of converting its available series of data into indexes, and this work has continued in increasing volume as it was possible to accumulate the necessary historical data and make the numerous calculations. With few exceptions, these series are based on the same periods as the comparable indexes published by federal statistical agencies, this comparability having been achieved as the result of several adjustments and revisions.

This work has made it possible for the Bureau to publish monthly and concurrently with the federal agencies some ninety indexes covering every major economic activity in the state, and, in some instances, for regions within the state. It has also made it possible to compute and publish a composite index of business activity for New Mexico. In addition to those regularly published, we have established indexes for quite a number of other statistical series covering various aspects of economic activity in New Mexico.

The major job of developing indexes of economic activity is fairly complete, and the work of maintaining them on a current basis has reached major proportions. Consequently, most of our work in this area of activity during the past year has been devoted maintaining the existing series, and no important index series have been inaugurated.

Analysis and Interpretation.

In our view, the keystones in the structure of research are
analysis and interpretation. Data accumulation must precede analysis and interpretation, and it must be guided by the hypotheses upon which analysis and interpretation are based; but data provide only the raw material from which the creative work of research produces ideas, understanding, and conclusions.

Although the Bureau's program is built around this philosophy, the lack of available data has forced its activities to emphasize the accumulation and processing of data. Nevertheless, a considerable amount of interpretative work has been accomplished concurrently with the accumulative chore. As a result, we believe that we have gained a basic knowledge and understanding of New Mexico's economic structure and the resource bases, organization, employment and income-producing characteristics of most of its principal industries.

It should be emphasized, however, that we have only made a beginning on what may well be a continuous task of interpreting New Mexico's economic make-up and activities for those who may put this knowledge to use in developing the area. Most of our studies to date have been fragmentary and even unrelated to each other except as they have borne on the general problem of appraising the state's economy. Such a piecemeal approach has its obvious limitations, even though it may be dictated by expediency.

We feel that our studies have, even so, contributed to a better understanding of the economy of the area and have been useful to both the legislative and executive branches of government as well as to the general public in establishing policy and planning action. The nature and extent of the studies completed to date is best summarized by reference to our list of publications attached as Appendix A.
During the past year the bulk of our interpretative work has been confined to preparation of articles for the *New Mexico Business* and the *Food Price Bulletin*. Researches completed during the period are listed with our publications (discussed in a subsequent section).

We have, in addition, inaugurated a long term study of New Mexico's manufacturing industry, a by-product of which is the publication of the first directory of manufacturing for New Mexico.

**Providing Information.**

From the beginning of its existence the Bureau has been called upon to provide a wide variety of information and related services ranging from simple statistical facts, through market surveys, to fairly detailed and elaborate appraisals of the state's economy. Although we have not kept a complete record of these, we estimate that they total better than four thousand separate requests, of which we have been able to fill satisfactorily about 80 per cent.

Most of these requests are received from businesses who want data on such things as population, retail sales, employment, bank debits, and similar measures of business activity. Frequently we are asked to provide lists of various types of business or service establishments. On a number of occasions we have made elaborate analyses and appraisals of markets. We have conducted field surveys ranging from a limited sampling of consumers of one product in Albuquerque to a state-wide survey of wage rates in the construction industry which covered 42 per cent of all construction employment.

Government agencies are frequent users of our information services. A large number of students have consulted with staff members about term papers and theses and have sought our assistance in locating sources of information and our advice concerning problems of
analyzing and interpreting it. The general public seeks information on prices, living conditions, employment opportunities, and a wide range of other subjects such as a "list of all the garden clubs in New Mexico." Students in grade and high schools all over the United States have requested information on Indians, New Mexico history, climate, and "all the information you have on New Mexico."

A number of these requests are referred to us by the chambers of commerce and state agencies in New Mexico. We have attempted to provide answers for all reasonable requests, either from our own stock of information or by referring the requests to those agencies who have the information. As may be expected, some of the questions asked us are impossible to answer as, "Please tell me the kind of business I could run in New Mexico to be most successful," or "What are my chances of successfully raising and operating race horses in New Mexico?"

In addition to the many requests for factual information, we are frequently asked to give counsel on various problems, such as those attendant upon entering a new business, how to price a new product, how to appraise a prospective business location, what are the normal expenses and profits ratios to be expected in a particular business. Representatives of government agencies have sought information and advice on matters relating to public policy and programs.

In providing information which may be satisfactorily handled by a short letter, a small tabulation, or by telephonic reply, we have made no charge for the services which have frequently been of considerable value to the recipients. For preparation of elaborate tabulations and analyses and conducting surveys for private concerns,
we have charged the recipient of the service the direct cost plus a fixed overhead. In undertaking larger jobs for government agencies, we have normally arranged to share the costs of the work, if it was of a nature that made some contribution to our own program of research.

A tabulation of a fairly complete record of requests for information received and their disposition during the past year is as follows:

<table>
<thead>
<tr>
<th>Requests for:</th>
<th>Received</th>
<th>Filled or Referred</th>
<th>Cannot Provide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data and measures of economic activity</td>
<td>153</td>
<td>147</td>
<td>6</td>
</tr>
<tr>
<td>Lists of business or professional concerns</td>
<td>22</td>
<td>16</td>
<td>6</td>
</tr>
<tr>
<td>Information or advice on establishing or locating a business</td>
<td>16</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Consultation on specific business problems</td>
<td>11</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>General information about New Mexico</td>
<td>10</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Information about specific New Mexico industries</td>
<td>11</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Appraisal of current business situations</td>
<td>8</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Appraisal of specific business situations</td>
<td>8</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Assistance with statistical or research methods</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Appraisal of impact of taxes</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Assistance in preparing speeches or publications</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Information about employment opportunities in New Mexico</td>
<td>4</td>
<td>4</td>
<td>0</td>
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<tr>
<td>Miscellaneous Information</td>
<td>24</td>
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<td><strong>Totals</strong></td>
<td><strong>293</strong></td>
<td><strong>252</strong></td>
<td><strong>41</strong></td>
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This tabulation does not include requests for Bureau publications, sources of information, or talks by staff members.

Both for our own uses and for answering requests for information, we have assembled a small library of information about New Mexico which is available for the use of students, faculty, and the general public. Its contents run heavily to statistical reports of government agencies.
which are constantly augmented by more current reports. We are gradually increasing our holdings of descriptive materials and useful documents relating to research methods. We manage to keep our holdings to manageable proportions by transferring to the general University library those documents not in frequent current use.

**Disseminating Information.**

In years past the Bureau has experimented with several ways of disseminating the findings of its studies. For a six month period during the first year we gave a regular weekly radio program featuring business news and developments. The program was not entirely satisfactory to the radio station because they were not able to find a commercial sponsor. From the Bureau's point of view, preparation for the program consumed more time than seemed justified by the relatively meager and largely superficial product. Although the regular program was discontinued, staff members have continued to participate in round table discussions and spot programs on radio and television.

In earlier years, too, we prepared frequent releases for the use of newspapers. We found, however, that unless such releases were prepared and duplicated with the same care and at almost the same expense as would be devoted to issuing our own publications, they were subject to misinterpretation, misuse of figures, out-of-context quotations, and inadequate references.

Our principal medium during the past seven years has been our own publications, issued in seven series. A complete list of these is attached as Appendix A.

Publications issued this year are listed below. Those which were the work of staff members are indicated by an asterisk.
Twelve issues of New Mexico Business were published. In addition to the regularly appearing short summary of business conditions and indexes of business activity and frequent small notes of business interest, the following major articles were included:

* Banking Mirrors Business, Ralph Edgel, July 1954
* Retail Sales (in New Mexico), Shirley Driggs, July 1954.
* Handicrafts and Small Industry, Paul Sears, August 1954.
  Investment Survey, Public Service Company of New Mexico, Robert Evans (faculty member), September 1954.
* Incomes in New Mexico, Ralph Edgel, September 1954.
  Tomatoes to Market—The Produce Business in New Mexico, Doris Urquhart (graduate student), October 1954.
* Navaho Spending Makes Gallup Prosperous, Paul Sears, November 1954.
* Should We Revive the Economic Development Commission, Ralph Edgel, December, 1954
* Review of 1954, a set of articles in the February 1955 issue:
  A Year of Recession, Employment, Mining, Finance by Ralph Edgel.
  Agriculture, Manufacturing, Construction by Vicente Ximenes.
  Utilities and Transportation by Paul Sears.
  Trade by Shirley Driggs.
  Some Reflections on Tax Matters, Vernon Sorrell (Dean of the College), March 1955.
  Competition, Yes, but..., Charles Phillips (President, Bates College), April 1955.
* Land Values and Farm Income, Paul Sears, May 1955.
* The Rising Cost of Hospital Care, Paul Sears, June 1955.

Twelve regular issues of the *Retail Food Price Bulletin were published, setting forth the average prices of eighty items priced in Albuquerque food stores, the index numbers for price changes in major food groups, and discussing price trends. Eleven of these were prepared by Shirley Driggs and one by Vicente Ximenes. In addition we published one special issue, "Benchmarks of Food Prices in Albuquerque," which was prepared by Miss Driggs.

During the year we published three bulletins in the "Business Information Series":

* No. 24, Wages in the Construction Industry of New Mexico by Vicente T. Ximenes, September 1954. 73 pp.
No. 25, Population of New Mexico Counties, 1954, prepared by the staff, December 1954. 3 pp.

We added one volume to our series of business directories with the publication of the 1955 Directory of New Mexico Manufacturers, compiled by Vicente T. Ximenes, issued in May 1955. 97 pp.

Other publications of staff members during the period were:

- - : Report of a Study of the New Mexico State Department of Public Welfare, carried out from January 24 to February 24, 1955, at the direction of the Appropriations Committee of the State House of Representatives, Santa Fe, 1955. 25 pp, plus six pages of charts.


During its early years the Bureau's publication program was quite meager, primarily because we had not been able to develop any substantial quantity of good publishable material. As the fruits of our earlier efforts have begun to mature, we have been increasingly limited by availability of money with which to meet publication costs. Fortunately we have been able to apply earnings from sales of publications and other services to enlarging the publications program.

In the past four years our total expenditure for publications was $16,142, of which $9,983 was provided from appropriated funds. Of the $6,159 provided from earnings, only $3,312 came from sale of publications. In this our experience has paralleled that of most university bureaus of business research.

Although we recognize that Bureau publications need to be subsidized in order to obtain wide dissemination of information in the public interest, we also feel that New Mexico Business particularly should be able
to pay its own way. This bulletin, for which the printing cost alone amounted to $2,300 in 1952-53, produced only $280 subscription income. We feel that it should and can be made to pay for its printing costs, if it is made sufficiently timely, attractive, and "meaty." The dilemma is that we need more money to improve it so that it will attract more subscribers.

Improvement, as we see it, requires more content, meaning more space; increased content of business news, possibly involving field reporters; and better writing. To date our efforts have been directed toward providing more space and better writing. This we have done by reducing the per page costs of printing and employing an editor of publications.

We have reduced per page printing costs, and have thus made available more space per dollar of expenditure, by shifting from letter press to offset printing. The results of this move are summarized in a comparison of the past three year's experience.

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<th>1952-53</th>
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<td>Pages of published material by letter press</td>
<td>110</td>
<td>124</td>
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<td>48</td>
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<tr>
<td>by offset</td>
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<td>76</td>
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<td>Printing costs--total</td>
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<tr>
<td>per page</td>
<td>20.92</td>
<td>16.25</td>
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<tr>
<td>Paid subscriptions</td>
<td>140</td>
<td>151</td>
<td>170</td>
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These figures by themselves are somewhat misleading in that they do not reflect the total costs of publishing New Mexico Business and, therefore, the true difference in costs from adopting offset printing. In publishing by offset, we prepare materials in final form for photographing. This involves some additional time over letter press publication, because all text material must be re-typed to justify the right-hand margins. This additional office cost is offset by the elimination
of two proofreadings required in the letter press method and the cost of engravings for charts and graphs. Moreover, we have been able to absorb the additional typing costs in the regular budgeted amounts for salaries. The net result is that we are able to publish more with no increase in total costs and at a considerable savings in the time elapsed between the preparation of materials and the mailing of the bulletin. We estimate that as we perfect the process, we shall be able to double the volume of material published without increasing the printing costs.

We are convinced, too, that hiring an editor has brought us a long way toward improving the bulletin. That the presentation of material has been greatly improved is quite obvious in comparing copies of New Mexico Business issued in 1952 with those issued in 1954 and 1955. Moreover, the quantity, subject matter, and quality of the contents seems to us vastly improved. Partly this is owing to our good fortune in securing as editor a very capable person who has, in addition to his purely editorial duties, developed and contributed additional content of high quality, thus partially fulfilling a third objective in our program of improving New Mexico Business.

Our concern with increasing the paid circulation of New Mexico Business should not be construed as a belief that the Bureau's publication program should be a commercial success. The success of academic publishing cannot be judged by commercial standards. Such publishing is undertaken in the belief that the academic community has worthwhile ideas and information which can only be disseminated by subsidizing their publication, and the University and its agencies have a responsibility for subsidizing them.
At the same time we feel that most of our publications should be priced and sold as are the publications of commercial ventures. Our objectives in setting prices upon our publications are, in their general order of importance:

1. to achieve the widest practicable readership; and at the same time
2. to restrict circulation to those who will use them by distinguishing between those who want the publications enough to pay a nominal price and those who will accept any free publication but not use it;
3. to test the usefulness of the publication in terms of how many people are willing to buy it;
4. to recover costs in so far as is consistent with other objectives;
5. to make it possible (a Utopian hope) to pay non-staff contributors; and
6. to impart an air of value to the publication.

Particularly in the case of New Mexico Business, we feel that since it is published largely in the interest of the business community, that group should bear at least the costs of printing it; and if it is made useful to them, they will respond with subscriptions sufficient to cover the costs. Twelve hundred subscriptions would adequately cover printing costs, and that figure we have as an ideal objective.

STAFF

During this past year the staff has consisted of

Ralph L. Edgel, Director, 3/4 time
Vicente T. Ximenes, Research Associate
Paul M. Sears, Editor of Publications, resigned June 30, 1955
Shirley Driggs, Statistical Assistant
Joan Lundberg Kern, Secretary, appointed July 1, 1954
Shirley Hazarski, Food Shopper and Research Assistant, 1/2 time

The position of statistician was vacant. Dr. Rudyard Goode, (Ph. D., University of Virginia), presently with the Virginia Council of Highway Investigation and Research, has been hired as statistician, effective September 1, 1955. Arch Napier (M.S., Cornell University), formerly with the Albuquerque Journal, has been hired to replace Mr. Sears, effective July 18, 1955.
PLANS

Plans for the Bureau couched in terms of specific projects and set deadlines for the next year or next ten years are difficult to lay. One reason is that we are fairly well committed to providing information and related services to the public when they request such services. Such a practice disturbs routine work and upsets project schedules. But it does keep us in touch with what people want to know and with current economic developments.

Possibly a more important reason for lack of specific project plans, however, is that there is so much of a top priority order that needs to be known and understood about New Mexico's economic structure and activities and its potential for development that it seems appropriate to do those things and pursue those investigations which at the moment tickle the curiosity of members of the staff and afford the most promise of results. This is an admittedly opportunistic approach, but so long as it is pursued in the present framework of activities and with the objective of adding to our stock of important knowledge about New Mexico, it will necessarily contribute to the state's economic development and the University's role in it.

This approach appears to defer the ultimately necessary job of consolidating and correlating its fragmentary products into an integrated understanding of the whole economy and its processes. We are finding, however, that integration takes place as we proceed, and that with each fragmentary accretion we are able to achieve and to transmit to others a broader understanding of the process of economic development in New Mexico.

So our plans are perhaps best stated as "maintenance and continuation of the present program." We shall continue to gather current
data to keep our existing statistical series up to date, and we hope to extend our coverage into areas where our information is incomplete. We shall also continue our program of processing and organizing accumulated data for ready use. This will enable us to continue and improve our program of providing information and research services.

We hope to be able to increase the usefulness of *New Mexico Business* by augmenting the timely articles and business statistics with increasing coverage of those business events of state-wide interest that may be regarded as milestones in the economic development of the state. With respect to special articles for this monthly bulletin, we have plans in various stages of development for the following, each based on a research project. How many we shall be able to complete this year is indefinite.

- Tourist resources of New Mexico
- Airline transportation in New Mexico
- Highways and transportation in New Mexico
- Farm price differentials—New Mexico and the United States
- The inter-county flow of retail trade in New Mexico
- Wage payments in New Mexico counties—differentials and sources
- The process of economic development
- Uranium in New Mexico
- Seasonal fluctuations in New Mexico business activity
- The recent growth of manufacturing in New Mexico
- Recent developments in the location of regional businesses in New Mexico

We plan to continue the *Food Price Bulletin* without major modification during the next year, adding one special issue comparing prices in Albuquerque with those in the cities priced by the Bureau of Labor Statistics.

In the "Business Information Series" we shall issue our estimates of population for New Mexico counties for 1955. We have also projected for the near future a directory of trade and professional associations, a directory of towns and places, and an economic directory, the latter
two to replace our 1950 publication under the name of New Mexico, for which there is a continuing demand. We are also working toward the publication of a statistical abstract incorporating some one hundred statistical series on various phases of economic activity.

During the coming year we hope to publish several county leaflets in our "Business Background" series. The one for Sandoval County will be released as a supplement with the July issue of New Mexico Business. Basic economic data incorporated in these leaflets are ready for several other counties, and the leaflets for them will be issued as rapidly as it is possible to gather and prepare the descriptive materials.

We have no definite plans for the publication this year of monographs in our series, "New Mexico Studies in Business and Economics." Three basic research projects are in progress, each of which will eventually produce one or more monographs. They are: a study of the size, sources, and distribution of personal income in New Mexico counties, the characteristics of manufacturing in New Mexico, and the development of commercial banking in the state.

Plans for the next several years cannot be made without recognition that the reactivation of the Economic Development Commission may place an additional work load on the Bureau, but the exact nature of that work, if it comes, cannot be anticipated. The Director of the Bureau has made recommendations concerning the nature of the program the EDC should pursue, and he has suggested that the reactivated state agency should use the Bureau as its research division and provide the funds necessary to carry on additional research. Adoption of this suggestion would require additions to the staff and quarters of the Bureau. It would also enable it to undertake an expanded program of research.
In closing this ten year progress report, the Director wishes to express his sincere appreciation for the unhesitating cooperation and strong financial and moral support he has received from the College of Business Administration and Regents and the administrative officers of the University.
Publications of the
Bureau of Business Research
University of New Mexico
Albuquerque, New Mexico

July 1955

* Out of print

Order blank attached

I. NEW MEXICO BUSINESS
   A monthly bulletin summarizing recent business activity in the State.
   Contains current business statistics, review and comment on recent
   business activity, and frequent articles of business interest.
   Annual subscription .......... $2.00
   Per issue ..................... .50

Special Articles from New Mexico Business:
   Review of Business in New Mexico in 1950 (February 1951)
   Review of Business in New Mexico in 1951 (February 1952)
   Review of Business in New Mexico in 1952 (February 1953)
   Review of Business in New Mexico in 1953 (February 1954)
   New Mexico's Small Loan Problem: Parish (January 1951)
   Business Uses of Life Insurance: Evans (March 1951)
   New Mexico's Mining Industry: Conway (June 1951)
   The Construction Industry in New Mexico: Conway (September 1951)
   Size of City and the Pattern of Retail Trade in the Mountain Division:
      Etkin (November 1951)
   A Preliminary Appraisal of the Value of New Mexico's Tourist Trade:
      Ximenes (September 1952)
   The Community Investment in New Industry: Casaday and Ringstrom
      (October 1952)
   What a Community Looks for in New Industry: Shirer (October 1952)
   Manufacturing in New Mexico: Edgel (December 1952)
   Credit Life, Health, and Accident Insurance and the Small Loan
      Industry: Parish (June 1953)
   Trading Stamps: Sears (July 1953)
   Incomes in New Mexico: Edgel (October 1953)
   Has the State Tourist Bureau Earned Its Salt?: Hicks (November 1953)
   Another Look at the Tourist Trade: Moulton (December 1953)
   The Index of Business Activity in New Mexico: Carey (January 1954)
   The Business Side of Art in New Mexico: Sears (January 1954)
   Banking Mirrors Business: Edgel (July 1954)
   Handicrafts and Small Industry: Sears (August 1954)
   An Investment Survey of the Public Service Company of New Mexico:
      Evans (September 1954)
Our Tomato Supply: Urquhart (October 1954)
Navaho Spending Makes Gallup Prosperous: Sears (November 1954)
Machine Shops -- New Small Businesses: Ximenes (November 1954)
Should We Revive the Economic Development Commission?; Edgel
(December 1954)
Income Payments (January 1955)
Gas and Oil Developments (January 1955)
Review of Business in New Mexico in 1954 (February 1955)
Two Articles on Taxes (March 1955)
Do You Believe in Competition? (April 1955)
Land Values and Farm Income (May 1955)
Behind Your Hospital Bill: Sears (June 1955)

II. BUSINESS INFORMATION SERIES
Leaflets and booklets issued irregularly, presenting information gathered by the Bureau directly or from publications of others. On request names will be placed on mailing list to receive all free issues, and notices of all priced issues.

* 1 Retail Sales in New Mexico -- 1940, 1946.
* 2 Retail Sales in New Mexico -- 1940, 1946, 1947.
* 4 Employment and Wages in Bernalillo County -- 1940, 1947.
* 5 Population of New Mexico Counties -- 1940, 1948.
* 6 Estimated Non-Agricultural Wage Employment in New Mexico -- 1940-48.
* 7 Retail Sales in New Mexico Counties -- 1939, 1947.
* 8 Retail Food Prices in Albuquerque, New Mexico -- 1939-40, 1947-48.
* 9 Retail Sales in New Mexico Counties -- 1939, 1947, 1948.
*10 Indicators of Growth, Albuquerque, New Mexico -- 1940-48.
*12 Retail Sales in New Mexico Counties -- 1939, 1948, 1949.
*14 Population of New Mexico Counties and Cities (October 1950).
15 Retail Sales in New Mexico Counties -- 1948, 1949, 1950.
*16 New Mexico, Directory of Towns, Basic Economic Data (May '51).
3.

17 Selected Sources of Business and Economic Data for New Mexico (July 1951).
18 Population of New Mexico Counties and Cities (September 1951).
19 Occupational Wage Survey of Albuquerque, New Mexico -- November 1951
(per copy) .50
20 The Business Venture in New Mexico -- Evans and Huber (1952)
(per copy) 2.00
21 Twenty Selected Indicators of Business Activity in New Mexico (July 1952).
22 Some Cold Facts for Welfare Workers in New Mexico (June 1953).
23 Population Estimates for New Mexico Counties -- 1953 (Febr. '54).
24 Wages in the Construction Industry of New Mexico: Ximenes (September 1954).
(per copy) .50
27 Albuquerque Census Tract Street Index (June 1955).
(per copy) 1.00

III. NEW MEXICO STUDIES IN BUSINESS AND ECONOMICS

* 1 Wollman and Edgeh: Patterns of New Mexico State Finance, 1950.
  3 Ximenes: Natural Gas in New Mexico, 1954, 73 pp., $1.25.

IV. RETAIL FOOD PRICE BULLETIN

A monthly summary of food prices in Albuquerque grocery stores.
Tables and discussion. No. 1, September 1949, published continuously since then. Mimeographed. Free.

Special Issues:
1 Average Cost for a Food Basket in Selected Cities -- Mid-June 1950, 3 pp. (October 1950).
2 Retail Food Price Index for Albuquerque, 4 pp. (August 1951).
3 A Comparison of Retail Prices of Selected Food Items in Albuquerque and Seven Western Cities, 8 pp. (December 1951).
4 Collecting Food Prices in Albuquerque, 10 pp. (December 1953).
5 Benchmarks of Food Prices in Albuquerque -- 1949-54, 12 pp. (November 1954).

V. BUSINESS BACKGROUNDS
Leaflets presenting basic data, descriptions, and interpretations of New Mexico localities and New Mexico industries.

1 Los Alamos, Boom Town Under Control, 8 pp. (per copy) .20
2 Union County, New Mexico, 8 pp. (per copy) .20

VI. DIRECTORIES

Contents: Directory of towns and cities
County data tables
Directory of state and county officials and institutions
Economic handbook of New Mexico
Classified directory of business and professional establishments

Original price: $20.00, now $2.50.

Contents: Directory of towns and cities
State officials and institutions
New Mexico (articles and statistics)
County data tables
Classified directory of business and professional establishments

Price: $25.00.

Price: $2.00.
VII. MISCELLANEOUS PUBLICATIONS

*The Economy of Albuquerque, New Mexico: Bryant and Edgel, 1949, (with Federal Reserve Bank of Kansas City).

(per copy) .25
(in quantities of 20 or more) .10
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6. Publications


Uniform Laws and New Mexico, Arie Foldervaart, July, 1954. (No. 43)

New Mexico Housing at Mid-Century, Vicente Trevino Ximenes and Shirley Driggs, August, 1954. (No. 44)

Publications in Process

Management and Education: A Record of the Second Management Conference Held at the University of New Mexico, October 21-22, 1954. (July, 1955.) (No. 45)


Problems of the Ainge in New Mexico, Ezra Geddes, (September, 1955) (No. 47)

Community Property in New Mexico, Robert E. Clark, (No. 48)
ANNUAL REPORT OF THE INSTITUTE OF METEORITICS FOR THE YEAR 1954-55

The outstanding event in this year was the successful completion of negotiations with the University of Nebraska whereby Nebraska agrees not to exercise its right to enforce sectioning of the giant main mass of the achondritic fall of 1948, February 18, and surrenders the entire stone to the Institute of Meteoritics in perpetuity. Great credit must go to Dr. C. Bertrand Schultz of the Nebraska State Museum for the friendly, scientific spirit in which he acted as an advocate of all those meteoriticists who deplored the necessity of cutting up the largest aerolite so far recovered anywhere in the world.

Another high point of the year was the 18th Meeting of the Meteoritical Society at the Institute of Meteoritics. The attendance was much larger than at any previous annual meeting of the Society. The scientific sessions, extending over two days, were crowded with interesting and valuable papers, more than a third of which were prepared by either the permanent staff or by Research Associates of the Institute of Meteoritics. The Annual Lecture was given by Mr. William A. Cassidy, an Associate of the Institute, and the first recipient of a Fulbright Award for research work in the field of Meteoritics. Mr. Cassidy has been abroad for nearly two years investigating tektites, meteorites, and meteorite craters in Australia, Thailand, and French West Africa. In return for partial subsidization by the Institute of expenses he incurred in the field, Mr. Cassidy brought back to the Institute, not only fine collections of Australites and meteorite specimens from Australia, but priceless and hitherto unknown silica glass specimens from Thailand and from the vicinity of the Acouelloul meteorite crater in French Mauritania.

During the course of the year, the staff of the Institute of Meteoritics continued to collaborate with the University of New Mexico Buildings
and Grounds Department in work on the astronomical Observatory of the University. In spite of persistently cloudy weather, the Director ran a meridian line through the pier position by Polaris-observations in July, and shortly thereafter, the large concrete pier for the 15-inch telescope was poured. In August and September, the roof of the dome-room was completed and the dome mounted thereon, while the steel pedestal housing the driving mechanism and the 15-inch Cassegrainian reflector itself were mounted on the concrete pier, and the steel observing platform and stairway were almost finished. It is hoped that in the very near future, the Observatory can be completed for the telescope will be an invaluable adjunct to both the teaching and research programs in Astronomy and Meteoritics.

Recently, a most distinguished visitor, Curator E. P. Henderson of the U. S. National Museum, paid the Institute the honor of a 3-day visit, during which most satisfactory arrangements for the exchange of specimens were completed. In addition, the U. S. National Museum has very kindly offered to transfer to the files of the Institute of Meteoritics a large collection of invaluable reprints on Meteoritics which the U. S. National Museum holds in duplicate. Our holdings in the literature of Meteoritics have also been much improved through the generous donation of several early treatises on meteoric astronomy from the library of Dr. Leah B. Allen, Director of the Williams Observatory, Hood College, Frederick, Maryland.

The Institute's program for the discovery and identification of meteorites continues, the most notable recent result being the recovery of the largest aerolite so far found in the state of California -- the Pinto Mountains, Riverside County, California, crystalline spherulitic chondrite. The Institute continues to reap a rich harvest of aerolitic
recoveries from its long-continued field search and ranch-to-ranch canvass in the Chico Hills, New Mexico, area.

Furthermore, the Institute continues to cooperate with other scientific agencies having need of specimens -- during the course of the past year, more than 10 pounds of meteoritic materials have been donated for a single scientific investigation, that of Dr. W. H. Johnston of Purdue University, who is engaged in an exceedingly important physical investigation, that may provide a 400,000-year chlorine clock to supplement the 25,000-year carbon clock.

Lincoln LaPaz, Director
Institute of Meteoritics
The New Mexico Historical Review was founded in 1926 by the Historical Society of New Mexico which traces its history back to 1859. The magazine is published quarterly to promote interest in the history of the Southwest and to serve as an outlet for the publication of material relating to that region. Financially, it is supported by subscription and state subsidy. Since 1929, by joint agreement between the Society and the University of New Mexico, it has been edited by a member of the University Department of History. Twenty-nine volumes have been published to date. The Review contains articles based on the study of primary source materials, memoirs, diaries, and documents. In point of time, the material ranges from the 16th to the 20th century, a span of over 400 years, and deals with the lives of people of three cultural backgrounds, the Indian, Spanish, and Anglo-American.

The magazine is sent in exchange for numerous history journals published in the United States and in certain foreign countries as Mexico, Colombia, Brazil, Argentina, Spain, Italy, and Canada.
The Report of the New Mexico Quarterly
July 1, 1954 - June 30, 1955
Paul M. Sears, Editor

Note: This report, covering a period during which Mr. Kenneth Lash was Editor of the New Mexico Quarterly, has been prepared by his successor in that position.

1. Publishing Achievements During the Period

The four issues of New Mexico Quarterly which appeared during the period of this report contained thirteen short stories, eight articles, twenty-four poems (by twelve authors), reviews of twelve books, and ten miscellaneous shorter contributions. Most of the contributions in this last group were on literary or artistic topics, and appeared under the heading "Comment" in the back of the magazine. Six of the eight full-dress articles were likewise concerned with literary topics. Each issue during the period contained an art feature, illustrated with black and white halftone reproductions of the work of the featured artist. The four issues totalled 496 pages, an average of 124 pages per issue.

Nine and one-half pages of advertising were published during the period. The advertising was placed by book publishers and by other quarterly or little magazines. It produced revenue of approximately $380 during the year.

Paid subscriptions for the four issues were:

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<td>Autumn 1954</td>
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<tr>
<td>Winter 1954-55</td>
<td>451</td>
</tr>
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<td>Spring 1955</td>
<td>460</td>
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Total distribution, of course, was larger, averaging slightly under 1,000 copies per issue. The additional distribution was due to complimentary, exchange, and consignment copies. Sales of consignment copies added about 150 per issue to the total paid-for circulation.

Of the paid subscriptions in Spring 1955, ninety-three went to New Mexico addresses, including libraries.

A distinct loss during the period was the dropping of the "Guide to the Literature of the Southwest," a regular feature of the Quarterly for more than thirteen years. The compiler of the Guide felt she could no longer carry on what amounted to a daily task for the small compensation offered.
2. Summary of Plans and Recommendations

During the period the advisability of continuing publication of the *Quarterly* became a matter of consideration within the University Administration. As one result of these deliberations the Editor recommended certain budget savings for the next fiscal year. The period of this report ended with a change of editorship and of policy, and the effect of these plans and changes will therefore be treated in the next annual report.

5. Separations from Staff

At the close of the period the editorship of Mr. Kenneth Lash terminated. Mr. Robert Dash likewise ceased to be Assistant Editor of the *Quarterly*.

11. Important Study and Travel

As a result of a foundation grant, Mr. Lash spent three months during the period travelling to the principal Latin American capitals, establishing contacts with Latin American writers.
During this period Volume 10, Nos. 3 and 4, Vol. 11, Nos. 1 and 2 of the JOURNAL were published, a total of 519 text pages (plus Index and front matter), comprising 27 articles. The policy was continued with some success of attempting to cover the full range of anthropology and all areas of the world. The contribution of articles by foreign authors—in England, Norway, Togo Français, New Guinea, and Nigeria—indicates the breadth of interest in the JOURNAL.


The financial situation shows, for the present, a satisfactory condition. We recovered by subscriptions, etc. $4322.01, approximately 80% of the sum budgetted for manufacture (printing, mailing, office expense), $5450.00, a record for the decade of printing the JOURNAL.

Subscriptions numbered over 800 at the end of the report period. Toward the close of this year a circular campaign was undertaken which showed not only an immediate response in new subscriptions but promises of results for the year to come. Part of our return on investment came from the sale during the year of 19 complete sets of the ten volumes published to date, a marked increase over earlier years.

The present edition is 1000 copies. With the subscription list now over 800 and increasing, the need for enlarging the edition arises. It does not seem desirable to increase the edition beyond 100 copies at a time in order
to avoid problems of storage. It seems best to run an edition of 1100 copies beginning with Volume 12, No. 1 in the Spring of 1956. This will call for an increase of roughly $400.00 in our budget for the coming year.

A pressing need is the opportunity to print longer articles, those of sub-monographic scope. This was contemplated ever since the founding of the JOURNAL but laid aside because of constantly rising printing costs. Inasmuch as the successful effort to increase the number of subscriptions has resulted in a continuing reduction of the amount provided by the University for support, it would seem timely to ask for a restoration of some part of this subvention, say $1000.00 a year, in the 1956-1958 budgets, to permit this worthwhile aim.
Annual Report: June 30, 1954 to June 30, 1955
The University of New Mexico Press

Staff: E. B. Mann, Director
Fred E. Harvey, Assistant Director
Roland F. Dickey, Associate Editor
Eileen Quinn, Advertising and Sales Manager
Hazel Mensing, Secretary to the Director

Books Published:

Basket Weavers of Arizona -- Robinson
We Fed Them Cactus -- Cabeza de Baca Gilbert
Yuma Crossing -- Martin
Straight Furrows -- Duncan
Modern American Diplomacy -- Guerrant
Contemporary Latin-American Philosophy -- Reulet
Alias Billy the Kid -- Sonnichsen
Carl Van Vechten and the Twenties -- Ineilers
The Big Bend Country -- Madison

Books in Process:

This is My Life -- McNary
Six-gun and Silver Star -- Shirley
Lone Eagle, White Sioux -- Maine
Ten Texas Feuds -- Sonnichsen
Fishing in New Mexico -- Reid
Gold on the Desert -- Smith
Steinbeck Anthology -- Tedlock and Wicker
Big Bend Place Names -- Madison
Missions of New Mexico -- Chávez and Adams
Colorado Gem Trails -- Pearl
Biography of Richard Wetherill -- McFitt
Cook of the Walk -- Braddy
Hunting American Bears -- Hibben

Total Sales: $63,321.44

Four titles entered in the 1954 Rounce and Coffin competition received awards and listings among Best Western Books of the Year from the standpoint of design and craftsmanship. These titles were: Contemporary Latin-American Philosophy, by Reulet (designed by Mr. Dickey), and Yuma Crossing, by Martin, The Trees and Shrubs of the Southwestern Deserts, by Benson and Darrow, and Basket Weavers of Arizona, by Robinson (designed by Mrs. Fred Harvey).

Contemporary Latin-American Philosophy and The Big Bend Country are noteworthy additions to our growing lists of titles in the fields of Inter-American Affairs and National Parks and Monuments respectively. Both of these lists will be increased still further in the near future by books now in process or under consideration.
The University Publications Series issued four items during the year and enjoyed an all-time high in sales volume. While the series has no aspirations to "best sellerism," its purpose being rather to publish outstanding manuscripts which make an original contribution to a field or make a new field available for scholars, several of the publications were very well received. Sales of $4,312 were recorded, as against $1,339 for the previous year.

A revised edition of A Selected List of Publications appeared in October, 1954. The issue, although not included in any of the regular scholarly series, received our editorial supervision and was financed from funds of the Publications Series.

As in previous years, funds from the Series budget served to subsidize to the extent of $100 the publication of the annual New Mexico Folklore Record.

The following publications have been issued during the year:

**Education Series**


**Geology Series**

No. 5 V. C. Kelley. Regional Tectonics of the Colorado Plateau and Relationship to the Origin and Distribution of Uranium.
History Series

No. 6 W. M. Dabney. After Saratoga: The Story of the Convention Army.

Social Sciences and Philosophy Series

No. 2 A. Poldervaart. Manual for Effective New Mexico Legal Research.
The Report of the Student Affairs Division
July 1, 1954 - June 30, 1955
Sherman E. Smith, Director

The Student Affairs Division now includes the Office of Admissions and Records, the Counseling and Testing Services, the General Placement Bureau, the Student Health Service, the Student Personnel Offices, and the Office of the Director of Student Affairs.

For all these offices, the year has been a very busy one, marked by considerably increased work loads without matching increases in personnel. Budgets for 1955-56 allow for increases in staff in some of the offices under the greatest pressure. As enrollments increase it will be necessary to choose between still further additions or a reduction in services. Throughout the Division, the work increases in direct proportion to enrollment.

There have been no major changes in function or procedure during the past year. This report, therefore, will serve mainly to bring previous reports up to date. A few changes in personnel should have special mention.

Mr. Merle M. Milfs, Assistant to the Dean of Men, was granted leave of absence for a year and a half, effective January 30, 1955, for graduate study. He was replaced by Mr. Warren F. Lee, who was formerly employed at Mount Union College.
Dr. Russell K. Sigler, who has served for several years as Director of the General Placement Bureau, has announced his resignation effective July 15, 1955. He will be replaced, on that date, by Mr. Lee. The position of Assistant to the Dean of Men will be filled, on July 15, by Mr. James \( \ddagger \) Bruening.

**STUDENT AFFAIRS OFFICE**

All the functions previously assigned to this office have been continued during 1954-55. The more important of these are briefly described below.

**Recruiting of Students.** This activity is guided by the Director of Student Affairs. It involves extensive correspondence with high-school principals, one or more visits to each high school of any size in the State, and the coordination of much information relating to the needs and capacities of hundreds of prospective students. As in past years, the emphasis of University visitors has been on attracting the ablest students in New Mexico, rather than on sheer numbers. To this end, applicants for scholarships are carefully screened. Awards are made on the basis of the principal's recommendation, after an interview by one of the University's representatives. Excellent grades and college aptitude test scores are required. Financial need is considered.

During the past four years the University has had
exceptionally large scholarship resources, partly because of the grant of $225,000 from the Fund for the Advancement of Education. The "Ford" and other scholarships have made possible a very satisfactory development of the enrollment of New Mexico students living outside Bernalillo County, as the following table shows.

NEW FRESHMAN ADMISSIONS FROM NEW MEXICO HIGH SCHOOLS

<table>
<thead>
<tr>
<th></th>
<th>Bernalillo County</th>
<th>Other Counties</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall, 1951</td>
<td>216</td>
<td>165</td>
<td>381</td>
</tr>
<tr>
<td>Fall, 1952</td>
<td>318</td>
<td>222</td>
<td>540</td>
</tr>
<tr>
<td>Fall, 1953</td>
<td>323</td>
<td>293</td>
<td>616</td>
</tr>
<tr>
<td>Fall, 1954</td>
<td>383</td>
<td>326</td>
<td>709</td>
</tr>
</tbody>
</table>

It is essential that new funds for scholarships be found so that the level of awards can be maintained or increased. Scholarships attract the leadership in graduating classes and bring students in numbers beyond the numbers of scholarships awarded.

Little effort is made to attract non-resident students to the University. In the winters of 1951 and 1953 an illustrated brochure was mailed to some 2000 selected high schools in states from which the University draws most of its non-resident students. These mailings appeared to produce good results in the following years, as the table below shows.
There is little doubt that even moderate efforts to recruit students from other states would bring them to the University in large numbers. Such efforts have not been made because adequate housing, especially for women, was not available, and because it appears that shortly the University will be hard pressed to care for the New Mexico students who will want to attend.

It is anticipated that efforts to enlist the best students in New Mexico will have to continue indefinitely. We are rapidly approaching a period, however, in which the chief concern will be with over- rather than under-enrollment, and in which enrollments will be limited by instructional and housing facilities, rather than by the availability of students. The University of New Mexico should meet this situation with a well-planned program of selective recruiting.

Those particularly active in work with the high schools this year have been the Dean of Men and his Assistant, the Director of the General Placement Bureau, the Director of Admissions, and the Director of Student Affairs.
Student Housing. At this writing, the new dormitory for 600 women is under construction. It is scheduled for completion in the summer of 1956. In planning the dormitory, to be known as Hokona Hall, every effort has been made to provide living conditions as nearly ideal as possible. The dormitory will greatly increase the attractiveness of the University for women students from New Mexico and other states. The inadequacy of our present housing for women is widely known.

It is planned to use some of the dormitories to be vacated by women for men's housing. Mesa Vista dormitory has been over-filled each fall for several years. The additional space for men will be helpful, but it too will soon be saturated. Plans for a new men's dormitory, to house about 300, but without dining facilities, should be started during the coming year.

There are indications that morale in Mesa Vista dormitory is not as good as it should be. Among these are excessive damage to the building, poor conditions for study, and an occasional "panty raid." According to accepted standards, Mesa Vista is grossly understaffed with counselors. The head resident, graduate counselor, and two part-time proctors can scarcely get to know, much less influence, the 450 students living in the dormitory. It is probably penny-wisdom to try to economize on supervisory personnel
in any dormitory.

**New Student Union.** The present student union is quite inadequate for a student body of 5000. During the year, the Comptroller and the Director of Student Affairs examined the bond resources of the student body for a new union building. It appears that by 1957 or 1958 it will be possible to finance a $1,500,000 building. This information was transmitted to the Student Union Building Committee, which has begun preliminary planning.

**Need for an Auditorium.** A well-equipped theater-type auditorium continues to be one of the urgent needs of the University. Apart from football games, we do not manage to provide for our students the shared experiences which weld a student body together and give it a sense of unity. The auditorium is needed for:

1. University sponsored lectures, concerts, opera, and other entertainments such as those presented in the University Program Series.
2. Productions of the Departments of Music and Drama.
3. Student shows, stunt nights, etc.
5. Civic Symphony.
6. Touring road shows.
7. Public assemblies of all kinds.

With the construction of the new City Auditorium, State Fair Coliseum, and the projected gymnasium at the
University, Albuquerque will still be without an auditorium in which programs of cultural value can be presented in a proper setting. If the University is to fulfill its logical mission as the cultural center of New Mexico, the auditorium will prove to be indispensable.

There are some cogent arguments for building the auditorium now:

1. The University has resources, from the recent general obligation bond issue and from the prospective sale of land, which would come near financing the building. A campaign for public subscriptions would probably round out the total.

2. Other construction projects are recognized as competitors for these resources, but all of them can be financed through more conventional channels.

3. In five to ten years, mounting enrollments will tax all facilities of the University. It will probably then be impossible to consider a project like the auditorium, which is not directly related to instruction. It will, however, be possible to make the necessary case for instructional buildings. Moreover, the resources for such buildings will then be available in student fees.
Other Activities. During the year the Director of Student Affairs:

1. Served as the first president of the University of New Mexico Chapter of the Society of the Sigma Xi.

2. Managed the University Program Series, with the help of the Cultural Activities Committee, in its sixth successful season.

3. Assisted in presenting the University's budget proposals to the Twenty-second Legislature.

4. Took an active part in the work of the Committee on Aims and Objectives.

5. Served as secretary of the Coordinating Council of Colleges and Secondary Schools.

Recommendations. The bases for most of the following recommendations are presented above.

1. A limited program of recruitment of non-resident women students should be undertaken next year, to insure full occupancy of the new Hokona Hall in the fall of 1956.

2. The recruiting of women students from New Mexico should have special attention in 1955-56 for the same reason.

3. Every effort should be made to find new funds for scholarships, to help in attracting the best
possible students to the University.

4. A new dormitory to house 300 men, but without dining facilities, should be projected and planned immediately.

5. The counseling staff in Mesa Vista dormitory should be strengthened.

6. Plans for a new student union should be pushed forward.

7. Financial and architectural plans for an auditorium should be developed immediately.

8. The basement of the infirmary building should be remodeled and equipped as an isolation ward.

[Signature]
Sherman E. Smith
Director of Student Affairs
Presented in these pages is the sixth annual report of the Office of Admissions and Records. The report includes the basic admission and enrollment statistics and some comparative analyses for the 1954-55 academic year.

All these data reflect the substantial enrollment increase experienced this year and indicate that the predicted upsurge is on the way. The fall enrollment figure did not quite reach the all-time high of the 1948-49 fall, but the University served, during the two regular semesters of 1954-55, more different persons than it has during any comparable period in its history.

We should like to express our appreciation for the cooperation we have received this year from administrative officers and from faculty members of the University.

Respectfully submitted,

J. C. MacGregor
Director of Admissions
and
Registrar
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## and

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<td>Enrollments by College and Class - 1954-55 Spring Semester</td>
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<td>Enrollments by Colleges: Arts and Sciences</td>
<td>827</td>
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<tr>
<td>Business Administration</td>
<td>828</td>
</tr>
<tr>
<td>Education</td>
<td>829</td>
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<tr>
<td>Engineering</td>
<td>830</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>831</td>
</tr>
<tr>
<td>General</td>
<td>832</td>
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<tr>
<td>Pharmacy</td>
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<td>Analysis of Enrollments by Semester Hour Loads</td>
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<td>Comparative Enrollments - Resident and Non-Resident</td>
<td>839</td>
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<tr>
<td>Comparative Enrollments - Civilian and Veteran</td>
<td>841</td>
</tr>
<tr>
<td>Comparative Enrollments - Men and Women</td>
<td>842</td>
</tr>
<tr>
<td>Withdrawals Related to Total Enrollments</td>
<td>843</td>
</tr>
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## DEGREES CONFERRED

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<td>Totals by Years</td>
<td>849</td>
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<td>851</td>
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<tr>
<td>Education</td>
<td>852</td>
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<td>Engineering</td>
<td>853</td>
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<td>Fine Arts: Business Administration: Pharmacy; Law</td>
<td>854</td>
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<tr>
<td>Graduate School</td>
<td>855</td>
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</table>
CHART OF THE GENERAL FUNCTIONS
OF THE OFFICE OF ADMISSIONS AND RECORDS

Director of Admissions
and
Registrar

Records
Permanent Records and Student Files
Transcripts of Record
Grade Reports
Registration
Compilation of Class Schedules and Assignment of Classrooms
Graduation
Ranking and Reporting for Selective Service

Admissions
Determination of admission status of all Undergraduate and Beginning Law Students
Student Applicant and Correspondence Control Files
Notification of Admission or Refusal to All Students
Evaluation of Transcripts
Military Credits
Catalog Library

Public Relations, Personal Contacts, and Mail
General University Information
Enrollment, Admission, and Scholastic Statistics
Preparation and Distribution of General University Catalog
Administration of Residence Regulations

General University Information
Graduation
Ranking and Reporting for Selective Service
ORGANIZATION AND FUNCTIONS OF THE OFFICE OF ADMISSIONS AND RECORDS

GENERAL FUNCTIONS AND PUBLIC RELATIONS

The Office of Admissions and Records, which functions under the co-ordinating supervision of the Director of Student Affairs, performs a vital public relations function. In a sense, it is the front office of the University. Many students and their parents make their first contact and gain their first impression of the University through this office. Prospective students and parents of prospective students in considerable numbers come to the Office of Admissions and Records both for general information regarding the program and standing of the University and to discuss admission. Even more numerous are the individuals who write for general and admission information.

Mail

The volume of mail processed by the Office of Admissions and Records during a twelve-month period is impressive. The figures below are for the year beginning May 1, 1954 and ending April 30, 1955. The outgoing mail figure represents a sixteen and one-half percent increase in volume over the previous comparable period.

<table>
<thead>
<tr>
<th>Mail</th>
<th>Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming</td>
<td>Outgoing</td>
</tr>
<tr>
<td>Total Items</td>
<td>24,962</td>
</tr>
<tr>
<td>Monthly Average</td>
<td>2,080</td>
</tr>
</tbody>
</table>

The processing of this mail constitutes a heavy portion of the office load. Personalized replies go from the office in response to a large part of the incoming mail, particularly in response to inquiries from prospective students.

The fact that outgoing mail is more than twice the volume of the mail received, as may be seen from the chart above, is accounted for by the large number of memoranda and notices which are sent through campus and regular mail to students and faculty. All of these items do not, of course, represent individually dictated letters, but all do require processing in some section of the office. These figures do not include catalog mailings.

Catalogs

The office has the responsibility of compiling and editing the material for the general catalog of the University. Last year 15,000 copies were distributed to students, prospective students, faculty, and other institutions. The office mails a considerable number of College of Law bulletins and also brochures. Mailing of the Summer Session bulletin is done
by that office upon referral of requests received in the Office of Admissions and Records.

Transcripts

Although the issuance of transcripts is essentially a function of the Records Section of the office, the processing of transcript requests received by mail, telephone, telegraph, and in person requires special procedures and machinery in order that prompt and efficient service may be rendered. From the standpoint of service, fulfillment of transcript requests is an important public relations function.

A glance at the chart below will indicate readily the important role this function plays both in the responsibilities of the office and in service to the public. The number of transcripts issued during the period indicated was thirteen percent greater than the number issued during the previous comparable period.

<table>
<thead>
<tr>
<th>Month</th>
<th>Number Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>May, 1954</td>
<td>459</td>
</tr>
<tr>
<td>June, 1954</td>
<td>794</td>
</tr>
<tr>
<td>July, 1954</td>
<td>517</td>
</tr>
<tr>
<td>August, 1954</td>
<td>926</td>
</tr>
<tr>
<td>September, 1954</td>
<td>575</td>
</tr>
<tr>
<td>October, 1954</td>
<td>294</td>
</tr>
<tr>
<td>November, 1954</td>
<td>365</td>
</tr>
<tr>
<td>December, 1954</td>
<td>352</td>
</tr>
<tr>
<td>January, 1955</td>
<td>462</td>
</tr>
<tr>
<td>February, 1955</td>
<td>717</td>
</tr>
<tr>
<td>March, 1955</td>
<td>543</td>
</tr>
<tr>
<td>April, 1955</td>
<td>438</td>
</tr>
<tr>
<td>Total</td>
<td>6442</td>
</tr>
<tr>
<td>Monthly Average</td>
<td>537</td>
</tr>
</tbody>
</table>

It is interesting to note that, although all fees charged for transcripts of record go directly to the general fund rather than into the budget of the Office of Admissions and Records, this service goes far toward paying its own way. Of the 6442 transcripts issued during the period charted above, 2856 were free transcripts. The remaining 3586 resulted in payments and charges in the amount of $2183.50.

Advisement Photostats

Transcripts of record are produced by photostating the student's permanent record. The photostat must then be signed and sealed. Although the number of requests for official transcripts is large, the office has an even heavier burden in
the production of photostats for advisement purposes. Each semester, a photostat (clearly marked "Advisement Copy") is made of the high-school record of each new freshman and is distributed to academic advisers. Thousands of photostats of records of students currently enrolled are made each year for advisement purposes for the colleges and departments of the University.

General Information Service

The Office of Admissions and Records, because of the nature of its duties, must serve as a general information agency for the public, students, and staff. The information called for must be dispensed by phone, by mail, and by personal contact. The numerous replies made to mail requests are reflected in the mail count; through the use of Dictaphone and Autotypist it has been possible to give prompt attention to these requests.

To the Information Desk, which operates as a part of the Records Sections of the office, are channeled the bulk of the many general inquiries which come by phone and personal contact to the Office of Admissions and Records. Although many of the administrative offices of the University now observe a five-day work week, the Information Desk remains open on Saturday mornings during the regular academic year to render informational service to week-end visitors. A Student Directory card, completed by each student as a part of the registration procedure, enables the Information Desk to maintain an alphabetical roster of students enrolled from the time their registrations are complete. Information on faculty schedules and office hours, academic regulations, and University programs and activities may be obtained from this desk.

Prospective Student Contacts

The responsibility for cooperation with other administrative officers and faculty members in a program of visiting high schools of the state and of keeping in contact with New Mexico high-school students is a part of the functions of the Director and his staff.

Dealings with Other Institutions

This office must handle numerous details which arise from the University's functions as the reporting institution for the American Association of Collegiate Registrars and Admissions Officers. In fulfilling this responsibility for the University, the office serves as a clearinghouse for inquiries from other colleges and universities, and from individuals, concerning the academic policies and standards of this institution and of others in the State of New Mexico.

Statistics

This office prepares and distributes enrollment and admission
statistics, including the data upon which the annual budget of the University is projected. The use of an Admissions Statistics and an Enrollment Statistics punch card makes possible the accurate and reasonably fast compilation of a rich variety of statistical data which serve as the bases for institutional studies and predictions.

The office also has the responsibility for computing and preparing reports of the scholastic averages of the various classes and colleges of the University, the social groups, and the University as a whole. A Scholastic Statistics punch card is used for this purpose. The same punch card is also used in ranking all male students for Selective Service purposes. The Office of Admissions and Records must complete this ranking operation within 30 days of the close of each school year and be prepared to report the results to draft boards.

In addition to the statistics functions mentioned above, a constant flow of questionnaires from various accrediting and governmental agencies, from educational manuals and publications, and from state education agencies requires preparation of various special studies. Requests for data by the Board of Educational Finance in Santa Fe account for a considerable portion of the time devoted by this office to statistical studies.

Committee Functions

The office supplies the information required by the University Committee on Entrance and Credits and keeps the minutes of the Committee. It has a similar responsibility in supplying information to other faculty committees and administrative offices.

Determination of Tuition Residency

A higher tuition is charged students who are unable to qualify as bona fide residents of New Mexico. It is the responsibility of the Director and his staff to determine the residence status for tuition purposes of each student who enrolls in the University.

ADMISSIONS

Determination of Eligibility and Status

The Admissions Section of the Office of Admissions and Records performs the general function of determining the admission status of all applicants to the undergraduate colleges of the University and of new applicants to the College of Law. From the credentials presented by each student, the section determines his eligibility for admission, informs him of his status, and supplies him with the necessary registration information. The Admissions office also notifies graduate...
students of their status and supplies them with registration information when the graduate applications and credentials have been processed by the Graduate Office.

**Inauguration of Non-degree Status**

Beginning with the 1954 Summer Session, the former categories of Special, Summer Special, and Evening Credit students were combined under the single designation of Non-degree Status. For the first time, applications were required of Evening Credit students enrolling for undergraduate courses. This arrangement, although it increased considerably the processing load for the Admissions Section, was seen to have a number of advantages. It made possible a relatively uniform admission procedure for all undergraduate students not actually enrolled in degree programs. It also made possible the inclusion of evening credit students in the regular registration procedures. Previously separate registrations had been held for evening credit students.

**Student Applicant Files**

It is difficult to say when the public relations functions of the office leave off and its strictly administrative functions begin. Prompt service to prospective students and applicants involves the filing of all correspondence, applications, and credentials, and the keeping of an adequate control on these files. A control card system, which records each pertinent action from the time of original inquiry by an applicant through the point of final acceptance or rejection, makes possible the efficient handling of several thousand student applications each year.

**Evaluation of Transcripts**

The processing of applications requires ultimately the preparation of evaluations of transcripts in order to transfer to our records credits earned in high schools and other colleges. As a part of the University's freshman advisement program, evaluations and copies of high-school transcripts are supplied to freshman advisers. Evaluations of transferred records are distributed to deans and advisers.

**Military Credits**

The evaluation of credits earned by servicemen under military auspices is an involved procedure quite different from the evaluation of college transcripts. Requests for credit for military training and experience have maintained considerable volume during the past year.

**Catalog Library**

As a necessary adjunct to the processing of credentials, the Admissions Section maintains a file of current catalogs from a large number of other colleges and universities. These catalogs are available to faculty members, administrative
officers, and students for use in the office.

RECORDS

Permanent Records and Student Files

The Records Section of the Office of Admissions and Records is the repository for the University of the official student files, permanent academic records, and supporting data. The keeping of accurate files and records for a student enrollment approaching 5000 is a large and exacting task. It involves the preparation of approximately 2500 new records per year, and the recording of courses and grades for all students, changes in status, changes in programs of study, transfers between colleges, and withdrawals from school.

Microfilming

Supporting documents and data relating to former students who have not been enrolled in the University in the last five years are recorded on microfilm. Permanent academic records are not microfilmed.

Class Status Record

Because of the importance given to class status by the requirements of the Selective Service Act, the Records office must keep close account of the shifting classification of students as they progress in their individual degree programs. Early in each semester and summer session, the office prepares for all students a classification slip which is sent to the dean of the college in which the student is enrolled. The deans of the colleges adjust the student's classification in the light of his most recent academic progress and report on the classification slip to the Records Office, where all necessary adjustments are made in the student's records.

Grade Reports

Grades for all students enrolled are collected from the faculty twice each semester and once during each summer session. During the 1954-55 academic year, approximately 85,000 separate grades were collected and recorded. Grade reports are distributed twice each semester to the student, adviser, academic dean, and Personnel Office. The Veterans Administration receives grades for veteran students, and parents are sent the grades of minor sons and daughters. Reports of semester grades are made available to academic and administrative offices within two and one-half days (mid-semester grades within three and one-half days) after the deadline for receipt of grades from the instructors.

Registration

The Records Section has the responsibility for detailed preparation for registration. The preparation of all printed forms
and other materials required for registration, and the direct supervision of the physical arrangements for accomplishing the registration procedure, are among the duties of this office. Considerable staff time is required in advance of each session to determine which students currently enrolled are planning to attend the next session and to prepare and mail to those students registration numbers and instructions.

Graduation

The Office of Admissions and Records has certain important functions in connection with graduation. These include the compilation and publication, from lists provided by the deans of the colleges, of the official list of degree candidates, and the ordering and issuance of authorized diplomas.

Class Schedules and Room Assignments

Schedules of courses to be offered during the following semester are submitted by the departments of the University to the Records Section. It then becomes the duty of this Section to assign classrooms and to compile and publish the official Schedule of Classes. Assignment of University classrooms for extra-curricular use is also a function of this office.

Special Services

The Records Section is responsible for determining and certifying the scholastic eligibility of students participating in athletics and other extra-curricular activities.

The office also has the responsibility of compiling for Phi Kappa Phi, the honorary scholastic fraternity, all the data required for determining the academic eligibility of candidates for membership in the organization.
ADMISSION STATISTICS

ACADEMIC YEAR

1954-55
### ADMISSIONS STATISTICS
#### 1954-55

**SUMMARY OF NEW AND READMITTED STUDENTS**

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<td>Total Enrollments</td>
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* Summer Session Enrollment includes first and second Educational Workshops scheduled during regular session.
** Semester I Enrollment includes 910 evening registrations.
*** Semester II Enrollment includes 724 evening registrations.
NEW FRESHMAN ADMISSIONS
1954-55 Academic Year
NEW MEXICO HIGH SCHOOLS

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- 11 -
### NEW FRESHMAN ADMISSIONS - NEW MEXICO HIGH SCHOOLS (Continued)

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### OTHER STATES

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### NEW FRESHMAN ADMISSIONS - OTHER STATES (Continued)

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<td>6</td>
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<td>Admitted on G. E. D. Tests</td>
<td></td>
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<td>1</td>
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<tr>
<td><strong>Total from Other States</strong></td>
<td>20</td>
<td>235</td>
<td>48</td>
<td>303</td>
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### FOREIGN COUNTRIES AND TERRITORIES

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<th>1954 Fall</th>
<th>1955 Spring</th>
<th>Total</th>
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<td>Canada</td>
<td>1</td>
<td>1</td>
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<td>2</td>
<td></td>
<td>2</td>
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<tr>
<td>Germany</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hawaii</td>
<td>1</td>
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<td>1</td>
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<td>Iran</td>
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<tr>
<td>Malaya</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Okinawa</td>
<td>1</td>
<td></td>
<td>1</td>
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<td>Pakistan</td>
<td>1</td>
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<td>1</td>
<td></td>
</tr>
<tr>
<td>Philippines</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Yugoslavia</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Total from Foreign Countries and Territories</strong></td>
<td>12</td>
<td>2</td>
<td>14</td>
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</table>
SUMMARY OF NEW FRESHMAN ADMISSIONS

<table>
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<th>1954</th>
<th>1955</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>New Mexico High Schools</td>
<td>32</td>
<td>709</td>
<td>75</td>
<td>816</td>
</tr>
<tr>
<td>Other States</td>
<td>20</td>
<td>235</td>
<td>48</td>
<td>303</td>
</tr>
<tr>
<td>Foreign Countries &amp; Territories</td>
<td>12</td>
<td>2</td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>Total New Freshman Admissions</td>
<td>52</td>
<td>956</td>
<td>125</td>
<td>1133</td>
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</table>

COMPARISON OF NEW FRESHMAN ADMISSIONS

<table>
<thead>
<tr>
<th></th>
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<th>1952</th>
<th>1953</th>
<th>1954</th>
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<td></td>
<td>Fall</td>
<td>Fall</td>
<td>Fall</td>
<td>Fall</td>
</tr>
<tr>
<td>New Mexico High Schools</td>
<td>381</td>
<td>540</td>
<td>614</td>
<td>709</td>
</tr>
<tr>
<td>Other States</td>
<td>139</td>
<td>212</td>
<td>158</td>
<td>235</td>
</tr>
<tr>
<td>Foreign Countries &amp; Territories</td>
<td>5</td>
<td>9</td>
<td>4</td>
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<tr>
<td>Total New Freshman Admissions</td>
<td>525</td>
<td>761</td>
<td>776</td>
<td>956*</td>
</tr>
</tbody>
</table>

* This figure reveals a 23.2% increase in Beginning Freshmen over the 1953 Fall.
### ADMISSIONS AND READMISSIONS COMPARED WITH TOTAL ENROLLMENTS

#### SUMMER SESSIONS

<table>
<thead>
<tr>
<th>Session</th>
<th>On Campus</th>
<th>Field Sessions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1950</td>
<td>871</td>
<td>24</td>
<td>1831</td>
</tr>
<tr>
<td>Summer 1951</td>
<td>840</td>
<td>23</td>
<td>1648</td>
</tr>
<tr>
<td>Summer 1952</td>
<td>540</td>
<td>18</td>
<td>1108</td>
</tr>
<tr>
<td>Summer 1953</td>
<td>557</td>
<td>27</td>
<td>1107</td>
</tr>
<tr>
<td>Summer 1954</td>
<td>632</td>
<td>45</td>
<td>1237</td>
</tr>
</tbody>
</table>

#### FALL SEMESTERS

<table>
<thead>
<tr>
<th>Session</th>
<th>New and Readmitted</th>
<th>%</th>
<th>Returning</th>
<th>%</th>
<th>Evening Session</th>
<th>Total Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1950</td>
<td>1833</td>
<td>44%</td>
<td>2354</td>
<td>56%</td>
<td>456</td>
<td>4643</td>
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<tr>
<td>Fall 1951</td>
<td>1267</td>
<td>40%</td>
<td>1892</td>
<td>60%</td>
<td>637</td>
<td>3796</td>
</tr>
<tr>
<td>Fall 1952</td>
<td>1517</td>
<td>47%</td>
<td>1686</td>
<td>53%</td>
<td>883</td>
<td>4086</td>
</tr>
<tr>
<td>Fall 1953</td>
<td>1519</td>
<td>47%</td>
<td>1736</td>
<td>53%</td>
<td>908</td>
<td>4163</td>
</tr>
<tr>
<td>Fall 1954</td>
<td>1815</td>
<td>48%</td>
<td>1967</td>
<td>52%</td>
<td>910</td>
<td>4692</td>
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</table>

#### SPRING SEMESTERS

<table>
<thead>
<tr>
<th>Session</th>
<th>New and Readmitted</th>
<th>%</th>
<th>Returning</th>
<th>%</th>
<th>Evening Session</th>
<th>Total Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 1951</td>
<td>480</td>
<td>13%</td>
<td>3091</td>
<td>87%</td>
<td>507</td>
<td>4078</td>
</tr>
<tr>
<td>Spring 1952</td>
<td>334</td>
<td>12%</td>
<td>2564</td>
<td>88%</td>
<td>665</td>
<td>3563</td>
</tr>
<tr>
<td>Spring 1953</td>
<td>383</td>
<td>13%</td>
<td>2562</td>
<td>87%</td>
<td>900</td>
<td>3845</td>
</tr>
<tr>
<td>Spring 1954</td>
<td>452</td>
<td>15%</td>
<td>2573</td>
<td>85%</td>
<td>794</td>
<td>3819</td>
</tr>
<tr>
<td>Spring 1955</td>
<td>573</td>
<td>16%</td>
<td>2986</td>
<td>84%</td>
<td>724</td>
<td>4283</td>
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### COMPARISON OF ADMISSIONS PROCESSING LOADS

#### Fall Semesters 1953-54 and 1954-55

<table>
<thead>
<tr>
<th></th>
<th>Fall 1953</th>
<th>Fall 1954</th>
<th>Percent. of Increase</th>
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</thead>
<tbody>
<tr>
<td><strong>Admitted and Registered</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Daytime:</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>New</td>
<td>1246</td>
<td>1545</td>
<td>19.5%</td>
</tr>
<tr>
<td>Readmitted</td>
<td>273</td>
<td>270</td>
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<tr>
<td><strong>Evening:</strong></td>
<td></td>
<td></td>
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<tr>
<td>New</td>
<td>188*</td>
<td>403</td>
<td>219.0%</td>
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<tr>
<td>Readmitted</td>
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<td>196</td>
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<tr>
<td><strong>Total</strong></td>
<td>1707</td>
<td>2414</td>
<td>41.4%</td>
</tr>
<tr>
<td><strong>Admitted but Cancelled</strong></td>
<td>153</td>
<td>102</td>
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<tr>
<td><strong>Admitted but did not show</strong></td>
<td>330</td>
<td>412</td>
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<tr>
<td><strong>Refused Admission</strong></td>
<td>79</td>
<td>99</td>
<td></td>
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<tr>
<td><strong>Total Admission Processed</strong></td>
<td>2269</td>
<td>3027</td>
<td>33.4%</td>
</tr>
<tr>
<td><strong>Credentials Incomplete</strong></td>
<td>100</td>
<td>247</td>
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<tr>
<td><strong>Total Applications Received</strong></td>
<td>2369</td>
<td>3274</td>
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* In 1953, the statistics count for evening students did not provide for separate classification of new and readmitted students.

**Note:** Effective 1954-55, students enrolling for evening credit courses only were, for the first time, required to file applications. This procedural change accounts in large measure for the great increase in the processing of evening students as shown in the figures above.
ENROLLMENT STATISTICS

ACADEMIC YEAR

1954-55
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<th>Year</th>
<th>SEM.I</th>
<th>SEM.II</th>
<th>SEM.III</th>
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<th>SEN. II</th>
<th>SEN. III</th>
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<td>1954-55</td>
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</table>

The University of New Mexico Student Enrollments

1930-31 to 1954-55
## ENROLLMENT SUMMARY
### 1954-55 Academic Year

<table>
<thead>
<tr>
<th></th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semesters I &amp; II</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Civilians</td>
<td>2820</td>
<td>1571</td>
<td>4391</td>
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<tr>
<td>Veterans</td>
<td>1128</td>
<td>20</td>
<td>1148</td>
</tr>
<tr>
<td><strong>Unduplicated Total, Sem. I &amp; II</strong></td>
<td>3948</td>
<td>1591</td>
<td>5539</td>
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<td><strong>Summer Session 1954</strong></td>
<td></td>
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<tr>
<td>Puppetry Workshop</td>
<td>726</td>
<td>511</td>
<td>1237</td>
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<tr>
<td>Santa Fe Workshop</td>
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<td>34</td>
</tr>
<tr>
<td>Field Session 1954</td>
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<td>9</td>
</tr>
<tr>
<td><strong>Total Enrollment in Residence Sessions</strong></td>
<td>4686</td>
<td>2140</td>
<td>6826</td>
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<tr>
<td><strong>Less Duplicate Enrollments</strong></td>
<td>177</td>
<td>213</td>
<td>390</td>
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<tr>
<td><strong>Total Enrollment (unduplicated in Residence Sessions)</strong></td>
<td>4209</td>
<td>1927</td>
<td>6136</td>
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<tr>
<td><strong>Extension Division</strong></td>
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<tr>
<td>Extension Classes*</td>
<td>228</td>
<td>118</td>
<td>346</td>
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<td>Correspondence Courses*</td>
<td>122</td>
<td>119</td>
<td>241</td>
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<tr>
<td><strong>Total Extension and Correspondence</strong>*</td>
<td>350</td>
<td>237</td>
<td>587</td>
</tr>
<tr>
<td><strong>Less Duplicate Enrollments</strong>*</td>
<td>3</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td><strong>Unduplicated Total, Extension &amp; Correspondence</strong></td>
<td>347</td>
<td>236</td>
<td>583</td>
</tr>
<tr>
<td><strong>Total Different Persons in Residence Sessions</strong></td>
<td>4209</td>
<td>1927</td>
<td>6136</td>
</tr>
<tr>
<td><strong>Total Different Persons in Correspondence &amp; Extension</strong></td>
<td>347</td>
<td>236</td>
<td>583</td>
</tr>
<tr>
<td><strong>Total Residence, Extension and Correspondence</strong></td>
<td>4556</td>
<td>2163</td>
<td>6719</td>
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<tr>
<td><strong>Less Duplicate Enrollments</strong></td>
<td>105</td>
<td>62</td>
<td>167</td>
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<tr>
<td><strong>TOTAL DIFFERENT PERSONS ENROLLED DURING 1954-55 ACADEMIC YEAR</strong></td>
<td>4451</td>
<td>2101</td>
<td>6552</td>
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</table>

* February 1, 1954 through January 31, 1955
## ENROLLMENT SUMMARIES BY SESSION

### 1954-55

#### 1954 SUMMER

<table>
<thead>
<tr>
<th>Session</th>
<th>Civilians</th>
<th>Veterans</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On Campus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men</td>
<td>452</td>
<td>274</td>
<td>726</td>
</tr>
<tr>
<td>Women</td>
<td>499</td>
<td>12</td>
<td>511</td>
</tr>
<tr>
<td>Total</td>
<td>951</td>
<td>286</td>
<td>1237</td>
</tr>
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<td><strong>Taos Art Field Session</strong></td>
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<tr>
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<tr>
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</tr>
<tr>
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#### SEMESTER I

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#### SEMESTER II

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FULL-TIME STUDENT EQUIVALENTS COMPARED WITH TOTAL ENROLLMENTS
Semesters I and II, 1946-47 to 1954-55

<table>
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<tr>
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<th>Total Enrollment</th>
<th>F. T. E.</th>
<th>Percent. of Total</th>
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<td>3520</td>
<td>96.46%</td>
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<tr>
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<tr>
<td>1949-50</td>
<td>4795</td>
<td>4261</td>
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<tr>
<td>1950-51</td>
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<td>3847</td>
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<tr>
<td>1951-52</td>
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<td>78.35%</td>
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<tr>
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<td>4163</td>
<td>3155</td>
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<td>75.79%</td>
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<table>
<thead>
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<th>F. T. E.*</th>
<th>Percent. of Total</th>
</tr>
</thead>
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<td>1948-49</td>
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<tr>
<td>1951-52</td>
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<tr>
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<tr>
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<td>4283</td>
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<td>77.96%</td>
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</table>

* The full-time equivalent (F. T. E.) is computed by dividing the total number of semester hours by an average full-time load of 16 semester hours.
## ENROLLMENT ANALYSIS
### BY COLLEGES AND DEPARTMENTS
#### 1954-55

(Excluding drops and withdrawals prior to the fifth week of the semester or the third week of the summer session)

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<th>College &amp; Dept.</th>
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<tr>
<td>Gen. Ed.</td>
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# Santa Fe Workshop
ENROLLMENT ANALYSIS BY COLLEGES AND DEPARTMENTS (Continued)

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<th>Student Enrollments</th>
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# Santa Fe Workshop
* Field Session
## ENROLLMENT BY COLLEGE AND CLASS
### 1954 Summer Session

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<th>Junior</th>
<th>Senior</th>
<th>Unclass.</th>
<th>Grad.</th>
<th>Law</th>
<th>Non-Degree</th>
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* Includes 1st and 2nd Educational Workshops on Campus

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## ENROLLMENT BY COLLEGE AND CLASS

**Semester I, 1954-55**

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<th>College</th>
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<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
<th>Unclass.</th>
<th>Grad.</th>
<th>Law</th>
<th>Non-Degree</th>
<th>Total</th>
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<tbody>
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<td>77</td>
<td>582</td>
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</tr>
</tbody>
</table>

* Of the total fall enrollment 910 students were registered for Evening courses only.

### Evening Undergraduates:
- Regular Status: 166
- Non-degree Status: 417
- Evening Graduates: 327

**Total Evening Enrollment**: 910
## Enrollment by College and Class

Semester II, 1954-55

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<th>Unclass.</th>
<th>Grad.</th>
<th>Law</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
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* Of the total spring enrollment 724 students were registered for evening courses only.

### Evening Undergraduates

- Regular Status: 131
- Non-degree Status: 311

### Evening Graduates

- 282

### Total Evening Enrollment

- 724
### COLLEGE ENROLLMENTS
MEN, WOMEN, CIVILIANS, VETERANS
1954-55

**ARTS AND SCIENCES**

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**Notes:**
- Summer Semester I and II enrollments are provided for each class level.
- Enrollments are also categorized by gender (Men, Women) and veteran status (Civilians, Veterans).
- The data includes both civilian and veteran students across different academic terms.
### COLLEGE ENROLLMENTS
**MEN, WOMEN, CIVILIANS, VETERANS**
1954-55

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## COLLEGE ENROLLMENTS
MEN, WOMEN, CIVILIANS, VETERANS
1954-55

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MEN, WOMEN, CIVILIANS, VETERANS
1954-55

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## COLLEGE ENROLLMENTS
**MEN, WOMEN, CIVILIANS, VETERANS**
1954-55

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## COLLEGE ENROLLMENTS

**MEN, WOMEN, CIVILIANS, VETERANS**

**1954-55**

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* Law and Pharmacy colleges had no evening enrollments during 1954-55.

#### Hours and Equivalents for Evening Credit Enrollments

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* The full-time equivalent (F. T. E.) is computed by dividing the total number of semester hours by an average full-time load of 16 semester hours.
GEOGRAPHICAL SOURCES OF ENROLLMENT

1954-55 Academic Year

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<td>31</td>
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</tbody>
</table>

SUMMARIES OF GEOGRAPHICAL SOURCES OF ENROLLMENT

<table>
<thead>
<tr>
<th></th>
<th>1954 Summer</th>
<th>Semester I</th>
<th>Semester II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residents</td>
<td>1031</td>
<td>4026</td>
<td>3700</td>
</tr>
<tr>
<td></td>
<td>(83%)</td>
<td>(86%)</td>
<td>(86%)</td>
</tr>
<tr>
<td>Non-residents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other States</td>
<td>198</td>
<td>635</td>
<td>552</td>
</tr>
<tr>
<td></td>
<td>(17%)</td>
<td>(14%)</td>
<td>(14%)</td>
</tr>
<tr>
<td>Foreign</td>
<td>206</td>
<td>666</td>
<td>583</td>
</tr>
<tr>
<td></td>
<td>(17%)</td>
<td>(14%)</td>
<td>(14%)</td>
</tr>
<tr>
<td>Total Enrollments</td>
<td>1237</td>
<td>4692</td>
<td>4283</td>
</tr>
</tbody>
</table>
## Analysis of Enrollments by Semester Hour Loads

<table>
<thead>
<tr>
<th>Semester</th>
<th>Number of Students Enrolled</th>
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<tbody>
<tr>
<td></td>
<td>for 7 hours or less</td>
</tr>
<tr>
<td>I 1954-55</td>
<td>1356</td>
</tr>
<tr>
<td>II 1954-55</td>
<td>1086</td>
</tr>
<tr>
<td></td>
<td>for 8 to 11 hours inclusive</td>
</tr>
<tr>
<td>I 1954-55</td>
<td>193</td>
</tr>
<tr>
<td>II 1954-55</td>
<td>214</td>
</tr>
<tr>
<td></td>
<td>for 12 hours or more</td>
</tr>
<tr>
<td>I 1954-55</td>
<td>3143</td>
</tr>
<tr>
<td>II 1954-55</td>
<td>2983</td>
</tr>
<tr>
<td></td>
<td>Total Students Enrolled</td>
</tr>
<tr>
<td>I 1954-55</td>
<td>4692</td>
</tr>
<tr>
<td>II 1954-55</td>
<td>4283</td>
</tr>
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</table>

## Comparison of Enrollments by Academic Years

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Total Different Persons Enrolled in Regular Semesters</th>
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</thead>
<tbody>
<tr>
<td>1930-31</td>
<td>1154</td>
</tr>
<tr>
<td>1931-32</td>
<td>1209</td>
</tr>
<tr>
<td>1932-33</td>
<td>1230</td>
</tr>
<tr>
<td>1933-34</td>
<td>1265</td>
</tr>
<tr>
<td>1934-35</td>
<td>1386</td>
</tr>
<tr>
<td>1935-36</td>
<td>1542</td>
</tr>
<tr>
<td>1936-37</td>
<td>1582</td>
</tr>
<tr>
<td>1937-38</td>
<td>1633</td>
</tr>
<tr>
<td>1938-39</td>
<td>1698</td>
</tr>
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<td>1939-40</td>
<td>1773</td>
</tr>
<tr>
<td>1940-41</td>
<td>1914</td>
</tr>
<tr>
<td>1941-42</td>
<td>1646</td>
</tr>
<tr>
<td>1942-43</td>
<td>1350</td>
</tr>
<tr>
<td>1943-44</td>
<td>1773*</td>
</tr>
<tr>
<td>1944-45</td>
<td>1799*</td>
</tr>
<tr>
<td>1945-46</td>
<td>3114*</td>
</tr>
<tr>
<td>1946-47</td>
<td>4268</td>
</tr>
<tr>
<td>1947-48</td>
<td>5231</td>
</tr>
<tr>
<td>1948-49</td>
<td>5498</td>
</tr>
<tr>
<td>1949-50</td>
<td>5455</td>
</tr>
<tr>
<td>1950-51</td>
<td>5405</td>
</tr>
<tr>
<td>1951-52</td>
<td>4518</td>
</tr>
<tr>
<td>1952-53</td>
<td>4973</td>
</tr>
<tr>
<td>1953-54</td>
<td>5539</td>
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* Three Semesters
## Comparative Enrollments - Resident and Non-Resident

### 1950-51 to 1954-55

#### Summer Sessions

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>%</th>
<th>Non-Resident</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Summer</td>
<td>1522</td>
<td>81%</td>
<td>356</td>
<td>19%</td>
<td>1878</td>
</tr>
<tr>
<td>1951 Summer</td>
<td>1434</td>
<td>84%</td>
<td>269</td>
<td>16%</td>
<td>1703</td>
</tr>
<tr>
<td>1952 Summer</td>
<td>850</td>
<td>74%</td>
<td>298</td>
<td>26%</td>
<td>1148</td>
</tr>
<tr>
<td>1953 Summer</td>
<td>905</td>
<td>79%</td>
<td>241</td>
<td>21%</td>
<td>1146</td>
</tr>
<tr>
<td>1954 Summer</td>
<td>1075</td>
<td>84%</td>
<td>212</td>
<td>16%</td>
<td>1287</td>
</tr>
</tbody>
</table>

#### Fall Semesters

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>%</th>
<th>Non-Resident</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Fall</td>
<td>3392</td>
<td>73%</td>
<td>1251</td>
<td>27%</td>
<td>4643</td>
</tr>
<tr>
<td>1951 Fall</td>
<td>2855</td>
<td>75%</td>
<td>941</td>
<td>25%</td>
<td>3796</td>
</tr>
<tr>
<td>1952 Fall</td>
<td>3171</td>
<td>78%</td>
<td>915</td>
<td>22%</td>
<td>4086</td>
</tr>
<tr>
<td>1953 Fall</td>
<td>3461</td>
<td>83%</td>
<td>702</td>
<td>17%</td>
<td>4163</td>
</tr>
<tr>
<td>1954 Fall</td>
<td>4026</td>
<td>86%</td>
<td>666</td>
<td>14%</td>
<td>4692</td>
</tr>
</tbody>
</table>

#### Spring Semesters

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>%</th>
<th>Non-Resident</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951 Spring</td>
<td>3063</td>
<td>75%</td>
<td>1015</td>
<td>25%</td>
<td>4078</td>
</tr>
<tr>
<td>1952 Spring</td>
<td>2678</td>
<td>75%</td>
<td>885</td>
<td>25%</td>
<td>3563</td>
</tr>
<tr>
<td>1953 Spring</td>
<td>3060</td>
<td>80%</td>
<td>785</td>
<td>20%</td>
<td>3845</td>
</tr>
<tr>
<td>1954 Spring</td>
<td>3210</td>
<td>84%</td>
<td>609</td>
<td>16%</td>
<td>3819</td>
</tr>
<tr>
<td>1955 Spring</td>
<td>3700</td>
<td>86%</td>
<td>583</td>
<td>14%</td>
<td>4283</td>
</tr>
</tbody>
</table>
### Comparative Enrollments - Civilian and Veteran

1950-51 to 1954-55

#### Summer Sessions

<table>
<thead>
<tr>
<th>Year</th>
<th>Civilian</th>
<th>%</th>
<th>Veteran</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Summer</td>
<td>1027</td>
<td>55%</td>
<td>851</td>
<td>45%</td>
<td>1878</td>
</tr>
<tr>
<td>1951 Summer</td>
<td>951</td>
<td>56%</td>
<td>752</td>
<td>44%</td>
<td>1703</td>
</tr>
<tr>
<td>1952 Summer</td>
<td>854</td>
<td>74%</td>
<td>294</td>
<td>26%</td>
<td>1148</td>
</tr>
<tr>
<td>1953 Summer</td>
<td>913</td>
<td>80%</td>
<td>233</td>
<td>20%</td>
<td>1146</td>
</tr>
<tr>
<td>1954 Summer</td>
<td>1001</td>
<td>78%</td>
<td>286</td>
<td>22%</td>
<td>1287</td>
</tr>
</tbody>
</table>

#### Fall Semesters

<table>
<thead>
<tr>
<th>Year</th>
<th>Civilian</th>
<th>%</th>
<th>Veteran</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Fall</td>
<td>2975</td>
<td>64%</td>
<td>1668</td>
<td>36%</td>
<td>4643</td>
</tr>
<tr>
<td>1951 Fall</td>
<td>2761</td>
<td>73%</td>
<td>1035</td>
<td>27%</td>
<td>3796</td>
</tr>
<tr>
<td>1952 Fall</td>
<td>3329</td>
<td>81%</td>
<td>757</td>
<td>19%</td>
<td>4086</td>
</tr>
<tr>
<td>1953 Fall</td>
<td>3441</td>
<td>83%</td>
<td>722</td>
<td>17%</td>
<td>4163</td>
</tr>
<tr>
<td>1954 Fall</td>
<td>3793</td>
<td>81%</td>
<td>899</td>
<td>19%</td>
<td>4692</td>
</tr>
</tbody>
</table>

#### Spring Semesters

<table>
<thead>
<tr>
<th>Year</th>
<th>Civilian</th>
<th>%</th>
<th>Veteran</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951 Spring</td>
<td>2621</td>
<td>64%</td>
<td>1457</td>
<td>36%</td>
<td>4078</td>
</tr>
<tr>
<td>1952 Spring</td>
<td>2750</td>
<td>77%</td>
<td>813</td>
<td>23%</td>
<td>3563</td>
</tr>
<tr>
<td>1953 Spring</td>
<td>3147</td>
<td>82%</td>
<td>698</td>
<td>18%</td>
<td>3845</td>
</tr>
<tr>
<td>1954 Spring</td>
<td>3110</td>
<td>81%</td>
<td>709</td>
<td>19%</td>
<td>3819</td>
</tr>
<tr>
<td>1955 Spring</td>
<td>3310</td>
<td>77%</td>
<td>973</td>
<td>23%</td>
<td>4283</td>
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</tbody>
</table>
COMPARATIVE ENROLLMENTS - MEN AND WOMEN
1950-51 to 1954-55

Summer Sessions

<table>
<thead>
<tr>
<th>Year</th>
<th>Men</th>
<th>%</th>
<th>Women</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Summer</td>
<td>1281</td>
<td>68%</td>
<td>597</td>
<td>32%</td>
<td>1878</td>
</tr>
<tr>
<td>1951 Summer</td>
<td>1190</td>
<td>70%</td>
<td>513</td>
<td>30%</td>
<td>1703</td>
</tr>
<tr>
<td>1952 Summer</td>
<td>688</td>
<td>60%</td>
<td>460</td>
<td>40%</td>
<td>1148</td>
</tr>
<tr>
<td>1953 Summer</td>
<td>647</td>
<td>56%</td>
<td>499</td>
<td>44%</td>
<td>1146</td>
</tr>
<tr>
<td>1954 Summer</td>
<td>738</td>
<td>57%</td>
<td>549</td>
<td>43%</td>
<td>1287</td>
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Fall Semesters

<table>
<thead>
<tr>
<th>Year</th>
<th>Men</th>
<th>%</th>
<th>Women</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 Fall</td>
<td>3358</td>
<td>72%</td>
<td>1285</td>
<td>28%</td>
<td>4643</td>
</tr>
<tr>
<td>1951 Fall</td>
<td>2718</td>
<td>72%</td>
<td>1078</td>
<td>28%</td>
<td>3796</td>
</tr>
<tr>
<td>1952 Fall</td>
<td>2889</td>
<td>71%</td>
<td>1197</td>
<td>29%</td>
<td>4086</td>
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<tr>
<td>1953 Fall</td>
<td>2905</td>
<td>70%</td>
<td>1258</td>
<td>30%</td>
<td>4163</td>
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<tr>
<td>1954 Fall</td>
<td>3336</td>
<td>71%</td>
<td>1356</td>
<td>29%</td>
<td>4692</td>
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</table>

Spring Semesters

<table>
<thead>
<tr>
<th>Year</th>
<th>Men</th>
<th>%</th>
<th>Women</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951 Spring</td>
<td>2950</td>
<td>72%</td>
<td>1128</td>
<td>28%</td>
<td>4078</td>
</tr>
<tr>
<td>1952 Spring</td>
<td>2502</td>
<td>70%</td>
<td>1061</td>
<td>30%</td>
<td>3563</td>
</tr>
<tr>
<td>1953 Spring</td>
<td>2703</td>
<td>70%</td>
<td>1142</td>
<td>30%</td>
<td>3845</td>
</tr>
<tr>
<td>1954 Spring</td>
<td>2690</td>
<td>70%</td>
<td>1129</td>
<td>30%</td>
<td>3819</td>
</tr>
<tr>
<td>1955 Spring</td>
<td>3051</td>
<td>71%</td>
<td>1232</td>
<td>29%</td>
<td>4283</td>
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</table>
WITHDRAWALS RELATED TO TOTAL ENROLLMENTS
1953-54 and 1954-55

SEMESTER I

<table>
<thead>
<tr>
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<th></th>
<th>1954-55</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Withdrawals</td>
<td>Percent of Enrollment</td>
<td>Withdrawals</td>
<td>Percent of Enrollment</td>
</tr>
<tr>
<td>1 - 2 Weeks</td>
<td>37</td>
<td>.89%</td>
<td>58</td>
<td>1.24%</td>
</tr>
<tr>
<td>3 - 4 Weeks</td>
<td>50</td>
<td>1.20%</td>
<td>43</td>
<td>.92%</td>
</tr>
<tr>
<td>5 - 8 Weeks</td>
<td>71</td>
<td>1.71%</td>
<td>73</td>
<td>1.55%</td>
</tr>
<tr>
<td>9 - 16 Weeks</td>
<td>123</td>
<td>2.96%</td>
<td>138</td>
<td>2.94%</td>
</tr>
<tr>
<td>Totals</td>
<td>281</td>
<td>6.75%</td>
<td>312</td>
<td>6.65%</td>
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</tbody>
</table>

SEMESTER II

<table>
<thead>
<tr>
<th></th>
<th>1953-54</th>
<th></th>
<th>1954-55</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Withdrawals</td>
<td>Percent of Enrollment</td>
<td>Withdrawals</td>
<td>Percent of Enrollment</td>
</tr>
<tr>
<td>1 - 2 Weeks</td>
<td>36</td>
<td>.94%</td>
<td>48</td>
<td>1.12%</td>
</tr>
<tr>
<td>3 - 4 Weeks</td>
<td>41</td>
<td>1.07%</td>
<td>43</td>
<td>1.00%</td>
</tr>
<tr>
<td>5 - 8 Weeks</td>
<td>55</td>
<td>1.44%</td>
<td>52</td>
<td>1.21%</td>
</tr>
<tr>
<td>9 - 16 Weeks</td>
<td>54</td>
<td>1.41%</td>
<td>80</td>
<td>1.37%</td>
</tr>
<tr>
<td>Totals</td>
<td>186</td>
<td>4.87%</td>
<td>223</td>
<td>5.21%</td>
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GRADE POINT AVERAGE SUMMARIES

ACADEMIC YEAR

1954-55
## COMPARATIVE SUMMARY OF GRADE-POINT AVERAGES

**Fall Semesters, 1953-54 and 1954-55**

<table>
<thead>
<tr>
<th></th>
<th>Fall 1953-54</th>
<th>Fall 1954-55</th>
</tr>
</thead>
<tbody>
<tr>
<td>*All University Average</td>
<td>1.4119</td>
<td>1.4528</td>
</tr>
<tr>
<td>*All University Men</td>
<td>1.3236</td>
<td>1.3829</td>
</tr>
<tr>
<td>*Civilian Men</td>
<td>1.2905</td>
<td>1.3498</td>
</tr>
<tr>
<td>*Veteran Men</td>
<td>1.4239</td>
<td>1.4601</td>
</tr>
<tr>
<td>*All University Women</td>
<td>1.6188</td>
<td>1.6212</td>
</tr>
<tr>
<td>*Civilian Women</td>
<td>1.6168</td>
<td>1.6225</td>
</tr>
<tr>
<td>*Veteran Women</td>
<td>1.8515</td>
<td>1.4368</td>
</tr>
</tbody>
</table>

* 1953-54 averages exclude Graduate School and College of Law
* 1954-55 averages exclude Graduate School, College of Law, and Non-degree

## SCHOLARSHIP STANDING BY CLASSES

(Excluding Graduate School and College of Law)

<table>
<thead>
<tr>
<th></th>
<th>Fall 1953-54</th>
<th>Fall 1954-55</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Class Average</td>
<td>1.1617</td>
<td>1.2246</td>
</tr>
<tr>
<td>Men</td>
<td>1.0646</td>
<td>1.1411</td>
</tr>
<tr>
<td>Women</td>
<td>1.3814</td>
<td>1.4147</td>
</tr>
<tr>
<td>Sophomore Class Average</td>
<td>1.4430</td>
<td>1.4691</td>
</tr>
<tr>
<td>Men</td>
<td>1.3302</td>
<td>1.3918</td>
</tr>
<tr>
<td>Women</td>
<td>1.6604</td>
<td>1.6398</td>
</tr>
<tr>
<td>Junior Class Average</td>
<td>1.6197</td>
<td>1.6589</td>
</tr>
<tr>
<td>Men</td>
<td>1.5294</td>
<td>1.5867</td>
</tr>
<tr>
<td>Women</td>
<td>1.8461</td>
<td>1.8381</td>
</tr>
<tr>
<td>Senior Class Average</td>
<td>1.8049</td>
<td>1.8201</td>
</tr>
<tr>
<td>Men</td>
<td>1.7601</td>
<td>1.7629</td>
</tr>
<tr>
<td>Women</td>
<td>1.9510</td>
<td>2.0079</td>
</tr>
<tr>
<td>Unclassified Student Average</td>
<td>1.4985</td>
<td>1.4468</td>
</tr>
<tr>
<td>Men</td>
<td>1.3692</td>
<td>1.3670</td>
</tr>
<tr>
<td>Women</td>
<td>1.8466</td>
<td>1.6431</td>
</tr>
<tr>
<td>*Non-degree Student Average</td>
<td>1.4168</td>
<td>1.4168</td>
</tr>
<tr>
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* Non-degree Status effective for the first time in 1954-55
### SCHOLARSHIP STANDING BY COLLEGES

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* Excluding Graduate School, College of Law, and Non-degree
### CUTTING SCORES BY COLLEGE AND CLASS

**BASED ON SCHOLARSHIP INDEXES OF FULL-TIME MALE STUDENTS**

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This report covers the twelve month period from July 1, 1954, through June 30, 1955.

The work of the University Counseling and Testing Services may be divided roughly into the following parts: (1) group testing, (2) individual testing and counseling, (3) research, (4) test scoring services, (5) consulting work, (6) remedial reading, (7) community services, and (8) the work of the division of Veterans Affairs.

Group Testing

The group testing work may be divided into two parts. One part deals with the tests that are sponsored by the University, and the other part with the tests that are sponsored by outside agencies, such as the Educational Testing Service. The University of New Mexico sponsors the following group tests:

a. The placement and psychological examinations given at the beginning of each school session. These examinations consist of the following:

1) The A. C. E. Psychological Examination for College Students

2) Cooperative English Test

3) University of Nebraska Mathematics Classification Test

4) Pre-Engineering Abilities Test

b. The Sophomore English Proficiency Examination

c. The Graduate Record Examination for both seniors and graduate students

d. The National Teachers Examination
The Sophomore English Proficiency Examination is now required by each of the following colleges: Arts and Sciences, Business Administration, Education, Engineering, and Fine Arts. The College of Pharmacy does not require this examination.

The nature, or composition and organization, of the Graduate Record Examination for college seniors changed in the Fall of 1954. The new examinations consist of general area tests. These include the humanities, the social sciences, and the natural sciences. The examination takes four hours. The advanced tests in the field of the student's specialization remain the same. The cost is $5.00 per student if he takes both tests, or $3.00 if he takes only one test.

The National Teachers Examination is taken by the graduating seniors in the College of Education. This test costs $7.00 per student.

Graduate students take the Graduate Record Examination, which consists of the Graduate Aptitude Test and an Advanced Test in the field of the student's specialization. The cost for these two tests is $5.00 per student.

The Statewide Tests for High School Juniors are now sponsored jointly by the University of New Mexico, the New Mexico College of Agriculture and Mechanic Arts, New Mexico Western College, New Mexico Highlands University, Eastern New Mexico University, and New Mexico Institute of Mining and Technology. The cooperating institutions contributed $2,090.00 toward the support of this testing program this past year.

A good many tests are administered each year for the Educational Testing Service. The most important of these tests are the Admission Test for Graduate Study in Business, College Entrance Examination Board, Law School Admission Test, Medical School Admission Test, Navy, and the
Graduate Record Examination for other than University of New Mexico students.

The USAFI tests of General Education are still being administered each month to young people who have not graduated from high school.

Individual Testing

The number of students who come in for individual testing and counseling increased somewhat over the previous year. There is, however, a great increase in demand for this type of service from adults in the community. Sandia Base and Kirtland Field are sending increasing numbers of people to this office for assistance. The Vocational Rehabilitation Service refers cases to us for testing. They pay $10.00 for each referral. An income of $160.00 was realized from this source during the past twelve months. This sum is somewhat less than that of the previous year.

Present facilities for offering this service to students as well as to outsiders are inadequate. At least one more full-time counselor is needed.

Research

When a survey of this institution was made by the North Central Association, it was found that this office had made about the only institutional studies available. The titles of some of these studies made during the past year follow:

1. Reading Achievement of Students Enrolled in the English Workshop. Chievitz

2. A Study of the Achievement of the Various Departments of the College of Arts and Sciences of the University of New Mexico on the General Education Tests of the Graduate Record Examination, 1946-53 and 1946-54. Wellick
3. A Study of the Results of the Graduate Record Examination Given to the University of New Mexico Seniors During the Calendar Years 1946-54. Wellick

The Counseling and Testing Services has a wealth of information at its disposal which could be gathered together in the form of studies if it had the necessary personnel available.

Test Scoring Services

The University Counseling and Testing Services has scored objective tests for various public schools, agencies, and individual faculty members.

Consulting Work

Hardly a week passes without the Counseling and Testing Services receiving a request from some institution, agency, or person for assistance in planning a testing program or in the selection of personnel. No charge is made for these services. Graduate students, faculty members, and various administrative officers are also assisted when a request is made to do so.

Remedial Reading

Mrs. Chievitz, who is our reading specialist, is being called upon more and more to give individual assistance to college students who have reading difficulties. Almost all of these cases require weekly conferences extending over several months. The requests that are being made upon her by parents of children who are having reading difficulties are greater than she can handle.

Community Services

Dr. Wellick was asked by the management of Radio Station KOB to put on a weekly one-half hour radio program called Career Counselor. The first program was broadcast March 19, 1954, and the program has been
scheduled weekly ever since. The management of Station KOB has asked that Career Counselor continue. Programs broadcast during the period of this report include:

- Dietetics As a Career
- The Student and Selective Service
- Social Work As a Career
- Geology As a Career
- Librarianship As a Career
- Medical Technology As a Career
- Physics As a Career
- The Place of Sororities in College Life
- So You Are Going Away to College
- Dentistry As a Career
- The Home Demonstration Agent
- The Physically Handicapped
- Apprentice Training
- The Teaching of Art
- The Teaching of Science
- Office Machines Operator
- The X-Ray Technician
- The Plumbing Trade
- Bacteriologist
- Vocational Agriculture
- The Ministry
- Carpentry
- Dental Hygienist
- Hospital Administration
- Draftsman
- The Printing Trade
- Public School Administrator
- Geophysics
- Medical Record Librarian
- Electrician
- Income Tax Accountant
- Elementary Education (Anniversary Program)
  Award made March 19, 1955
- Nurseryman
- Sheet Metal Worker
- Dental Assistant
- Indian Service
- Optometry
- Painting
- Air Line Hostess
- What Musical Instrument Should My Child Play?
- Architecture
- Bricklayers
- Law
- Beautician
- Teaching of Speech
- Power Lineman
The Director of the Counseling and Testing Services is still being called upon to give talks to service clubs, PTA organizations, etc.

Veterans Affairs

Mr. N. S. Stout, the Director of Veterans Affairs, has one full time assistant.

This division gives the veteran assistance in obtaining a certificate of eligibility from the Veterans Administration, helps with registration and orientation in the University, and sends certificates of registration to the Veterans Administration so that subsistence payments may start. It assists in withdrawing from the University or in interrupting educational programs, and it gives information on any changes in procedures and regulations of the University and the Veterans Administration.

The division of Veterans Affairs must certify each month the Korean veterans who are enrolled, so that they may receive their subsistence pay. For this service the University is paid by the federal government. During the past twelve months the University has received $6,310.00 for this service. This amount will increase during the coming months because of the increase in enrollment of veterans under P. L. 550.

Professional Activities

Chairman, Coordinating Council of Secondary Schools and Colleges for New Mexico, 3 years

President, New Mexico Chapter of N. V. G. A., 3 years

Member of Program Committee, State Testing Leaders Conference

American College Personnel Association Delegate to the American Personnel and Guidance Association Assembly 1954-55
Additions

A psychometrist will be added to the Counseling and Testing staff on July 1, 1955. This new person will be a great help.

Recommendations

The following additions should be made to the staff of the Counseling and Testing Services as soon as funds are available:

1. A full time qualified vocational and personal counselor

2. A clerk-typist to assist with scoring and statistical reports.

3. A second remedial reading specialist

4. A second scoring machine so that scoring services may be provided promptly. Rental is $400.00 per year. Increase in enrollment will demand it.

5. College of Education now pays for National Teachers Examination. Funds for this purpose should be transferred to Counseling and Testing Services. Present arrangement is very cumbersome.

6. Unless some use is made of results of National Teachers Examination, this examination should be replaced by the Graduate Record Examination, which would cost $2.00 per person less than the NTE.
The two main functions of the General Placement Bureau are the part-time placement of students while they are in school and the full-time placement of graduates and alumni. Summaries of part-time employment by months for 1953-54 and 1954-55 are given in Chart I. The figures for 1954-55 show an increase of 75 per cent over 1953-54. Although there has been a continual increase from year to year, this represents a larger jump than usual. The probable causes of this increase are listed below:

1. The growth of Albuquerque which in turn has created more jobs.
2. Recovery from a slight business slump affecting Albuquerque, which caused a plateau in the rising trend in full and part-time employment during 1953-54.
3. Good service and good employees which have caused more employers to utilize our services.
4. Extensive contact with the business men of Albuquerque through personal and letter mediums.
5. A good system of follow-up which has filled more jobs and kept them filled.
6. The addition to the staff of Mrs. Verne Melton, who has done a fine job with both students and employers.

Chart I

REPORT ON PART-TIME PLACEMENT
1954-1955

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<td>December</td>
<td>20</td>
<td>85</td>
</tr>
<tr>
<td>January</td>
<td>30</td>
<td>73</td>
</tr>
<tr>
<td>February</td>
<td>64</td>
<td>107</td>
</tr>
<tr>
<td>March</td>
<td>60</td>
<td>143</td>
</tr>
<tr>
<td>April</td>
<td>33</td>
<td>94</td>
</tr>
<tr>
<td>May</td>
<td>55</td>
<td>120</td>
</tr>
<tr>
<td>Total</td>
<td>672</td>
<td>1175</td>
</tr>
</tbody>
</table>

There were times during the year when there were more jobs available than there were students to take them, especially women students for such jobs as typing and filing. We have approached the point where any student who really wants to work can be assured of part-time employment.

In full-time placement the demand for graduates increased slightly in some fields and remained static in others. Over-all, the employment pattern for college
graduates would indicate a leveling off at a high level except in science and engineering. Predictions extend the present shortage in science and engineering for another ten years.

The number of companies interviewing on campus increased from seventy-five to ninety-two. Much of this increase was in early season recruiting, prior to February 1, indicating a planned program of recruitment. At an average of seven interviews per company, 644 interviews were conducted through this office. Chart II compares the needs of those companies visiting the campus for the 1954-55 and 1953-54 seasons.

From those companies which requested personnel but did not visit the campus, the number of requests declined somewhat but this is still at a satisfactory level. Chart III shows the requests by college major and compares 1954-55 with 1953-54.

Locally, the employment situation took an up-swing after a downward trend during 1953-54. There were more requests for personnel in almost all fields. Chart IV gives comparative figures for 1954-55 and 1953-54.

The Bureau has continued to assist alumni of the University of New Mexico to relocate in other positions. This work should and will become increasingly important in the future. Efforts are being made to follow the
Chart II.

COMPANIES VISITING THE CAMPUS

<table>
<thead>
<tr>
<th></th>
<th>1954-55</th>
<th>1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGINEERING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td>53</td>
<td>44</td>
</tr>
<tr>
<td>Electrical</td>
<td>44</td>
<td>36</td>
</tr>
<tr>
<td>Civil</td>
<td>37</td>
<td>27</td>
</tr>
<tr>
<td>Chemical</td>
<td>20</td>
<td>24</td>
</tr>
<tr>
<td>Architectural</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td><strong>ARTS &amp; SCIENCES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>Physics</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>Math</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>Geology</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Liberal Arts or General</td>
<td>17</td>
<td>11</td>
</tr>
<tr>
<td><strong>BUSINESS ADMINISTRATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Business Administration</td>
<td>20</td>
<td>16</td>
</tr>
<tr>
<td><strong>FINE ARTS</strong></td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td><strong>WOMEN (other than Science and Engineering)</strong></td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>282</td>
<td>250</td>
</tr>
</tbody>
</table>

Distribution of Visits by Months

<table>
<thead>
<tr>
<th>Month</th>
<th>1954-55</th>
<th>1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>November</td>
<td>15</td>
<td>9</td>
</tr>
<tr>
<td>December</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>January</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>February</td>
<td>18</td>
<td>11</td>
</tr>
<tr>
<td>March</td>
<td>28</td>
<td>18</td>
</tr>
<tr>
<td>April</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>May</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>92</td>
<td>75</td>
</tr>
</tbody>
</table>
Chart III

JOB ORDERS (not local)

<table>
<thead>
<tr>
<th>Field</th>
<th>1954-55</th>
<th>1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>10</td>
<td>18</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>19</td>
<td>19</td>
</tr>
<tr>
<td>Anthropology</td>
<td>--</td>
<td>1</td>
</tr>
<tr>
<td>Arch Engineer</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Business Administration</td>
<td>31</td>
<td>36</td>
</tr>
<tr>
<td>Business Administration (Steno)</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Chemical Engineer</td>
<td>19</td>
<td>40</td>
</tr>
<tr>
<td>Chemistry</td>
<td>17</td>
<td>24</td>
</tr>
<tr>
<td>Civil Engineer</td>
<td>24</td>
<td>26</td>
</tr>
<tr>
<td>Draftsman</td>
<td>12</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Education</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>Engineers (General)</td>
<td>54</td>
<td>41</td>
</tr>
<tr>
<td>Electrical Engineer</td>
<td>33</td>
<td>48</td>
</tr>
<tr>
<td>English</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>General College Background</td>
<td>10</td>
<td>29</td>
</tr>
<tr>
<td>Geology</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td>Government</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Home Economics</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Inter-American Affairs</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Journalism</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Math</td>
<td>11</td>
<td>14</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>36</td>
<td>56</td>
</tr>
<tr>
<td>Physics</td>
<td>17</td>
<td>23</td>
</tr>
<tr>
<td>Psychology</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Sales</td>
<td>14</td>
<td>31</td>
</tr>
<tr>
<td>Sociology</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Women</td>
<td>18</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>357</td>
<td>476</td>
</tr>
</tbody>
</table>
## Chart IV

### LOCAL JOB ORDERS

<table>
<thead>
<tr>
<th></th>
<th>1954-55</th>
<th>1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGINEERING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Electrical</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Civil</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Chemical</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Architectural</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Drafting</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td><strong>BUSINESS AND LIBERAL ARTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>Office (bookkeeping, etc.)</td>
<td>14</td>
<td>6</td>
</tr>
<tr>
<td>Mgt. or Trainee</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>Credit &amp; Collection</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Misc.</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td><strong>GEOLOGY</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td><strong>WOMEN</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stenographer</td>
<td>32</td>
<td>25</td>
</tr>
<tr>
<td>Typist</td>
<td>21</td>
<td>14</td>
</tr>
<tr>
<td>Office Mgt.</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>13</td>
<td>7</td>
</tr>
<tr>
<td>Receptionist</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>Other</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Math</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Physics</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>SALES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intangibles</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>Retail</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Wholesale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>No Travel</td>
<td>13</td>
<td>11</td>
</tr>
<tr>
<td><strong>FINE ARTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common Art</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>213</td>
<td>135</td>
</tr>
</tbody>
</table>
activities of those graduates entering the military so that assistance can be provided when they are released from the service. Service men from nearby military installations have been given assistance through this office. This consisted of providing information and arranging interviews with company representatives.

The Bureau and its Director have assisted in the high-school visitation program. In addition to attending several "College Day" programs, all matters pertaining to employment were handled.

Looking into the future, it seems probable that the rate of employment of college graduates will remain at a high level for the next five years. For engineers and scientists, present predictions show an increasing, unfilled demand for ten years. The expected enrollments in colleges five and ten years hence will far outstrip the demand for professional, managerial and technical employees. Colleges and high schools might well look to a re-definition of the purposes of higher education. At present most students, regardless of major, attend college with an idea of increasing their economic advantage in the job market. This will become increasingly less possible as college enrollments increase.

Although Albuquerque and New Mexico continue to attract more people and more industry, most graduates
of the University of New Mexico will need to seek employment out of Albuquerque and New Mexico. This increases the placement problem and the scope of the Bureau's function.

Several trips were made this year to meetings and to visit company installations. In addition to the exchange of professional information, these trips served to acquaint the Director with large numbers of personnel men in business and industry, and to become more familiar with the companies visited. The following conferences were attended and visits made:

- General Electric Placement Conference, Schenectady, New York
- Midwest Placement Conference, St. Louis, Missouri
- Rocky Mountain Association of College Placement Officer's Conference, St. Louis, Missouri
- Western College Placement Association Conference, Seattle, Washington
- Boeing Airplane Corporation, Seattle, Washington
- Aerojet Manufacturing Corporation, Sacramento, California
- University of California, Davis Campus, Davis, California
- Kaiser Aluminum & Chemical Sales Inc., Chicago, Illinois
- University of Southern California, Los Angeles, California

Russell K. Sigler, Director
The Report of the Student Health Service  
July 1, 1954 - June 30, 1955  
J. E. J. Harris, M. D., Director

During the past year 2520 new students including freshmen and transfer were examined. We also re-examined approximately 100 other students where such examinations were indicated. In addition, 60 students were examined who received teachers certificates. A total of 5694 students reported to sick call and were treated on an outpatient basis. Colds and complications presented a total of 1131, allergy 260, injuries 587. There were gastro-intestinal cases numbering approximately 300. Diathermy was given to 280 students; 450 inoculations and vaccinations were given.

Students admitted to infirmary totaled 299 and remained for 1196 days, or an average of 4 hospital days per patient. Of these students 25 had acute communicable diseases. We have been fortunate not to have had any epidemics and our infirmary facilities have been adequate. However, I recommend remodeling our basement as an emergency ward to take care of possible illnesses that may require isolation, or a large number of cases that have to be handled at one time. I recommend the purchase of an x-ray unit in the near future to permit us to make our own 35 or 70 mm. chest films which
should be part of our routine physical examinations.

In addition to our routine responsibilities we have cooperated with the Air Force and Navy ROTC units by giving special examinations and inoculations to students in these departments. We take care of all emergencies arising on the campus. All prospective employees receive physical examinations and are re-examined annually and on special occasions when necessary. All food handlers receive routine annual complete physical examinations. Physical examinations are given to the entire football squad several weeks before the University is in session, and also to participants in various athletic activities during the year.

Many students receive assistance in tuition and maintenance through our examinations and recommendations to the Vocational Rehabilitation Service, and we have been able to assist a number of others who required special medical and surgical care which they were unable to finance.

J. E. J. Harris, M.D., Director
The Report of the Student Personnel Office
July 1, 1954 - June 30, 1955
Lena C. Clauve, Dean of Women
Howard V. Mathany, Dean of Men

PERSONNEL OFFICE STAFF

Lena C. Clauve, Dean of Women
Howard V. Mathany, Dean of Men
Carol Williams, Assistant Dean of Women
Warren F. Lee, Assistant Dean of Men
Elizabeth Elder, Assistant in the Personnel Office
Bess Moon, Secretary to the Dean of Men
Frances Craig, Secretary to the Dean of Women

Mr. Merle Milfs, Special Assistant to the Dean of Men, was granted leave on February 1, 1955, to do graduate work at the University of Southern California. Mr. Warren F. Lee was employed as Assistant Dean of Men to replace Mr. Milfs. Mrs. Ed Pillings was employed as Head Resident of Mesa Vista Dormitory for the 1954-55 academic year.

Mrs. Alice Davidson, Head Resident at Marron Hall, was granted leave by the Board of Regents on March 18, 1955. The leave will terminate on July 1, 1955, at which time Mrs. Davidson will be retired. Mrs. Elda Donnell has replaced Mrs. Davidson. Miss Frances Craig, secretary to the Dean of Women, resigned on June 25, 1955.

ASSOCIATED STUDENTS

The Dean of Women and the Dean of Men continue as permanent members of the Student Union Board. Mrs. Esther Thompson and Mr. Al Zavelle have been re-employed as
managers of the Student Union and of the Associated Students Bookstore, respectively.

Mr. Dale Bolton, who had been employed as Assistant Manager of the Student Union and Program Director (a new position) resigned on September 1, 1954, to accept a position as Assistant Manager of the Student Union Building at Indiana University. Mr. Pat Crean was assigned the duties of program director, and on February 1, 1955, Mr. Glen Paulk (a graduate student) was employed on a part-time basis as Assistant Manager of the Student Union. Both Mr. Crean and Mr. Paulk resigned at the end of the second semester of the 1954-55 academic year.

The programming in the Student Union proved to be very popular with the students. This activity will continue for the coming year. The variety of programs extended from folk song concerts to jazz concerts, from popular dancing to an exhibition of folk dancing, from vacation transportation to entertainment, music listening, and a political satire on records.

Miss Shirley Burton, Assistant Manager of the Associated Students Bookstore, resigned her position as of July 1, 1955 and has been replaced by Mr. Harry Williams.

FRATERNITIES AND SORORITIES

Seven national sororities are established on this campus. All own their own homes.
There are ten national fraternities at the present time. Alpha Epsilon Pi withdrew during the 1953-54 academic year and Phi Kappa Tau in the fall of 1954. Both of the inactive organizations have indicated a desire to re-activate. Seven of the fraternities own homes and one rents. Membership in social organizations on this campus remains at approximately 800 students.

**STUDENT HOUSING**

Housing for women students will remain critical for the next academic year. With the completion of the new women's dormitory, which is now under construction, this condition should be eased by the fall of 1956. It is expected that housing for male students at Mesa Vista dormitory will also be critical this coming year. During the first semester of the 1954-55 school year, many students (those above freshman standing) were encouraged to find housing elsewhere. With an increase in enrollment this fall and crowded housing conditions for both men and women students, it may be necessary to permit a limited number of freshmen to reside in sorority and fraternity houses.

**STUDENT LOANS**

The figures which are listed cover only those loans made to male students. During the period from July 1, 1954 to June 30, 1955, 543 loans, totaling $12,316.75 were made. The breakdown on loans for the past academic year is as
follows:

<table>
<thead>
<tr>
<th>Loan Fund</th>
<th>Loans</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Term (15 days)</td>
<td>345</td>
<td>$3,620.00</td>
</tr>
<tr>
<td>Rosenbaum Loan Fund</td>
<td>76</td>
<td>3,782.50</td>
</tr>
<tr>
<td>Rotary Loan Fund</td>
<td>73</td>
<td>3,273.25</td>
</tr>
<tr>
<td>Kiwanis Loan Fund</td>
<td>49</td>
<td>1,651.00</td>
</tr>
</tbody>
</table>

With the exception of one $10.00 loan, all of the fifteen-day loans have been repaid.

**SCHOLARSHIPS**

The University Scholarship Program continues under the supervision of the Prizes and Awards Committee of the faculty, with the Dean of Women and the Dean of Men as ex-officio members. All awards made from appropriated University funds are made through the Dean of Men's office.

A summary of scholarships awarded during the 1954-55 academic year follows:

**SEMESTER I, 1954-55:**
- Tuition: 149
- Partial tuition (in state): 32
- " (out of state): 8
- New Mexico grants: 90

**SEMESTER II, 1954-55:**
- Tuition: 137
- Partial tuition (in state): 26
- " (out of state): 9
- New Mexico grants: 77

The above summary does not include special scholarships such as the Pharmacy awards, or those prizes awarded by the Prizes and Awards Committee.
Ford Foundation Scholarships were distributed as follows for 1954-55:

<table>
<thead>
<tr>
<th>Institution</th>
<th>New</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New Mexico</td>
<td>41</td>
<td>42</td>
</tr>
<tr>
<td>New Mexico Highlands Univ.</td>
<td>37</td>
<td>38</td>
</tr>
<tr>
<td>Eastern New Mexico Univ.</td>
<td>5</td>
<td>11</td>
</tr>
<tr>
<td>New Mexico A &amp; M</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>New Mexico Institute of M&amp;T</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>New Mexico Western College</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Colorado A &amp; M College</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

No new awards will be made from the "Ford" fund for 1955-56. Approximately 40 students who are now receiving assistance from this program will be given some aid for the coming year.

High School visitations remain an important part of the Assistant Dean of Men's work. Mr. Lee visited 40 different high schools in the state of New Mexico this last spring. The Dean of Men attended three different high-school "College Day" programs. In addition to the high-school visitations, both Mr. Milfs and Mr. Lee visited the colleges in the state which have students enrolled under the "Ford Foundation Scholarship" program.

The transfer of Mr. Lee from the Personnel Office to the position of Director of the Placement Bureau leaves a vacancy as Assistant Dean of Men. Mr. James Bruening, a 1955 graduate of the University, has been offered this position.
Miss Lena C. Clauve, Dean of Women, attended the National Convention of the National Association of Deans of Women in Chicago in April. She and Miss Carol Williams attended the New Mexico meeting of Deans of Women and Advisors of Girls one week-end in March, at New Mexico A & M College. In the fall, Miss Williams attended a regional Spur convention with four sophomore students at the University of Arizona. During Easter vacation, she took nine women students to the University of Kansas for the Intercollegiate Associated Women Students' Convention.

**OTHER RESPONSIBILITIES**

Members of the staff of the Personnel Office serve as sponsors of the following organizations:

- Town Club
- Phrateres
- Mortar Board
- Vigilantes
- Khatali
- Panhellenic
- Interfraternity Council
- World University Service
- Associated Women Students
- Alpha Phi Omega
- Spurs

\[\text{\underline{Lena C. Clauve, Dean of Women}}\]

\[\text{\underline{Howard V. Mathany, Dean of Men}}\]
The Report of the Alumni Association
July 1, 1954 - June 30, 1955
Winifred Reiter, managing director

I
Significant Achievements

The Alumnus Magazine

Record keeping and publication of the magazine occupied most of the time and attention of the Alumni Association office staff during the 1954-55 year.

Ten issues of the Alumnus magazine were published from September 1954 through June 1955.

Approximately 3600 copies of the first eight issues were circulated. The final two issues of the volume (No. 27) went to 3,965 addresses since the 1955 graduating class was included.
Of this number, 1382 copies went to Albuquerque addresses, and 646 to other New Mexico towns. Californians got 430 copies, and Rhode Island only one. Exclusive of APO and FPO copies, 59 were mailed to four territories and 28 foreign countries. We're short of subscribers in Maine (2), New Hampshire (2), Vermont (3), and the Dakotas (5) but have many in Texas (197), New York (152) and Illinois (115). All other states get from 6 to 98. About 5% of the list are former students rather than graduates, and another 5% are complimentary copies to friends of the Chapel and faculty.

A new cover design, made by Kenneth Chamberlain, '54, was adopted for the volume in order to improve the proportions of the picture area and make a wider selection of photographs available. The new frame has classic proportions and any standard-size photo can be reduced to fit. The eye-catching red color, and the digest format were retained.

Because the new high speed press installed in the University Printing Plant will carry two 16 page forms in the ALUMNUS size, the issues were standardized at 32 pages as an economy measure, and no effort was made to sell advertising. The accounts of the Albuquerque National Bank, Associated Students Book Store, and Santa Fe Railway were retained, however, and an institutional
series accepted from Hinkel’s department stores.

Total income from advertising was $815. An additional $962 was secured from new and renewal subscriptions which for the first time this year were segregated from the Chapel Fund.

Total magazine costs ran to $4,442.88, exclusive of a reprint of the June issue made in July to replace copies damaged in a cloudburst.

Editorial emphasis in the magazine was on news of alumni, though a running account of activities at the University was published and detailed stories on five departments were used as special features. Strict departmentalism of news was continued, to ease the editorial task, but the department "Many Moons Ago", though very popular, had to be dropped because of gaps in the file of the Lobo in the library, and the lack of an editorial assistant to do the research.

The magazine was largely staff written. Two articles were contributed by alumni, and one by a student, and the section of undergraduate chatter was contributed by a journalism student, Carolyn Ramsey Blandford. Articles on sports were written by the athletic department’s publicist, George McFadden. The Department of
Information supplied much of the material for news articles about the University.

News of alumni was gleaned from correspondence, from visitors, from newspapers, and, occasionally, from faculty. A clipping service provided us with items from out-of-town papers. A count of names mentioned in one issue of the magazine indicates that we heard from, talked with, or read about more than 600 alumni every month.

Staff members assisting with gathering and writing material for the magazine included Mrs. Nancy Gass Lewis, during the fall of 1954, and Mrs. Betty Danfield, a University of Wisconsin graduate, from late fall until June, 1955. Illustrations were purchased from students whenever possible.

I did not submit the ALUMNUS magazine in the American Alumni Council competition this year because I felt that the meager size and my failure to go along with the notion, prevalent among editors in the Council, that "alumni magazines should provide intellectual stimulation" (house organs are looked down upon) would count against it, however excellent the contents might be. It was, however, entered in the National Federation of Press Women competition, and did very well, winning five firsts in the
State, and three awards in the National: second in editorials ("Vote for the Bond Issue," October, 1954), second for a feature article of general interest ("Only One of Its Kind," concerning the Institute of Meteoritics, published in April, 1954) and third in the class for magazines edited by women. The competition year was the calendar year 1954. There were 600 entries, each a state winner, in all classes in the National contest.

Chapel

The Memorial Chapel Fund, established in 1948, received $6,824.50 during the period covered by this report. This is a drop of $3,000 from the previous 18 months, but during the earlier period membership dues were assigned to the Chapel Fund, and during the 1954-55 fiscal year they were assigned to office expense.

The number of gifts received was 638 compared with 1,266 in the previous period, and the number of new contributors was 231 compared with 447 for the previous report. The average gift, however, rose from $7 to $10, though the mode remained $5.00.

Expenses for printing, engraving and postage took $829.61 from the fund so that the total on deposit at the end of the fiscal year was $49,613.65 plus ten shares of
Continental Oil stock.

The total does not reflect the results of a general appeal paid for in April and May as returns were not complete by June 30.

Two general mailings were made on behalf of the Fund during the year. In August and September of 1954, a letter and a photograph of the proposed interior design of the Chapel were mailed to 10,000 alumni. Responses numbered 495 and totaled $4,027.44 over a three months period.

The second mailing, not yet tabulated, was an Alumnus News Sheet, sent to 18,661 addresses in late May.

Each contribution is acknowledged by an official receipt and a personal letter from the director.

Mailing List and Records

The two Chapel Fund appeals were the only general checks made on the address list during the year, and the first one was not a complete check, being confined to those names for which we already had mailing slides, plus all graduates who did not have slides, and all alumni (withdrawals as well as graduates) in the Albuquerque area.
The second appeal was sent to every person for whom we had a presumably good address, (18,661 out of approximately 30,000 names on file). By June 30, 1955, 1,134 pieces had been returned as undeliverable. This is approximately 6% of the total and is a good many people to lose. Some of them will be traced, but many may stay undiscovered for years, or permanently.

An additional 6% of the pieces were returned with new addresses. If another complete mailing can be made in the fall of 1955, the returns, both undeliverable and forwardable, should not total more than 5%, which is not bad for so large a list.

The number of losses is partially compensated for by about 1,000 new names added to the master file during the year. These represent withdrawals which came to our attention through transcript requests, news clippings and other sources, and the 1954 graduating class. Approximately 500 "lost" people - those for whom we have records, but no good address - were traced during the year, and 746 mailing slides were added to the files.

The new mailing slides were for the 1954 class, new members of the Association, and first-time contributors to the Chapel Fund. Expense made it necessary to halt
the program of adding to the file of non-subscriber address plates, but the program is to be resumed in 1955-56.

Approximately 10,000 plates are now available, nearly all of which can be presumed to be correct as of July 1, 1955. A total of 3,967 corrections were made in this plate file during the year. This figure approximates the circulation figure of the Alumnus reflecting subscription renewals as well as address changes.

It is estimated that an equal number of changes (about 330 each month) were made in the records of non-subscribers, because of moves, marriages, divorces, and deaths.

With the addition of the 1955 graduating class, not completed by June 30, 1955, it is probable that a general mailing could be addressed to 20,000 persons.

Football Tickets

As in the past, the Alumni office undertook the sale of a portion of the football tickets in the fall of 1954, taking over Section B of the stadium and giving priority to alumni requests. The annual sale brings dozens of alumni to the office, yields material for the magazine, and new addresses, contributes to good public relations,
and assists the Athletic Department.

Five hundred and sixty-seven season tickets were distributed, 79 of them going to Lettermen who hold lifetime passes (770 outstanding). Single ticket sales for the five home games came to 1302. Largest sale was for the Homecoming game with Montana, when 527 single tickets were handled.

Three promotion pieces were mailed regarding the ticket sale. An order blank was sent to 2,073 Association members in Albuquerque and New Mexico July 2, 1954. A reminder postcard was sent to 1438 of the same list at the end of the month, and an announcement of the public sale was sent to 2,526 local and state alumni who were not association members August 10, 1954. The association members were given a two weeks priority in the sale and responded satisfactorily.

The cost of this promotion series was considerable, but was justified in that it also served to correct our mailing slide file of local and state addresses.

Homecoming

Apart from the football ticket sales, the annual Homecoming celebration brings the most alumni to the campus.
In the fall of 1954, 1,088 persons registered for on-campus events November 5 and 6. Most of these people actually came into the alumni office, but a number registered at open house parties in other departments, and a few simply attended social events off campus, registering and receiving their badges at that time. Sixty-five persons registered from outside New Mexico, and a hundred more from New Mexico towns other than Albuquerque. The number of alumni who did not register but attended the football game can only be guessed.

The 1954 Homecoming was officially designated as the 29th annual renewal of the celebration, but the accuracy of the designation may be questioned.

The 1950 celebration was designated as the Silver Anniversary Homecoming but I cannot discover the basis for the claim in any Mirage, Lobo, or alumni magazine. For many years it was customary to have an alumni meeting at commencement time, and throughout the 20s, it was customary to have a parade before the Aggie - or some other - game in the fall, but the purpose of the parades was to attract the townspeople to the football field, and not especially to bring alumni home. By 1928, decoration of sorority and fraternity houses and campus dormitories, had entered the picture, but it is my recollection that
1929 was the first year that the term Homecoming was used. It was also, so far as the printed record shows, the first year that luminarios were used, though some of us vaguely recall them a year or so earlier. In 1929 there was quite a colony of Santa Fe girls in Hokona Hall and they introduced what was then a new Fiesta custom, using a few blue electric lights among the paper-sacked candles to chase the shadows. Economy, rather than esthetics, prompted the use of candles, as outdoor illumination of any sort was difficult in those days - Japanese lanterns had become passe - electric outlets being scarce and Christmas tree strings of lights uncommon.

Rather than continue to argue about unwritten history and confuse the record in the future, the 1950 claim was accepted, and 1954 declared the 29th annual.

The 1954 Homecoming program listed 15 events for alumni and students and seven additional events for alumni only. The alumni office took a hand in arranging nearly all these events, providing judges for the house decorations and parade, two alumni representatives for the coronation of a queen, prodding academic departments to keep open house and checking their mailing lists (Colleges of engineering, business administration, pharmacy, education; departments of journalism, drama and art), informing the greek groups about alumni who would be visiting them, mailing invitations
for the Alumni Lettermen's Club, selling tickets for the All-University Women's breakfast sponsored by City Panhellenic, and sharing the cost of the Forties Club dance for all alumni. We handled tickets for the student-sponsored dance on campus but the demand for them from alumni was negligible.

Entirely the responsibility of the Alumni office were the program for the 1929 class reunion, and the second Homecoming Barbecue held before the game in the patio of Mesa Vista dorm. The dorm manager and the purchasing department cooperated in staging the latter event which attracted about 200 persons.

Mr. Ted Gallier, of Charlotte, N. C., senior president of the 1929 graduating class, sparkplugged the '29 reunion, writing personal letters to the 65 classmates (of a class of 79) for whom we had good addresses. Twenty-five members and their husbands or wives attended the 25th. reunion events. An open house following the game, at the home of Mr. and Mrs. Harry Hust, was the highlight. A full account of the reunion was published in the November 1954 Alumnus. Mr. Gallier was the only class officer participating.

A series of three mailings, starting in January, 1954, was sent to this class.
Early in the fall of 1954, a Homecoming program on postal cards was mailed to the 3,163 subscribers to the Alumhus, but I did not feel that the expense of a general mailing to all alumni would be justified. We also provided copy for, and shared the expense of, a souvenir program designed by the Associated Students.

The office scrap book (kept for the past six years) shows hundreds of inches of space, including dozens of photographs, given to Homecoming activities by local newspapers. Most of this copy was prepared in the alumni office.

With the cooperation of the Radio-TV department, two television programs were set up as part of the Homecoming build-up. An evening program on KOB was largely student-planned, but Ted Gallier, the '29 president, and Gen. J. P. MacFarland, 1928-29 football captain, and I appeared to point up alumni activities. For an afternoon program, on KGGM, I interviewed Mr. Thomas S. Bell, a Homecoming visitor, and three foreign students.

Other Activities

While Homecoming preparations were underway in October of 1954, the Alumni Association, with the endorsement of the Executive Board, organized a speakers bureau in the interest of securing the passage of a four and a half million
dollar bond issue for building funds for the State's institutions of higher learning.

Thirty-six service clubs and other organizations in Albuquerque were called and a representative of each who was also an alumnus was invited to an evening meeting. Some 50 phone calls were made in setting up the meeting, and 24 persons were present, including the members of the executive board. Mr. Floyd Darrow, acting president of the Association, presided. Mr. Darrow, Mr. Calvin Horn, Mr. Paul Robinson and I later taped a 15 minute discussion of the bond issue with the cooperation of the Speech Department, and the UNM Radio-TV department presented it several times on its regular programs. Each of us also taped a 30-second spot announcement that was used by stations throughout the state.

We also sponsored an advertisement in Albuquerque papers just before the election, the expense being met by a friend of the University. An editorial on the subject which appeared in the ALUMNUS magazine was later judged one of the two best editorials written by women which appeared in magazines entered in the National Federation of Press Women competition for 1954.

Whether any of these actions had an effect on the election is problematical, but the bond issue carried.
Several off-campus meetings were held during the period of this report, though no program of alumni clubs has yet been initiated.

In September, 1954, alumni in the San Diego, California, area met for dinner the night before the Lobo football game with San Diego State College. Mr. Robert Crist, an alumnus whose son is a student at UNM, acted as arrangement chairman. Announcements were mailed from the Alumni office, and about 50 people attended.

Lt. LeRoy DeSoto acted as chairman for a similar party following the game with San Jose State at San Jose, California, later in the season. About 75 people met the team and enjoyed a reunion.

Alumni in the New York area held a picnic in the fall and a dinner dance in the spring, both without campus representation.

The Los Angeles Alumni Club, which includes a number of former Albuquerqueans who are not alumni, also met twice during the year. At the May, 1955 meeting, I was invited to speak and made the trip to Long Beach. Nearly a hundred people were present for the meeting at the CPO club on Terminal Island. Charles Brown was chairman. I was able to recruit two students - children of alumni - on this
excursion, as well as ten new subscribers for the Alumnus magazine. There are almost five hundred alumni living in the area, our thickest concentration outside New Mexico.

The Alumni office again this year cooperated with the Population Reference Bureau to secure information on marriages and children of University graduates. A series of three inquiry cards was sent to 94 members of the Class of 1930 and 89 members of the Class of 1945 (all those for whom we had good addresses, excepting unmarried women graduates) and two thirds of those queried responded. Results were published in the Population Reference Bureau Bulletin, Vol. XI, No. 4, June, 1955.

During the 4th. annual convention of the Association for Education in Journalism here in August, 1954, the Alumni Association joined with the staff of the Department of Information to give a coffee party for all the delegates and their wives. We used the newsroom of the journalism department and received about 200 people during the morning.

We were able to be of assistance to the College of Pharmacy in setting up a mailing list and addressing a series of monthly letters. The department of electrical engineering made use of our files in making up a directory. A set of the records of Lobo Lettermen was made for the athletic department and a test mailing made for their pub-
licest. We did two mailings, including designing the printing, for the downtown Lettermen's Alumni Club at their expense, and compiled a list of 450 prominent alumni to receive the 1953-54 report of the president.

Our contact with students was limited this year. We worked with student committees on Homecoming plans, nominated judges for the Fiesta booths, endorsed the Fiesta dance as a Chapel Fund benefit, (no proceeds), and nominated an alumni member, Mr. Harry Kinney, to the governing board of the Student Union.

Two fraternities, Sigma Chi and Pi Kappa Alpha, sought our aid in preparing articles about their newsworthy alumni for their national magazines, and we prepared an illustrated article about the University for the Kappa Kappa Gamma national magazine, and provided material for a feature for the Mortar Board national Quarterly. With the dispensation of the Dean of Men, I was officially advisor for the undergraduate Press Club, but they didn't need much advise.

The Board

Two meetings of the executive board of the Alumni Association were held during the year, one September 23, 1954, prior to Homecoming, and one April 7, 1955. The Board's principal concern was the progress of the Chapel Fund, but lacking a nation-wide organization as a basis
for solicitation, the members felt that direct mail from the alumni office was more effective than individual effort.

The Board endorsed the support of the Institutional Bond Issue and worked with the speakers bureau. Members participated in the Homecoming program, assisted me with advice, suggestions, and entertainment of visitors.

The terms of all present board members, excepting those elected by the colleges, have expired, but pending the setting up of a program in conjunction with the Office of Fund Development, steps have not been taken to secure a new board.

Since we now have a list of bone fide dues-paid members, separate from the Chapel contributors, it is desirable that the Association constitution be "reactivated" soon.

Members of the Board are Floyd Darrow, president, S.S. Koch, Santa Fe, vice president, Reese Cagle, Clovis, Mrs. Cyrus S. Perkins, Mrs. William B. Reardon, Mrs. L.H. Chant, and Mr. John J. Gill. College of Pharmacy alumni elected Mr. Byrne Cates as their representative in the fall of 1954, and Mr. Gilbert Miranda replaced Mr. Leonard DeLayo as College of Education representative following an election at Homecoming. The College of Law replaced Mr. Don Fowler with Mr. James C. Ritchie in December.
II

Plans

No new equipment was added to the office during the period of this report, though our files of photographs, engravings, and address plates were increased. By living very economically, we were able to accumulate sufficient balance in the expense fund to pay for air conditioning in our three rooms. Buildings and Ground installed the apparatus in April.

During the coming year, we expect to install an additional steel file for engravings, and to transfer the master file from wooden cabinets to steel.

The addition of a development director to the staff, effective July 1, 1955, will mean long range planning for organizing the alumni, but this program is still in the survey stage.

No immediate enlargement of the magazine is contemplated, but it is hoped that eventually a full-time editorial assistant can be secured and the magazine enlarged to standard size format and the editorial content increased.

A series of four mass mailings during the year is contemplated to keep the mailing list in its present good shape, promote Homecoming and the Chapel Fund, and introduce
whatever new program is designed by the Office of Fund Development.

No expansion of the Homecoming celebration is contemplated. It has grown about as large as can be handled by our present staff and facilities.

The departmental open house and breakfast parties seem to be the major drawing card, apart from the game, so an effort will be made to increase the number of these and to promote attendance by emphasizing "subject" reunions embracing all college generations.

Though the Class of 1929 reunion can be called successful, and an effort will be made to stage one for the class of 1930, it seems that in our UNM situation, with half of our total number of alumni living within driving distance of the campus, the impetus for class reunions is lacking. College friends either remain friends and see each other frequently, or they grow apart and avoid one another. Until it comes time for the larger and more widely dispersed classes to celebrate anniversaries, and until some student-alumni program can be devised to promote class spirit on the undergraduate level, I don't expect any real success in establishing the custom of periodic reunions of graduating classes.

The pre-game alumni luncheon, on the other hand, seems
due to grow each year and may eventually become the major Homecoming event. It affords an opportunity to all the various elements of our alumni body, and their family, to meet and mingle, without throwing them into a situation where efforts to find a common ground are necessary. It is an informal and comfortable affair and I have high hopes for it.

Increased alumni participation in commencement activities should also be promoted, and, with the building of the Memorial Chapel, which should be possible within the biennium, a revival of the Founders Day memorial services formerly held February 28 would strengthen University tradition.

IV

Personnel

The staff of the Alumni office was fairly stable this year. Miss Cecelia Sanchez, who came in as file clerk in December, 1952, is still with us. Mrs. Claude (Nancy) Lewis, who joined us as secretary in the fall of 1953, resigned in January, 1955 because of pregnancy and was replaced by Mrs. Jack (Frieda) Goodner. Mrs. Betty
Danfield came in as half-time clerk during football season and remained until the first of June, 1955, when her husband was transferred by the Army. Miss Elsie Kirkpatrick, a student, replaced her at the beginning of the summer session, 1955.

IX

Other Activities

In January 1955 I represented the University at the district meeting of the American Alumni Council in Salt Lake City and presented a program on alumni office organization and routine. Representatives from schools in Colorado, Utah, and Wyoming were present but UNM was the only New Mexico school with a delegate. I was appointed chairman for the 1956 conference which will be held in Albuquerque.

In January, also, I attended the New Mexico Press Association convention in Roswell in order to preside at a meeting of the New Mexico Press Women, of which I have been president since June, 1954. I am a member of the board of the National Federation of Press Women.

I have also been secretary of the Board of Albuquerque Town Hall Inc. during 1954-55, spoke before two civic groups, appeared on two non-University radio programs, was initiated as an associate member of Theta Sigma Phi, journalism honorary, and completed two journalism courses for graduate credit.
With no increase in personnel, the Department of Information at the University has doubled its efforts to keep the Institution's various publics abreast of developments in this period of rather rapid growth. The Department's full-time personnel consists, as it has for the past several years, of G. Ward Fenley, director, Ellen J. Hill, assistant director, and George McFadden, sports publicity director.

One method of meeting the situation without extra help has been to make more efficient use of student, part-time help. This has been possible through better organization of the students' time and also because of the availability of more experienced students.

In both the academic and sports fields, the help of the experienced student workers has been markedly of great aid. We have been able this year to delegate much of the releases of hometown news to the able leadership of William Gould, who was for several years a public informations officer with the U. S. Air Force. He retired from the military and is now a student at the University of New Mexico with a major in journalism.

In this all-important work, Mr. Gould is aided by two journalism students in the regular academic releases. Mr. McFadden has the help of an experienced sports writer in the person of Daniel Zeff.

We have also been fortunate in being able to set up an arrangement for getting news photographs at a much more economical rate, thus permitting us to more than double our number of news pictures. Regular routine for us now is to set aside Saturday
Information 2

for home-town pictures and releases. Student groups of from two to five are scheduled at five-minute intervals throughout the day for photographs. These then are processed, and with news about all the students' affiliations, major subjects of study, are then sent to home-town papers.

We regard these home-town releases fully as important as releases in the local dailies because they tie the University onto the State in a manner that is highly significant.

Our scrap books of clippings reveal that on days when the local papers are relatively large we have many times some 15 to 20 releases in each with pictures to accompany the majority of them.

This department handles the University advertising and the sports division publishes all brochures for the various sports.

Our mailing list for the Southwest includes all New Mexico newspapers and the larger news outlets in Colorado, Arizona, and West Texas.

We are fortunate to have both the Associated Press and United Press wire services located in Albuquerque. On the larger stories we also serve INS in Denver.

We anticipate that the responsibilities of the Department of Public Information will practically double with the estimated doubling of enrollment within the next decade. Eventually we will need a corresponding increase in personnel.
SIZE AND GROWTH OF THE COLLECTIONS

On June 30, 1955 the number of cataloged volumes in the libraries, General and Law, reached 248,388. This was a 4.5% increase over the previous year's total. In addition the collections included 111,091 unclassified government publications, 43,590 maps, 2,504 reels of microfilm and other non-book materials listed in Appendix A. The 1954-55 year might be called an average year for library growth, having a net addition of 10,862 volumes. As indicated in Table I, we are acquiring about the same proportion of books by purchase as has been throughout the history of the library. But we have acquired a much higher proportion during the report year 1954-55 by gift and exchange and somewhat less through the binding of periodicals.

TABLE I

Sources of Cataloged Volumes Added to the General Library

<table>
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<tr>
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<th>Purchases</th>
<th>Gift and Exchanges</th>
<th>Binding of Periodicals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1954 - 55</td>
<td>57%</td>
<td>21%</td>
<td>22%</td>
</tr>
<tr>
<td>Total, 1892 - 1955</td>
<td>58%</td>
<td>14%</td>
<td>28%</td>
</tr>
</tbody>
</table>

The amount spent for books and periodicals was some 2% above the previous year's amount. This slight increase was insufficient to offset rising prices, and to provide for materials needed by the faculty. One of our neighboring state universities has increased the book, periodical and binding funds by 21.7%, and a southern university has made a 55% increase in these funds. It is earnestly hoped that the time will soon come when we can make such increases. For the record I wish to restate
our desire for a Special Purchases Fund, for expensive items such as special microfilm acquisitions, private collections, serial sets, and other such bloc purchases.

We continue to add a substantial number of volumes by exchange of our university publications. Several new exchanges have been arranged. One with the Institut Royal des Sciences Naturales de Belgique in Brussels promises to bring much of value to add to our collections. Another with the Institut Royal Colonial Belge will acquire practically all of their publications.

During the year we compiled and mailed to other libraries five lists of duplicate material and have checked several similar lists received from other libraries. We shipped 161 parcels to other libraries and received 100 parcels of material. From the sale of duplicates we realized $355.09, which amount was added to the general book fund.

During 1954-55, gifts arrived with some regularity from the 150 donors whose names appear in Appendix E. Although there was no single large gift, we are grateful for the volumes received, which with those received by exchange, made up 21% of our total acquisitions.

Additions to our collection of source materials on business history have almost completely filled Room 203. Mr. Dan Kelly of Santa Fe added several ledgers and cartons of miscellaneous records to the Gross-Kelly Company materials previously reported.

Mrs. Franklin Bond gave a large quantity of business records of the Bond and Nohl Company, Espanola. Included are letter books, journals, ledgers, day books of sheep and wool sales, invoices, vouchers, and correspondence.

We continue to receive gift volumes from our good library friends, Senator Clinton P. Anderson and Mr. Thomas S. Bell. And a number of our
own faculty members made important donations during the year. Vice President France V. Scholes gave photostats of manuscripts, and many volumes of published books.

Mr. Rufus H. Carter, Jr. representing a group from the Corps of Engineers, U. S. Army, Albuquerque, gave several volumes as memorials for the late Herbert W. Yeo. The alumnae chapter of Alpha Delta Pi continued to add volumes in memory of deceased fathers and mothers of the sorority members. Mr. Pearce Rodey gave twenty-two titles on music and musicians in memory of his late wife, Maria-Elise Rodey.

Some of the important general acquisitions of the year are:

Blume, Friederich, ed. Das Chorwerk. Wolfenbüttel, Möseler, 1950-54 ... 52 parts.
Lozoya, Juan Contreras. Historia del arte hispanico. Barcelona, Salvat Editores, s.a., 1931-1949. 5v.

Additions to the general reference collection included:

British Museum. Department of Printed Books. Subject index of the modern works added... 1881-1900, 5v.; 1916-20; 1921-25; 1926-30; 1931-35, 2v.; 1936-40, 2v.
Encyclopaedia Britannica... ed. 17. Chicago, 1954. 24v.
Hayyin, Sulaiman. The larger English-Persian dictionary... Teheran, Librarie-Impr. Beroukhim, 1941-43. 2v.

New journal files included:

Bulleti de dialectologia catalana; revista catalana de linguistica. Barcelona, Institut d'estudis Catalans, 1913-36. 24v.
Electroencephalography and clinical neurophysiology. Montreal, 1949-date. v.1-date.
Substantial additions were made to files of the following serials:

- Astronomische Nachrichten.
- Ethnographie.
- Journal of cellular and comparative physiology (34v).
- Nature (88v).
- Physiological zoology.
- Psychometrika.
- Wisconsin archeologist.

Processing of Materials

Books. As shown in Appendix B, there were 6,577 new titles cataloged, 9,325 volumes accessioned, 28,888 catalog cards added, and 2,946 volumes added by binding. This represents an average year's accomplishment of three catalogers. Due to a rapid turnover of clerical assistants in the Catalog Department, professional catalogers were forced to spend some time doing non-professional work. If we are more fortunate in keeping capable assistants during 1955-56, more progress will be made with certain projects that are pending.

Along with the cataloging of current acquisitions, the catalogers have completed an inventory of the literature sections (800's). This inventory serves to correct records, making possible a better service to our patrons, and calling missing books to our attention that we may either replace or remove the catalog records. The inventory of the history sections (900's) will be continued as time permits.

Additional progress has been made on reclassifying biography by subject, on the revision of subject headings in the public catalog,
and on the addition of many more name and subject cross references.

The Documents Librarian, Mr. Robert Harness, spent some time during the year on establishing correct names of government agencies. He has checked and established correct entries for all possible New Mexico agencies. Over 10,000 names of government bodies are now correctly identified for use in processing both old and new publications.

Mr. Harness has incorporated into the government publications collections a large number of Mexican federal and state material, mostly from the Van de Velde library. Material added as a result of depository arrangements continues to arrive in increasing quantities. There were 16,189 pieces received during the year.

**Serial publications.** Faculty requests for new serials has continued, and the work of initial acquisition, checking in of issues, claiming issues not received, and preparation for binding increases steadily. An extra filing case for non-governmental serial records and one for government serials was added. At the end of the fiscal year the Library was receiving 5,701 serial titles. In addition there are 1,514 titles recorded in the files but issues are not arriving currently. We also receive regularly 61 newspapers. The Serials Assistant checked into the collections 38,208 pieces of material during the year.

**Photographic Reproduction.** Two conscientious student assistants performed well with limited resources to satisfy the increasing demands made upon us for photo reproductions. They made 21,971 negative microfilm frames, 1,720 paper enlargement prints, and 133 contact prints with the Contoura-Constat. We are pleased to have the half-time services of a man during the year 1955-56, to serve as Photographic Laboratory Technician, and expect to increase our services to students, faculty, and
state residents. We expect to use microfilm increasingly in interlibrary loan work. Two microfilm readers were in continued use during the year.

**READER SERVICES**

**Reference.** The staff of the Reference Department answered 13,803 questions during the year. Of this number 81% were for faculty and students, 18% were for residents of Albuquerque, and 1% for out of town citizens. There is a considerable variety among the questions. Some are answered quickly from such volumes as the *Albuquerque City Directory*, or the *Statistical Abstract*, while others require hours of searching, involving books in stacks, Coronado Room, or bibliographies in the Catalog Department. Some sample recent problems concerned (1) geology of the Oscura Mountains, (2) derivation and history of the word "turn-coat," (3) information about Hugh Stephenson, 19th century resident of New Mexico, (4) temperature of sea water 100 feet below the surface near Norfolk, Virginia, and (5) words and music of the folk song "El Zapatero."

Interlibrary borrowing increased 4% over the last year, interlibrary loaning increased 10%, and loans to extension students outside Albuquerque increased 72%.

Reference librarians compiled ten bibliographies, kept up to date the indexes of *New Mexico Magazine*, *El Palacio*, and *Sun Trails*, and prepared a subject index of bills introduced in the 1955 session of the state legislature.

**Circulation.** During 1954-55 the number of two-week loans increased 13% over the previous year. This was the second year for such an increase, there being a 10% increase during 1953-54 over the
Reserved book loans decreased by 17%, a trend that is encouraging. It seems to this librarian that it is better to leave books on two-week loan basis where possible, and more and more faculty members are doing this. If class size increases, or the total number of students in sections increases and the demand on few copies becomes acute, we will be forced back to a more restricted reserve system.

The increasing number of volumes circulated from the Loan Desk finally caused a near breakdown in the Circulation Department processes during the late Spring of 1955. Several student assistants left their jobs, for various reasons, and those remaining were faced with an exceptionally heavy work load. It was not until the end of the semester in June, that the assistants could bring the stack conditions back to normal. We will have to provide more assistance and provide pneumatic tubes for the increased enrollment that is coming or face chaos in circulation service.

Shifting of books in the stacks was continued to alleviate certain overcrowded conditions, but we have about reached the limits of stack shifting to accommodate growing collections. The next step will probably be weeding of collections, and then a stack addition will be necessary. The Undergraduate Room collection was entirely reshifted to new locations. Several sections of shelving were added as islands in the wide center aisle. The total number of volumes in the Undergraduate Room at the close of the year was 15,785.

**Instruction in Library Science.** The University Librarian, the Associate Librarian, and the Reference Librarian each taught one section of the one-unit Freshman course "The Use of Books and Libraries". There was a total of 122 students enrolled during the year, and most of them stated that the course was a great help to them in their academic work.
But, considering the small percentage of the total number of new students receiving this instruction and the growing work loads on staff members caused by increasing enrollments, it was decided that this course would not be scheduled during 1955-56.

Exhibits. A committee of the library staff prepared twelve exhibits that were shown in the cases in the central foyer. The exhibits were: Siamese collection loaned by Prof. Jane Kluckhohn, vacation reading, "know your library", Fall programs of the Film Society, selections from the Otero collection, books from the Ernie Pyle collection, editions of Los Pastores, Walt Whitman, hobby exhibit of student Clarence Huff, rare legal books (in Law Library), extinct animals of the U.S., rare coins loaned by the New Mexico Coin Club, Carl Van Vechten material from the collection of Dr. Edward G. Lueders, and photographs of New Mexico scenes loaned by Sun Trails Magazine.

THE STAFF

During the last few years, the professional staff has remained almost unchanged. At the close of the year, three persons resigned to take positions out of the state. Mr. Thomas Gerity, Assistant Reference Librarian, accepted a position with the Library Association of Portland, Oregon. Mr. Warren Kuhn, Circulation Librarian, became Assistant Librarian of Arizona State College, Tempe. Mrs. Ernestine Smutny, Cataloger, left to live in Stockton, California where Dr. Robert Smutny will be on the faculty of the College of the Pacific. Replacement appointments have been made. Mrs. Marjorie Reigstad was appointed Assistant Reference Librarian, Mr. Charles Warren, Circulation Librarian, and Mr. Harold Bellingham, Cataloger.

The Library has suffered from a high turnover rate among non-professional staff members. There appear to be several causes.
Our salaries do not hold assistants when other Albuquerque employers make offers. We have employed a number of student wives who leave when husband is graduated or leaves for other reasons. And, perhaps the pressure of the work load causes assistants to seek other employment. We do have several faithful assistants who have a long tenure and who provide a high degree of staff strength.

As the enrollment grows, additional burdens are placed on our Circulation and Reference Departments. To provide efficient circulation service we should reinstate a non-professional position in the Circulation Department that we removed in 1952. By 1957-58 we should add another Assistant Reference Librarian. We already see the need for another librarian in this department. Since the Library is open 78 hours per week, it is just possible to have one reference librarian on duty each hour. Considering the fact that reference librarians may go to several points in the building to answer a reference question for a patron, there are many times when two or more persons are waiting at the reference desk for assistance. Also the telephone is frequently left ringing because the librarian is away from the desk working on a patron's request. During the last peak enrollment period, some faculty members apologized to reference librarians for assignments that caused much reference work, and some reduced library assignments because the Reference Department staff could not handle the requests made by students. We hope to avoid a recurrence of this situation by providing sufficient staff, books, and reading space.

Association Activities. The major professional activity of the staff, outside our regular duties, centered around the November, 1954 meeting in Albuquerque of the Southwestern Library Association. Every professional staff member had some part, and on one afternoon when we
had open house for our visitors we also had the assistance of wives and
of Librarian Emeritus Wilma Shelton. During all of the conference, Mr.
Warren Kuhn kept busy as chairman of the committee on exhibits. Miss
Helen Hefling served on the nominating committee of the Cataloging and
Reference Section. I was chairman of the Constitution and By-Laws
Committee and served as a member of the Publicity Committee. I was also
a consultant member of the Committee on College Library Standards appointed
to study and make recommendations for revision of Article Nine on libraries
in the standards of the Southern Association of Colleges and Secondary
Schools. For the next two years Mr. Warren Kuhn is to be chairman of the
Recruitment Committee.

Miss Helen Hefling has completed a term as President of the
Albuquerque Library Association. Mrs. Lillian Pankratz was elected
Vice-President of the Association for the year 1955-56. Miss Genevieve
Porterfield was a member of the Albuquerque Library Association's
Committee for the preparation of an Albuquerque union list of periodicals.
This was issued in mimeographed form. Mr. Thomas Gerity was a member of
the program committee of the Association.

At the April, 1955 meeting of the New Mexico Library Association,
held in Los Alamos, the University Library was represented by Mrs.
Lillian Pankratz and Mr. Warren Kuhn, who was Treasurer of the Association.

Miss Porterfield attended the Midwinter meeting of the American
Library Association held in Chicago in February, 1955. She is serving a
two-year term as a member of the important Subscription Books Committee
of the A.L.A. and helps to write book evaluations that are published in
Subscription Books Bulletin. I attended the July, 1955 annual conference
of the American Library Association in Philadelphia, and have been
appointed a member of the sub-committee of the Board on Library Resources, to assist in a study of library resources for research in the Southwest.
I continue as a member of the A.L.A. Council representing the Association of College and Reference Libraries.

In May, 1955, Miss Helen Heifling participated in Highland High School’s Career Day, speaking to a group about librarianship. During the summer of 1954, Mr. Gerity and I appeared on Dr. Wellick’s Career Counselor radio program discussing librarianship as a career.

Publications.

MCKIBBIN, DAVIDSON B. "Revolt of the Navajo, 1913," New Mexico Historical Review, XXXIX (October, 1954), 259-289.

KUHN, WARREN B. "New Mexico’s Undergraduate Library - Three Years Later," College and Research Libraries, XVI (April, 1955), 148-156.

Plans and Recommendations

For the next academic year. Growing more urgent as the months pass are the several physical plant improvements previously reported. First of all we should complete our lighting changes. We have been able to improve lighting at the card catalog, in the Loan Desk area, the offices, the lobby steps which were dangerous with poor lighting, and part of the technical processes room. Next we should install lights over reference room shelves and proceed on to complete the entire building relighting as planned.

As early as possible we should install pneumatic tubes to speed delivery of call slips between the Loan Desk and the nine stack floors. Also an electric call board at the Loan Desk should be added. These technological improvements are not luxuries — they are necessities for serving a student body numbering above 5,000.

We should plan very soon to enlarge the public rest room facilities
in the library building. Preliminary planning has been done by personnel from the Buildings and Grounds Division and by architects from the office of Mr. John Gaw Meem, consulting with librarians. Our plan is to convert the present map room into a women's rest room, and use both of the main floor rest rooms for men. To accomplish this we will need to find office space for two or more professors who now have offices on the second floor.

For the last few years we have frequently stated our need for increased funds for the purchase of books, periodicals, and other library materials. We should next year make a substantial increase in our Departmental Book Fund. And we hope soon to have a Special Purchases Fund which, being left unallocated, would make possible bloc purchases. Some university librarians in institutions similar in size and complexity to the University of New Mexico consider that a total book fund of $100,000 per year is necessary. In fact several do now exceed that figure.

As funds are increased and more serial subscriptions are placed, and as larger numbers of students increase the wear on the book collection, more money is needed for binding and repair. The Binding Fund should be raised to $10,000 annually as soon as possible.

As mentioned above, we should next year add the clerical position in the Circulation Department. This position was dropped to reduce costs in 1952.

In summary, these are our most pressing needs and the estimated sums required:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lighting Improvements</td>
<td>$10,000</td>
</tr>
<tr>
<td>Pneumatic Tubes</td>
<td>$4,000</td>
</tr>
<tr>
<td>Rest Room Alterations</td>
<td>$5,950</td>
</tr>
<tr>
<td>Special Purchases Book Fund</td>
<td>$5,000</td>
</tr>
<tr>
<td>Departmental Book Fund Increase</td>
<td>$5,000</td>
</tr>
<tr>
<td>Binding Fund Increase</td>
<td>$1,600</td>
</tr>
<tr>
<td>Position in Circulation Dept.</td>
<td>$2,400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$33,950</strong></td>
</tr>
</tbody>
</table>
Long-range plans and recommendations. In my last report, I presented a few facts about a future building addition that will be needed. I consider the statements made in that report still valid. At this point, one year later, we see the need of additional physical plant, larger collections and more staff approaching very near. We believe that we should very soon start planning for a library building addition. The present building, proud though we are of it, is adequate only for an institution of some 2,000 students.

Many persons have commented on the lack of air conditioning in our library building. It is truly needed for the comfort of summer session students and faculty, the library staff, and for the preservation of the collections. Perhaps architects and engineers can plan an effective system of air conditioning for the present building. We librarians will welcome consultations on this. Certainly it should be a part of the planning of any future building expansion.

In this report thus far, I have given some information on accomplishments and activities, and upon needs that appear pressing. It is difficult to separate those things that should be done this year from those that may be accomplished in five or even ten years. In conclusion, I mention in summary form a few things that we should do as soon as possible.

1. Make a survey of the collections, by fields of study, checking standard bibliographies against our holdings. To help with this we have requested a graduate assistant be assigned to the University Librarian's office.

2. Formulate and state in written form policies of acquisition and discard, for each departmental field and for the collections in general.

3. Continue the inventory of collections.

4. Add additional staff members as required. First, an Assistant Reference Librarian; then a Cataloger.

5. Assign faculty status and rank to professional members of the library staff.
6. Increase the size of our Undergraduate Library by shelving and staffing the southeast reading room now used as a study hall.

7. Move faculty offices from the library building to make second floor rooms available for library uses.

Respectfully submitted,

David Otis Kelley
University Librarian

September, 1955
### Appendix A

#### SIZE AND GROWTH OF THE COLLECTIONS

<table>
<thead>
<tr>
<th></th>
<th>General Library</th>
<th>Law Library</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Cataloged Volumes in Libraries, June 30, 1954</td>
<td>199,980</td>
<td>37,546</td>
<td>237,526</td>
</tr>
<tr>
<td>Volumes Added (net), 1954-55</td>
<td>8,817</td>
<td>2,045</td>
<td>10,862</td>
</tr>
<tr>
<td>Number of Cataloged Volumes in Libraries, June 30, 1955</td>
<td>208,797</td>
<td>39,591</td>
<td>248,388</td>
</tr>
</tbody>
</table>

Per Cent Increase Over Previous Year = 4.5%

Other Processed Material in the General Library:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unclassified Govt. Publications</td>
<td>99,250</td>
<td>11,841</td>
<td>111,091</td>
</tr>
<tr>
<td>Maps (approximation)</td>
<td>43,100</td>
<td>490</td>
<td>43,590</td>
</tr>
<tr>
<td>Microfilm (reels of 100')</td>
<td>2,082</td>
<td>422</td>
<td>2,504</td>
</tr>
<tr>
<td>Microcards</td>
<td>27,535</td>
<td>---</td>
<td>27,535</td>
</tr>
<tr>
<td>Sound Recordings</td>
<td>746</td>
<td>---</td>
<td>746</td>
</tr>
<tr>
<td>Archives and MSS. (Approx. number of boxes)</td>
<td>3,000</td>
<td>---</td>
<td>3,000</td>
</tr>
<tr>
<td>Slides (2&quot; x 2&quot;)</td>
<td>142</td>
<td>---</td>
<td>142</td>
</tr>
</tbody>
</table>

### Appendix B

#### PROCESSING OF MATERIALS

<table>
<thead>
<tr>
<th>Material</th>
<th>1954-55</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Titles Cataloged:</td>
<td></td>
<td>6,577</td>
</tr>
<tr>
<td>Books</td>
<td>5,656</td>
<td></td>
</tr>
<tr>
<td>Serials</td>
<td>321</td>
<td></td>
</tr>
<tr>
<td>Analytics</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>6,577</td>
<td></td>
</tr>
</tbody>
</table>

Number of Volumes Accessioned = 9,325

Number of Cards Added to the Public Catalog = 28,888

Binding: (in volumes)

<table>
<thead>
<tr>
<th>Material</th>
<th>1954-55</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>1,018</td>
<td>1,018</td>
</tr>
<tr>
<td>Periodicals</td>
<td>1,928</td>
<td>1,928</td>
</tr>
<tr>
<td>Total</td>
<td>2,946</td>
<td>2,946</td>
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</tbody>
</table>

Photographic Services:

<table>
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<tr>
<th>Material</th>
<th>1954-55</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of negative microfilm frames made</td>
<td>21,971</td>
<td></td>
</tr>
<tr>
<td>Number of enlargement prints made</td>
<td>1,720</td>
<td></td>
</tr>
<tr>
<td>Number of contact prints made</td>
<td>133</td>
<td></td>
</tr>
</tbody>
</table>
Appendix C

USE OF LIBRARY RESOURCES

Reference Questions Answered - - - - - - - - - - 13,803

Loans:
Two-week loans, in volumes - - - - - - - - - - - - - - 81,639
Reserved book loans - - - - - - - - - - - - - - - - - - 23,887
Inter Library Loans:
Loaned - - - - - - - - - - - - - - - - - - - - - - - - 424
Borrowed - - - - - - - - - - - - - - - - - - - - - - - - 447
Extension loans - - - - - - - - - - - - - - - - - - - - - - 11
Total 106,438

Appendix D

EXPENDITURES

General and Law Libraries:

Books and Periodicals -
Departmental Fund - - - - - - - - - - - - - - - - $39,928.86
General Book Fund - - - - - - - - - - - - - - - - 5,513.11
Walter Sullivan Memorial Fund - - - - - - - - - - 95.54
Parsons Memorial Fund - - - - - - - - - - - - - - - 39.54
Ernie Pyle Memorial Fund - - - - - - - - - - - - - 560.94
Sub-Total $45,238.29

*Non-Institutional Funds

Supplies and Expense - - - - - - - - - - - - - - - - $4,136.53
Equipment - - - - - - - - - - - - - - - - - - - - 1,426.89
Binding - - - - - - - - - - - - - - - - - - - - - - 8,626.16
Salaries - - - - - - - - - - - - - - - - - - - - - - 81,887.53
Student Assistants' Wages - - - - - - - - - - - - - 14,955.21
Sub-Total $111,032.32

Total Expenditures for Libraries - - - - - - - - - - - - $156,270.61

Percentage Distribution of Expenditures, 1954-55

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Per Cent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books, Periodicals and Binding</td>
<td>$53,861.45</td>
<td>34.18</td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$96,842.74</td>
<td>61.97</td>
</tr>
<tr>
<td>Supplies, Expense and Equipment</td>
<td>$5,563.42</td>
<td>3.55</td>
</tr>
<tr>
<td>Totals</td>
<td>$156,270.61</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Ratio of Library Expenditures to Total Expenditures of the Institution for Education and General Purposes - 5.03%
APPENDIX E

INDIVIDUAL DONORS

Dr. William P. Albrecht
Mr. and Mrs. David G. Alexander
Senator Clinton P. Anderson
Mr. Arthur S. Armstrong
Sr. Juan Mejia Baca
Dr. Archie Balm
Mr. William F. Baker
Mr. George C. Barker
Mr. Bernard M. Baruch
Mrs. John A. Baumann
Mr. Thomas S. Bell
Mr. Dan Flachly
Mr. Eloy Blea
Mr. B. H. Blumenthal, Jr.
Judge John Brand
Mr. Wilmot Brewer
Mr. Andrew Brown
Mr. Joseph Epes Brown
Dr. Lloyd R. Burley
Mr. Rufus H. Carter
Dean and Mrs. E. F. Castetter
Dean E. L. Cataline
Mr. Stuart Chevalier
Mrs. Lilian Ladd Church
Mr. Stanley C. Clarke
Mr. W. W. Coblentz
Mr. E. P. Coleman
Dr. P. G. Cornish
Dr. Norton B. Crowell
Mr. Louis D'Armand
Mrs. Margaret Dalley
Mrs. Marion Dargan
Miss Beatrice Dodge
Mr. W. R. Draper
Mr. G. B. Drummond, Sr.
Dr. Julian S. Duncan
Mrs. Margaret Ellis
Sr. Elias Entralgo
Sr. Aurelio M. Espinosa
Miss Emma Franklin Estabrook
Dr. Wayne C. Embank
Miss Helene R. Evans
Prof. Robert K. Evans
Mr. Zephyrus Roy Fee
Mr. Charles E. Feinberg
Mrs. Dorothy Fellows
Dr. Henry Field
Dr. A. H. Pollingstad
Prof. Raymond Foss

Mr. Peter Gallagher
Miss Theresa Gillett
Dr. Wm. M. Goldsmith
Miss Charlotte Goodrich
Miss Magdalena Graf
Mrs. Roy Graham
Mr. Martin Grothe
Prof. Lez Haas
Mr. Hubert R. Hanen
Mr. T. E. Hanley
Mrs. Emma B. Hanett
Miss Ruth Hashimoto
Lt. Col. Robert F. Hamphill
Sr. Rafael Larco Herrera
Dr. C. Judson Herrick
Dr. L. B. Hessler
Mr. Howard W. Hintz
Mr. William L. Hoerber
Dr. C. C. Hoff
Mr. Glen Houston
Mr. Clarence Huff
Mr. George H. Hull, Jr.
Mr. Jack Hunter
Mr. Claude Hurto
Mrs. Earl C. Iden
Sr. Gabriel G. Jaramillo
Miss Moneta Johnson
Mr. Richard C. Johnson
Mr. Russell Lloyd Jones
Dr. Miguel Jorrin
Prof. Wilfrid D. Kelley
Mr. George W. Kelly
Mr. Robert M. Kleinknecht
Prof. Jane Kluckhohn
Dr. Jay C. Knoll
Miss Lucy Robins Lang
Mr. Martin A. Larson, Estate of
Mr. S. A. Lundelin
Mr. R. A. MacArthur
Lt. Col. Fred M. McCarthy
Mr. J. C. MacGregor
Mr. Philip M. McKenna
Dr. and Mrs. Donald A. Mackenzie
Dr. Davidson E. McKibbin
Mr. Lee McKittrick
Mr. J. W. McLean
Mr. D. A. MacPherson, Jr.
Mr. Harvey C. Markley
Mrs. Joseph W. Meek
Dr. Hugh Miller
Prof. James Miller
Mrs. William Mooney
Mr. Robert W. Neall
Dr. Madeline Nichols
Mr. Ben Osuna
Dr. G. J. Overbeck
Dr. George M. Peterson
Mr. Carl and Lily Pforzheimer
President Tom L. Popejoy
Dr. Lawrence Clark Powell
Mr. W. H. Powell
Mrs. Winifred Reiter
Miss Margaret and Jary Rhodes
Dr. William Spence Robertson
Mr. Pearce C. Rodey
Mr. W. H. Rogers
Prof. Alfredo A. Roggiano
Mrs. Lena Silva Savage
Vice President France V. Scholes
Mr. Buren Schryock
Mr. Harold W. Scott
Miss Winfred B. Senior
Swami Shankarananda
Mr. Ben Shantz
Miss Wilma Loy Shelton
Mr. Milford E. Shields
Prof. Katherine Simons
Dean Sherman E. Smith
Dean Vernon G. Sorrell
Mr. H. G. Stark
Miss Susan Stewart
Mr. P. Terpstra
Mrs. Donald Thayer
Gen. I. Thord-Gray
Dr. Dexter G. Tilroe
Dr. Carlos de la Torre Reyes
Mr. and Mrs. Kenneth Vallely
Sr. P. L. Villaneuva
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Mrs. G. M. Weil
Dr. Albert G. F. Westphal
Mr. Victor Westphall
Dr. C. V. Wicker
Dr. Nathaniel Wollman
Mr. Angus M. Woodbury
Miss Mabel C. Wright
Miss Edith Wynner
Mr. H. Yaffe
Mr. Al Zavelle
The Report of the Office of the Comptroller
July 1, 1954 to June 30, 1955
John Perovich, Comptroller

The accounts of the University are maintained and its financial statements are prepared in accordance with the principles recommended by the National Committee on the Preparation of a Manual on College and University Business Administration.

The University accounts are audited by Linder, Burk, and Stephen-son, an independent firm of certified public accountants.

Current funds income and expenditures for the fiscal years ended June 30, 1955 and 1954 are compared in summary form.

<table>
<thead>
<tr>
<th></th>
<th>June 30, 1955</th>
<th>June 30, 1954</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational and General</td>
<td>$2,885,550</td>
<td>$2,691,103</td>
</tr>
<tr>
<td>Organized Activities</td>
<td>188,959</td>
<td>186,323</td>
</tr>
<tr>
<td>Non-Educational</td>
<td>480,003</td>
<td>448,585</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>1,072,102</td>
<td>996,074</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$4,626,614</strong></td>
<td><strong>$4,322,085</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>June 30, 1955</th>
<th>June 30, 1954</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and General</td>
<td>$408,686</td>
<td>$409,216</td>
</tr>
<tr>
<td>Instructional</td>
<td>1,707,716</td>
<td>1,657,686</td>
</tr>
<tr>
<td>Organized Research</td>
<td>46,130</td>
<td>45,255</td>
</tr>
<tr>
<td>Extension</td>
<td>66,194</td>
<td>56,426</td>
</tr>
<tr>
<td>Libraries</td>
<td>152,563</td>
<td>149,901</td>
</tr>
<tr>
<td>Operation and Maintenance of Physical Plant</td>
<td>420,037</td>
<td>401,365</td>
</tr>
<tr>
<td><strong>Total Educational and General</strong></td>
<td><strong>$2,801,326</strong></td>
<td><strong>$2,719,849</strong></td>
</tr>
<tr>
<td>Organized Activities</td>
<td>$299,244</td>
<td>$274,019</td>
</tr>
<tr>
<td>Non-Educational</td>
<td>352,021</td>
<td>335,515</td>
</tr>
<tr>
<td>Retirement of Indebtedness</td>
<td>132,500</td>
<td>96,500</td>
</tr>
<tr>
<td>Auxiliary Enterprises</td>
<td>930,160</td>
<td>885,448</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$4,515,251</strong></td>
<td><strong>$4,311,231</strong></td>
</tr>
</tbody>
</table>

The net increase in educational and general income resulted from an $85,335 increase in student fees, budgeting an additional $119,000 of Land and Permanent Fund income in the current fund instead of in the plant fund as was done for the fiscal year ended June 30, 1954 and a
decrease of $7,888 in sales and services from educational departments.

Increases in athletic and publications income partially offset by decreases in income from the press and the air force officers training program resulted in a net increase in organized activities revenue.

The increase in non-educational income was due to an increase in rent for the geology building and gifts for scholarships.

All of the auxiliary enterprises had more revenue except the golf course.

Expenditures were greater for the fiscal year ended June 30, 1955 in all of the instructional divisions.

Additional cost of utilities was the primary reason for the increase in the operation and maintenance of the physical plant.

Increased costs in intercollegiate athletics caused the expenditures for organized activities to go up.

The increase in revenue from the auxiliary enterprises combined with a lesser increase in expenses resulted in a greater net income from auxiliary enterprises.

The following summary shows sources of the educational dollar received by the University and indicates how it was spent for the years ended June 30, 1955 and 1954.

<table>
<thead>
<tr>
<th>Sources</th>
<th>1954-55</th>
<th>1953-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Fees</td>
<td>.21</td>
<td>.19</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>.71</td>
<td>.73</td>
</tr>
<tr>
<td>Organized Activities</td>
<td>.06</td>
<td>.06</td>
</tr>
<tr>
<td>Sales, Services, and</td>
<td>.02</td>
<td>.02</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 1.00</td>
<td>$ 1.00</td>
</tr>
</tbody>
</table>
Changes in bonded indebtedness for the fiscal year consisted of the authorization of two new issues totaling $3,000,000, of which $500,000 was issued during the year. The remaining $2,500,000 will be issued during the 1955-56 fiscal year. Retirement of existing bond issues amounted to $132,500.

The proceeds from the two new bond issues is to be used for the construction of a women's dormitory and a utilities distribution system. The dormitory is being built by Robert E. McKee, Inc. at a cost of approximately $2,500,000. The utility distribution system is being constructed by George A. Rutherford, Inc. at a price of $500,000. Both projects should be completed in the fiscal year ending June 30, 1956.

The University permanent fund held by the state treasurer and invested by him amounted to $1,842,524.30 as of June 30, 1955, an increase of $184,214.29 during the year. $1,817,517.92 was invested in governmental securities and the balance of $25,006.38 was represented by cash.

The general financial condition of the University on June 30, 1955 is shown on the attached balance sheet which lists the assets and liabilities of the six fund groups.
## CONSOLIDATING BALANCE SHEET
### JUNE 30, 1955

### UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Total</th>
<th>Current</th>
<th>Restricted</th>
<th>Loan</th>
<th>Endowment</th>
<th>Plant</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$728,273.94</td>
<td>($9,503.10)</td>
<td>$113,435.42</td>
<td>$13,838.80</td>
<td>$30,119.35</td>
<td>$279,541.68</td>
<td>$300,841.69</td>
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<tr>
<td>Accounts Receivable, Net</td>
<td>122,458.14</td>
<td>101,630.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Notes Receivable</td>
<td>28,468.44</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Inventories</td>
<td>197,304.13</td>
<td>197,304.13</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Prepaid Expenses and Deferred Charges</td>
<td>39,891.33</td>
<td>39,494.70</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Investments</td>
<td>2,362,626.04</td>
<td></td>
<td>479,192.95</td>
<td></td>
<td>1,857,590.12</td>
<td></td>
<td>25,882.97</td>
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<tr>
<td>Investment in Plant</td>
<td>11,513,646.71</td>
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<td></td>
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</table>

**Total Assets**: $15,012,668.73

<table>
<thead>
<tr>
<th>LIABILITIES</th>
<th>Total</th>
<th>Current</th>
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<th>Endowment</th>
<th>Plant</th>
<th>Agency</th>
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<tbody>
<tr>
<td>Vouchers Payable</td>
<td>$62,076.62</td>
<td>$60,978.89</td>
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<td>$108.79</td>
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<td>Accounts Payable</td>
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<tr>
<td>Reserve for Encumbrances</td>
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<td>5,748.78</td>
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<td>Deposits</td>
<td>8,686.54</td>
<td>8,686.54</td>
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<tr>
<td>Deferred Income</td>
<td>96,883.73</td>
<td>96,883.73</td>
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<td></td>
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<tr>
<td>Real Estate Contract Payable</td>
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<tr>
<td>Bonds Payable</td>
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**Total Liabilities and Deferred Income**: $6,049,586.62

<table>
<thead>
<tr>
<th>Surplus and Fund Principal:</th>
<th>Total</th>
<th>Current</th>
<th>Restricted</th>
<th>Loan</th>
<th>Endowment</th>
<th>Plant</th>
<th>Agency</th>
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<tbody>
<tr>
<td>Surplus</td>
<td>$734,921.97</td>
<td>$142,293.60</td>
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<td>Unexpended Reserves</td>
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<td>Fund Principal</td>
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**Total Surplus and Fund Principal**: $8,963,082.11

<table>
<thead>
<tr>
<th>Total Liabilities</th>
<th>Total</th>
<th>Current</th>
<th>Restricted</th>
<th>Loan</th>
<th>Endowment</th>
<th>Plant</th>
<th>Agency</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$15,012,668.73</td>
<td>$328,926.07</td>
<td>$592,628.37</td>
<td>$19,651.64</td>
<td>$1,887,669.47</td>
<td>$11,834,577.99</td>
<td>$349,215.19</td>
</tr>
</tbody>
</table>
SIGNIFICANT WORK COMPLETED DURING PERIOD

1. General repair and repainting of Yatoka Hall, both exterior and interior. This includes replacement of 29 wooden windows with steel (17 more steel windows still to be replaced), replacing 4 doors, cut in 3 doors, installation of 3 blackboards, providing 3 new routed letter signs, and removing external telephone cable from West side of building.

2. Replace 600 feet of defunct 2, 3 and 4 inch gas line from the utility tunnel to the Administration Building.


4. Correct lighting of catalog files, murals and stairs adjacent to main desk, Library.

5. Re-apply poly vinyl plastic test roof on 140 square feet of lower deck, Carlisle Gymnasium:
   October 1954 labor by Protective Coatings material at cost by B. G. & U.;
   April 1955 labor and material by Protective Coatings. This is a test application of an entire new product in this area.

6. Gravel following parking lots: Bandelier, Biology-Geology, Stadium and Yatoka.

7. Replace 1200 feet of defunct T W wire from #4 well to pumphouse with direct burial cable in orange burg.


9. Recondition #2 well. This included removing column, bailing well, lowering column 10 feet and inserting rebuilt pump bowl, new pump shaft, bearings and shaft spiders.
SIGNIFICANT WORK COMMENCED DURING PERIOD

1. Remove or replant trees, reroute sprinkler lines and other utilities from new utility tunnel construction area, remove and replace grass as required.

2. Remove or replant trees, reroute or remove sprinkler system and remove South nine golf course club house to warehouse area and construct a temporary club house for South 6 hole course due South of Mesa Vista Dormitory to enable construction of new Girl's Dormitory.

3. Started construction of Observatory. The job was delayed for many months pending the receipt of the dome from the fabricator.

THE LONG RANGE PLANS and needs for the physical plant are detailed in the attached report dated May 1955 and titled "Report of Recommended Major Remodeling, Additions and Repairs Required in the Physical Plant During the Next Three Years". We make haste to note that several of the recommendations made for Fiscal '55 and '56 are already completed, approved or being considered.

SIGNIFICANT STAFF CHANGES - DEATHS

Mr. Clayton C. Barber, Janitor.

Mr. Barber passed away on February 18, 1955 after four months illness. His widow is living modestly on her Equitable Insurance Policy from the University and a Social Security benefit by reason of Barber's previous employment.

Mr. Raymond Bachicha, Janitor.

Mr. Bachicha was killed in an automobile collision going home from work on March 8, 1955. His widow received a total of $10,000.00 from the University's Equitable Insurance Policy which included the double indemnity clause.

RESIGNATIONS

Captain Abram F. Ryder on April 30, 1955 to accept a better position in New York State after three and one-half years with the University Police.
RETIREMENTS

John Carboni, Laborer, a physical disability retirement on November 16, 1955 at age of 72 after 12 years and 10 months service.

DISCHARGES

Jose A. Sanchez, Janitor, was discharged on April 15, 1955 because he was in too poor a physical condition to continue working. He had been with the University for only four years and was thus ineligible for a disability retirement. He was eligible for a Social Security benefit which was started prior to his release.

J. J. Gallegos, Janitor, was discharged on April 11, 1955 for repeated failure to advise he could not report for work. This is a standing requirement in order that all essential work is properly covered each day. Gallegos had a total of four years service with the University.

Ernest Sanchez, Mechanic, was discharged on May 24, 1955 after three and one-half years service for misuse of sick leave.

Eubaldo Zamora, Policeman, was discharged on April 15, 1955 due to a very unsatisfactory mental attitude concerning most every phase of his work which made him a very hazardous employee. The file will give a more complete story on this complicated case which continued over a period of four years.

APPOINTMENTS

Mr. Hyman Adler was assigned as Fireman-Assistant Foreman Utilities to understudy Mr. Eyman in the Heating Plant and Water System. Mr. Adler was transferred from the Physics Department. He had a total of six years previous service with the University at date of transfer.
APPOINTMENTS (Continued)

Mr. Bernie Maldonado was assigned as a Patrolman on April 15, 1955. He has had a total of two and one-half years previous service with the University.

PROMOTIONS

Sargent Albert Owen to Captain on April 30, 1955 and on the same date Virgil Griffith from Patrolman to Sargent.

SPECIAL REPORTS MADE BY DEPARTMENT


PROFESSIONAL ACTIVITIES


2. In June 1955, Mr. R. A. Kendrick became a member of the American Society of Heating and Air Conditioning Engineers and now attends the monthly meetings of the Albuquerque Chapter of this organization.

3. The following B. G. & U. employees served in important offices of the Coronado Credit Union prior to the annual meeting on January 27, 1955:

   BOARD OF DIRECTORS

   John Hart, President
   James Lehaney, Vice President
   Charles E. Retzlaff, Treasurer
   R. A. Kendrick
   Marian A. Pierce
PROFESSIONAL ACTIVITIES (Continued)

CREDIT COMMITTEE

Robert W. Armstrong, Chairman

Subsequent to this annual meeting the following employees were elected to serve on Boards or Committees of the Coronado Credit Union:

BOARD OF DIRECTORS

R. A. Kendrick, President

Charles E. Retzlaff, Treasurer

Marian A. Pierce

CREDIT COMMITTEE

Robert W. Armstrong, Chairman

4. Mr. Al Bearce, Foreman of the Electrical and Refrigeration Shop, taught a Community Evening College Course in Refrigeration Servicing in the Spring Semester.

5. M. F. Fifield, Prospective Director Naval Reserve Officer's School, Albuquerque on January 12, 1955; Director on June 24, 1955. Appeared on following television shows in connection with this assignment:

   KOAT - TV February 12
   KGGM - TV February 26
   KOB - TV March 5

6. M. F. Fifield, Member Board of Directors - Rocky Mountain Regional Association of Physical Plant Administrators.

SPONSORED CONFERENCE - On December 2 and 3, 1954.

The B. G. & U. Department was the host to the first annual Superintendent-Foreman meeting for physical plant personnel of both college and secondary school systems in New Mexico and West Texas. Total college personnel attending 23. Total secondary school personnel attending 26. The location of the next Superintendent-Foreman meeting will be at New Mexico Western on December 1 and 2, 1955.
MEETINGS ATTENDED - TRIPS MADE

Mr. R. A. Kendrick and Mr. Gilbert Gillespie attended the three day Custodial workshop held at New Mexico Western on June 8, 9 and 10, 1955.

Mr. M. F. Fifield took a two week tour of duty at the Naval Boiler and Turbine Laboratory, Philadelphia, Pennsylvania in October 1954 and while there visited the Physical Plant of the University of Pennsylvania.
TU: Mr. John Farovich

From: M. F. Hifield

Subject: Report on Major Remodeling, additions, repair and other miscellaneous work required in the University Physical Plant during the next three years.

For our agreement of recent date this is to furnish you with a composite report of all of the major remodeling, additions, repair and other miscellaneous work that should be accomplished in the Physical Plant within the next three year period.

Because of the extent and scope of the work listed, it is our thought this work generally falls outside the Buildings, Grounds and Utilities Department Budget. However, in case one or more of the jobs are assigned to this Department to handle, it will reduce our ability to handle the unlimited and ever present regular maintenance items by that amount. Also, it should be noted that the work is grouped under the recommended fiscal year in which it is felt the work should be done. We have not indicated priorities within a fiscal year as this is a very serious and difficult detail to properly and fairly assess. We particularly feel this whole report should be carefully reviewed by a committee such as the BNM Planning Committee which we recommend be established. (Please see our letter to the President dated September 9, 1951, copy to you).

The work listed on the attached summary will make a safer, more efficient and livable Physical Plant. Over a period of years the money that will be saved through reduced maintenance expense will total much more than the estimated expenditures listed herein.

We wish to point out there is considerable major work that should be accomplished that is not even listed. The reason we do not tabulate this additional work is due to the fact that there is a limit to what can be done as well as a limit to a report of this type. For example, a few items that should be mentioned in this category are:

1. The following buildings should be rewired: Yatoka, Stadium, Science Lecture Hall, Counseling and Testing, Sara Reynolds and K-2.
2. The following buildings need significant roof repairs (which we hope to totally accomplish within our budget this next year): East and West Wings of Administration Building, Hodgins Hall, Mechanical Engineering and Today Hall.
3. Harwood Foundation needs significant roof repairs (estimated at $4000 to $2000), electrical work (estimated at $500) and razing apartments number 8 and 9 (estimated at $2100). This does not include obviously necessary work to a recent acquisition adjacent to Harwood Foundation.

If you would like to make an inspection of any of the recommended projects or jobs outlined herein please advise and we will be glad to further explain our recommendations.

Yours very truly,

M. F. Hifield

President Tom B. Popojay
Vice President Arnaud V. Scholes
Treasurer J. A. Mitchell

[Signature]  [Signature]
<table>
<thead>
<tr>
<th>WORK DESCRIPTION</th>
<th>TOTAL ESTIMATED COST</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION BUILDING WORK</td>
<td>$98,165.00</td>
<td>5</td>
</tr>
<tr>
<td>ATHLETIC FIELDS</td>
<td>15,000.00</td>
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<tr>
<td>BOILER CONVERSION FOR CENTRAL REFRIGERATION SYS.</td>
<td>22,000.00</td>
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</tr>
<tr>
<td>ELECTRICAL ITEMs</td>
<td>37,220.00</td>
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</tr>
<tr>
<td>FIFTEEN 1-PH. SPEED LIMIT SIGNS</td>
<td>800.00</td>
<td>7</td>
</tr>
<tr>
<td>FIRE ESCAPES AND RELATED REMODELING</td>
<td>14,727.00</td>
<td>3</td>
</tr>
<tr>
<td>GAS LINE EXTENSION</td>
<td>9,750.00</td>
<td>4</td>
</tr>
<tr>
<td>HODGIN HALL WORK</td>
<td>3,695.00</td>
<td>6</td>
</tr>
<tr>
<td>INTEGRATORS</td>
<td>2,550.00</td>
<td>4</td>
</tr>
<tr>
<td>LANDSCAPING ITEMS</td>
<td>3,162.00</td>
<td>6</td>
</tr>
<tr>
<td>LAW PARKING LOT</td>
<td>1,444.00</td>
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</tr>
<tr>
<td>MESA VISTA DORMITORY RECREATIONAL SLAB</td>
<td>5,200.00</td>
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</tr>
<tr>
<td>PRESIDENT'S HOME</td>
<td>35,000.00</td>
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</tr>
<tr>
<td>REARRANGE ROMA &amp; CORNELL INTERSECTION</td>
<td>3,587.00</td>
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<tr>
<td>RIFLE RANGE</td>
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<tr>
<td>ROSEY THEATRE WORK</td>
<td>2,180.00</td>
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</tr>
<tr>
<td>SAFETY WORK AT BG&amp;M SHIPS AND WAREHOUSE BUILDING</td>
<td>6,000.00</td>
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</tr>
<tr>
<td>SPRINKLING SYSTEM CORRECTION - LIBRARY</td>
<td>10,000.00</td>
<td>6</td>
</tr>
<tr>
<td>STADIUM WORK</td>
<td>12,730.00</td>
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</tr>
<tr>
<td>VENTILATING SYSTEM ALTERATIONS - GEOLOGY BUILDING</td>
<td>2,000.00</td>
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<tr>
<td>WATER SYSTEM WORK</td>
<td>16,600.00</td>
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<tr>
<td><strong>TOTAL - FISCAL 1955 - 1956</strong></td>
<td>$232,193.00</td>
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Recommended Work - Fiscal 1956 - 1957:

<table>
<thead>
<tr>
<th>WORK DESCRIPTION</th>
<th>TOTAL ESTIMATED COST</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ADDITIONAL WATER WELL</td>
<td>$200,000.00</td>
<td>9</td>
</tr>
<tr>
<td>FLAGSTONE WALKWAY CORRECTIONS</td>
<td>3,162.00</td>
<td>9</td>
</tr>
<tr>
<td>LANDSCAPING ITEMS</td>
<td>10,000.00</td>
<td>9</td>
</tr>
<tr>
<td>MITCHELL HALL</td>
<td>53,433.00</td>
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<tr>
<td>POWER LINE EXTENSION</td>
<td>18,000.00</td>
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<td>PRACTICE FIELDS</td>
<td>9,900.00</td>
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<td>REMOVE CENTER SECTION HOKONA HALL</td>
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<tr>
<td>REMOVE VIA BUILDING</td>
<td>5,000.00</td>
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<tr>
<td>SPRINKLING SYSTEM CORRECTION - ADMIN. BUILDING</td>
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<tr>
<td>STADIUM WORK</td>
<td>5,000.00</td>
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<tr>
<td>WOMEN'S GYMNASIUM</td>
<td>8,700.00</td>
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<tr>
<td>WORK AT BANDELLER - WOMEN'S DINING HALL</td>
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<td>9</td>
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<tr>
<td><strong>TOTAL - FISCAL 1956 - 1957</strong></td>
<td>$327,157.00 Plus</td>
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Recommended Work - Fiscal 1957 - 1958:

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<th>PAGE</th>
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<tbody>
<tr>
<td>FLAGSTONE WALKWAY CORRECTIONS</td>
<td>$7,300.00</td>
<td>10</td>
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<tr>
<td>GASOLINE PUMP ISLAND CORRECTION</td>
<td>1,500.00</td>
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</tr>
<tr>
<td>HODGIN HALL BALCONY</td>
<td>1,500.00</td>
<td>10</td>
</tr>
<tr>
<td>NEW GYMNASIUM LANDSCAPING</td>
<td>10,000.00</td>
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<tr>
<td>WORK AT LIBRARY</td>
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<tr>
<td><strong>TOTAL - FISCAL 1957 - 1958</strong></td>
<td>$50,487.00 Plus</td>
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</table>
PART ESCAPES AND RELATED HANDLING

A. East and West stair escapes from basement of Fine Arts. These fire escapes are urgently needed to correct a serious violation of normal fire regulations. Each year since April 1952 they are earmarked for the B&G budget. However, to date this major expenditure has not been made possible within the B&G budget.

Estimated cost complete with sump pumps -- $1650.00

B. Commedia Theatre - Old B&G. This very excellent addition to the Department of Drama facilities must have the following work done in order to make it safe for the some 100 people in audience and cast who will be meeting there:

1. Cut in second exit in South side of building, remodel main entry way, provide sidewalk, step and downspout, south west corner

   Estimated Cost -- $1175.00

2. Renate and relight theatre proper -- $27.00

3. Renate Department of Drama section, second floor -- $75.00

Commedia Theatre total -- $2577.00

C. Rodey Hall exit from main auditorium. Cut window down on North side to enable direct passage from auditorium to outside without passing through highly inflammable back stage area as at present.

Estimated cost complete with exit sign -- $500.00

ELECTRICAL ITEMS

A. Renate and relight the Library Building. This is our most hazardous building from a wiring standpoint. All lighting circuits are seriously overloaded and much of the wiring is too hot to touch. The cost of doing this work was estimated by Mr. Neum's office to come to $11,515.00 if done by an outside contractor. Since this estimate was made, the main desk and catalog file areas, as well as some of the adjacent offices have been rewired and relighted.

Estimated cost by B&G personnel -- $10,500.00

B. Renate and relight the Fine Arts Building. This is another poorly wired and lighted building, and in view of its present service this work most certainly should be accomplished at an early date.

Estimated cost -- $10,000.00

C. Off street lighting. Install ten Washington pedestal lighters on the main interior campus walk from Hodgin North to Rome, with three branch lines at Fine Arts, Old B&G and State Health Lab. The lighters suggest ed are old City street lighters being removed for the new mercury-vapor poles. They make an extremely beautiful off street lighter. We are able to purchase them at the very attractive figure of $5.00/lighter plus labor to remove. They have been fully approved by Mr. Neum and the Campus Improvement Committee for this use. This is the suggested start of a very desirable off street lighting project that may some day incorporate the huge mall or park area in the vicinity of the dormitory athletic area on the new master plan of the campus.

Estimated cost complete with transformer -- $1650.00

D. Off street lighting. Install three mercury-vapor area lights (one on Biology Building and two on the Geology Building) to light parking lot and adjacent driveway areas.

Estimated cost -- $525.00

LITTLE RINGS

A. See our memo dated June 9, 1952 for complete description of work re quired to bullet proof this structure (installing RE ties in side walls and steel furring in ceiling). Estimated cost -- $1103.00
PRESIDENT'S HOME
A. Alter present front porch area to provide additional living room space, enlarge garage, remodel kitchen area and revise building. The wiring in this building is particularly in need of replacement. Estimated cost - $35000.00

INCINERATOR INSTALLATIONS
A. Construct incinerators at the following locations complete with fire screens in order to provide safer and more efficient disposal of trash:
1. Hood constructed on present concrete base due East of Library Building - $100.00
2. Surplus Golder unit now on hand installed in old furnace room, Administration Building complete with metal chute from first floor - $125.00
3. New Golder unit installed in a masonry leanto to be constructed at the SE corner of Science Lecture Hall - $900.00
4. New Golder unit installed in remodeled masonry stairway on the East side of Hodgkin Hall - $1100.00
Incinerator total - $2550.00

WATER SYSTEM WORK
A. Connect up new Women's Dormitory with 6" line extended in tunnel from Cornell main. Estimated cost - $2050.00
B. Extend 6" water line from Yale Avenue main to new athletic field area near Girard and Central
1. 1800' of 6" line in tunnel from Yale to end of tunnel opposite New Gymnasium complete with Cornell main tie in - $22000.00
2. 500' of 6" line from tunnel to new Gym - $1350.00
3. 1200' of 6" line from end of tunnel to practice field area (underground but down future tunnel location) - $15000.00
   Yale - Girard water line total - $4350.00
C. Interchange No. 2 and No. 3 well pumps and alter discharge lines as required in order to have pump capacities more nearly match potential production of wells. Estimated cost - $3200.00

GAS LINE EXTENSION
A. Extend 1" gas line in tunnel from heating plant to new Women's Dormitory. The cheapest way to get gas to the New Women's Dormitory is to tie into line at Mesa Vista Dormitory at an estimated cost of $3000.00. However, this line will be buried and thus subject to corrosion. Such a line would not enable any other buildings to be connected up to the gas system. If we run a raw main down the tunnel now, we can gradually connect up all buildings along the line, which will enable the best overall system for the campus in the end. Estimated cost - $9750.00

STADIUM WORK
A. Paint and repaint all stadium and bleacher seats (using all 61 paint pots on hand and secured from the State Surplus Property Officers). Estimated cost - $1500.00
B. Replace badly deteriorated condensate piping. The only reason the present piping is working is that on recent breaks we have not spared the use of Formalex No. 2. Such a situation can't continue indefinitely. Estimated cost - $4000.00

Page 4
Stadium Work - Continued

G. Install panic bolts on all doors at Stadium Building and rework or replace all exterior doors as required.
Estimated cost $1730.00

D. Grind ridge on hand and relay track.
Estimated cost $1500.00

E. Install movable base sprinkler system to water track. This installation will save substantial manual labor during track season.
Estimated cost $1000.00

Athletic Fields

A. Pipe and sod as required three practice and intramural fields in the vicinity of the permanent sites of these fields as shown on the master plan of the campus. These fields will essentially be made up out of fairways No. 5 and No. 6 of the old South Nine. Sod will be removed from the present Women's Practice Field and from the vicinity of No. 5 green (new Gymnasium site) and replanted in the rough between No. 5 and No. 6 fairways. Install new piping and revamp present piping as required in order to get proper set up for maintenance and field rotation. The present general gradient of the area is to be retained.
Estimated cost of three fields @ $2000.00 each $6000.00

B. Relocate pipe and sod the baseball diamond at the new permanent site. Because of the amount of fill involved, a section of retaining wall along Girard to retain fill, and the need for a totally new piping layout, this field is more costly to install and revamp from existing facilities than the three practice fields listed above.
Estimated cost $9000.00

Ventilating System Alterations - Geology Building

A. Miscellaneous alterations to the duct work and controls to enable proper cooling and heating of all three floors. This work will not only correct the present evaporative cooling system but will also be necessary correction for a future tie in to the chilled water system.
Estimated cost $2000.00

Administration Building Work

A. Remove offices from hallway, second floor, as soon as additional offices are available when new Women's Dormitory is completed. This is a very necessary safety measure, and is listed here not because of the amount of money involved, but because of the urgent need to remove these offices to enable us to fully comply with all normal fire regulations for this building.
Estimated cost $100.00

B. Completely remodel building (except recently remodeled west wing of 2nd floor). Building wiring presently very hazardous with several overloaded circuits.
Estimated cost $22000.00

C. Install duct work and equipment for chilled water system. This work would not be suggested at this time except that in the correction of the hazardous wiring and the unsightly plastering, we might as well get the duct work installed while tearing build walls up for other work. Estimated cost (based on bids recently received on work now under contract) $40500.00
LANDSCAPING IMPPROVEMENTS

D. Install separate chilled water and steam lines (based on bids just received). Estimated cost = $6050.00

E. Heat/central hot water system connections, 2nd floor, West wing. Estimated cost = $3000.00

F. Replace all broken glass where required (one-third inside area of building) and reface using metal. Both enclosed to wall. Install acoustical tiles on ceilings where plaster is falling, and redecorate. Estimated cost = $26175.00

MESA VISTA UNDERGROUND PIGEON HOLE

A. This recreational slab to be constructed due East of the Lobby area has been promised the dormitory residents for about three years. Estimated cost = $15200.00

LODGE HALL WORK

A. Removal 3rd floor to provide additional office spaces:

1. Carpentry items include 6' partitions in each of two large rooms to create four offices and a hallway per room, repair all plaster and paint, repair all doors and windows. Estimated cost @ $60 per room = $1760.00

2. Extend steam lines to third floor and install radiators as required = $900.00

3. Blower and relights = $635.00

4. Install a steel fire escape ladder at NW corner complete with platform and hoop = $800.00

Hodgkin Hall total = $3595.00

LIN PARKING LOT

A. Install bumper islands as required on both faculty and student sides complete with new driveway ramp on Roma. Estimated cost = $1441.00.

LANDSCAPING ITEMS

A. Plant native grasses in four quadrants of Biology-Geology patio as a test installation. Estimated cost = $2200.00

B. Plant native grass on slopes to Southeast of Faculty Apartments to control blowing dust from the higher levels surrounding these apartments. Estimated cost = $962.00

A/C AIR CONDITIONING FOR CENTRAL REFRIGERATION SYSTEM

A. Estimated cost complete with necessary alterations to the boiler water heating system = $22600.00

WATER SPRINKLING SYSTEM

A. Completely provide totally adequate sprinkling system on lawn areas adjacent to the sidewalks. For system will incorporate depressed heads to enable proper operation of power lawn mowing equipment. The system will also be laid out to eliminate spraying walkways and will provide proper distribution of water from mains to prevent unbalanced pressures in minority building water system. Estimated cost = $10000.00

Page 6
CONSTRUCTION OF WAREHOUSE BEYOND BUILDING

A. The main and smaller buildings should be located in accordance with the plans of the warehouse building. The flammable and mobile operations are presently conducted within the warehouse building proper. This is a very hazardous practice. Also, all thinner, lacquer, mineral spirits, and other highly inflammable liquids should be stored in a completely separate structure. By building a concrete block build in the side of the present building we will secure the best structure for this service for the most reasonable figure.
Estimated cost - $3800.00

B. Rearrange machines in Mill to enable more efficient flow of work from machine to machine. Rearrangement will also enable proper location of aisles so that men using power saws, planers, routers, etc., do not block aisles as they work at the machines.
Estimated cost - $600.00

C. Purchase and install a 12' x 12' x 8' DeVilbiss paint spray booth (with Underwriter's Label) complete with electrical, filtration and ventilation attachments.
Estimated cost - $600.00

RODEY THEATER WORK

A. Remove present stage, rearrange present joist and install new joist as required, raftered with new pine flooring. Present stage is so badly worn and framing has had so many enlargements and so much remodeling that the only solution is to tear out whole structure and re-install correctly.
Estimated cost - $575.00

B. Remove present canvas partitions around stage-orchestra pit area and install plywood partitions and paint.
Estimated cost - $675.00

C. Cut in scenery door on North side of Rodey using existing window. This will enable moving scenery in and out of Rodey in full pieces or flats from Building H-2 where the scenery is made.
Estimated cost - $550.00

D. Cut in scenery door on South wall of Building H-2 to enable removal of full flats for installation on Rodey stage.
Estimated cost - $660.00

ENTRANCE RUMA & CORNELL INTERSECTION TO CONFORM TO MASTER PLAN OF CAMPUS

A. Estimated cost without asphalt paving (2320 sq. yds. of asphalt paving $3520.00 extra) = $3507.00

5 MILE SPEED LIMIT SIGNS

A. Metal speed limit signs at each campus entrance. Proposed sign will be similar to one now installed as a trial unit at Yale and Illinois entrance to Campus. Signs have integrally colored plastic bases and battery operated flashing units.
Estimated cost = eight signs @ $100 ea = $800.00
PRESENT JR WOMEN'S GYMNASIUM
A. Paint interior of main gymnasium including balcony and adjoining hall
   way area. Estimated cost - $3700.00
B. Swimming pool work to make pool comply with regulations of the State
   Department of Public Health.
   1. Install partition, mechanical equipment room to provide separate
      room for chlorinator complete with fan, duct, etc. $500.00
   2. New, properly sized chlorinator $2000.00
C. Remodel two rooms at NE corner of building for University Police. Remodeling
   consists of an outside entrance plus sound proofing interior wall on auditorium side to cut down transmission of noise during
   concerts. Estimated cost - $500.00
L. Miscellaneous remodeling required by Women's PE Department. This is
   a very rough estimate. $2000.00

REMOVE CENTER SECTION HONOKA HALL
A. Remove and remodel exposed ends as required. Rool level ground.
   Estimated cost - $10000.00

REMOVE IAA BUILDING
A. The combination of age and poor construction has finally worked to the
   point where this building should be razed as soon as additional office
   space is available upon the completion of the New Women's Dormitory.
   To best describe the situation we attach pictures showing the foundation
   from the sub-floor area, as well as the poor construction in
   evidence in the size and spacing of floor joist. A little prevues of
   the danger of unlimited occupancy of this building occurred when the
   old concrete building slab due East of the building was recently broken
   up by dropping a one ton weight from a crane. The building shook and
   vibrate to an alarming extent. We would hate to have anyone in this
   building during a moderate earth tremor as the poor foundation, soft
   brick and rotten mortar would surely disintegrate.
   Estimated cost - $5000.00

PRACTICE PLEYS
A. For the previous justification listed in this report, install two
   additional practice fields complete with new piping.
   Estimated cost - $9000.00

POWER LINE EXTENSION
A. Run a 4160 volt power line extension in the new utility tunnel from
   the Geology Building to the new Gymnasium site. This will substanti-
   ally start our underground distribution system for the easterly por-
   tion of the campus, and will enable us to start to liquidate our un-
   sightly power poles.
   Estimated cost - $16000.00

STADIUM WORK
A. Seven of the 14 main structure footings at the East side of the main
   stadium building are so badly cracked they should be replaced. This
   requires considerable work in shoring, excavating (to remove old
   footing and to form new footing) and pouring.
   Estimated cost - $3500.00
B. Take out present badly cracked expansion crack on North and South ends
   of Stadium Building and install proper expansion joint.
   Estimated cost - $1500.00
LANDSCAPE FEES
  Fips and gross Chemistry, Biology, Liv and New construction for both
  areas. Estimated cost - $250.00

SPRINKLING SYSTEM CORRECTION
  A. Per previous justification listed in this report (Library Building),
  install a new sprinkling system for the Administration Building.
  Estimated cost - $2,000.00

WORK AT BANDELLER - WOMEN'S DINING HALL
  A. Completely revise, not only to correct present hazardous wiring, but
  to also provide proper service and lighting for new office occupancy.
  No estimate made.
  B. Remodel and redecorate both buildings as required. This work also
  not estimated because of a lack of information concerning the definite
  plans for new use of the present Women's Dining Hall.

MITCHELL HALL
  A. Install duct work and equipment for chilled water air conditioning
  system. Estimated cost - $2,000.00
  B. Branch tunnel complete with chilled water and steam lines.
  Estimated cost - $2,273.00

FLAGSTONE WALKWAY CORRECTIONS
  A. Remove all offstreet flagstone walkways adjacent to the Administration
  building and replace with concrete.
  Estimated cost - $1,080.00
  B. Remove all offstreet flagstone walkways adjacent to the Library Build-
  ing and replace with concrete.
  Estimated cost - $2,741.00

DRILL ADDITIONAL WATER WELL
  A. Our consumption of water has reached the point where we are presently
  hard pressed to furnish the water we need if any one of our water
  wells is undergoing repair. This is especially true during the
  irrigation season. Accordingly, to provide the flexibility we need
  in the system, we suggest a well be drilled in the vicinity of the
  the State Highway Laboratory-Girard Blvd. area (depending upon reco-
  mendations of the Geological Survey-Ground Water Branch).
  Estimated cost to drill well, install pump and pipe up to No. 2
  reservoir - $2,000.00

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RECOMMENDED WORK - FISCAL 1957 - 58

WORK AT LIBRARY
A. Install duct work and equipment for chilled water air conditioning system. Estimated cost = $217,062.00
B. Branch tunnel complete with chilled water and steam lines. Estimated cost = $126,000.00
C. Sand blast, restucco and repaint with breathing paint the exterior of this building. This is a very necessary and expensive job (for a complete explanation on the need for this work please see our report of April 11, 1952). In order to make the job possible, we hope to secure or build a sand blasting machine. This will enable us to handle one of the most expensive portions of this work with our own labor. Unestimated.

NEW GYMNASIUM LANDSCAPING
A. Landscape area around new Gymnasium. Estimated cost = $10,000.00

HODGIN HALL BALCONY
A. Remove unsightly and hazardous balcony on East side of Hodgins Hall and install a single beam with new roof at the two story roof level per suggested plan drawn up by Mr. Nega's office. Estimated cost = $1500.00

FLAGSTONE WALKWAY CORRECTIONS
A. Remove all flagstone walkways paralleling streets and replace with concrete. Estimated cost = $7500.00

GASOLINE PUMP ISLAND CORRECTION
A. Move the underground tank and pump from the Heating Plant and set up together with the existing facilities at the Warehouse Building. New installation will incorporate a new pump island removed from the building for safety and easy access. Estimated cost = $1500.00
Mesa Vista Dormitory opened the first semester of 1954 with a total occupancy of 561 students. Of this number 469 were housed in double rooms, four man rooms, and singles converted to doubles. It was necessary to accommodate 40 students in the fourth floor recreation room, and 32 students in a large basement room, number 70. Dorm DT-23 was also used to house 20 students. By October 15, 1954 the Dormitory occupancy decreased by 67 occupants. There were 260 freshmen in the Dormitory the beginning of Semester I. Second semester total occupancy was 444 students.

There is a total of 228 sleeping rooms in Mesa Vista. This includes 14 single rooms, 6 Proctors room, 6 four man rooms. the balance double rooms.

Mr. and Mrs. Edward Fillings acted as head residents during both semesters. Ken Drake and Gene McCluney were head proctors. Mr. Murl Bolton was employed for general maintenance of the three buildings.
The Report of the Department of Housing

Summer session occupancy totaled 71 students. Conventions housed in Mesa Vista were: The Institute for Physics Teachers, Band Clinic, Coaches Convention, North-South Football and Basketball Players, and New Mexico Educational Association. Probably not a convention, but certainly a very noteworthy cause was the housing of two hundred flood evacuees, the later part of July, sponsored by the Red Cross and Civil Defense.

The University of New Mexico (faculty) Apartments at 1920 Lomas Blvd consists of 20 one bedroom furnished units. Two major improvements were accomplished during the year. The areas between the two buildings on the east, and the two on the west were terraced and grassed, and a sprinkler system was installed. Also, twenty bathroom units were tiled above the tub area.

There was 100% occupancy of these apartments during the fiscal year. Tenants were equally divided with Faculty, Administrative personnel, and married students attending the University.
The Report of the Department of Housing

Varsity Village, located at 1003 Stanford Dr. N. E. to 119 Stanford Dr. N.E., one half mile from the campus, has a total of 39 furnished apartments. Twenty five are one bedroom units, and fourteen are two bedroom units. They are barracks type buildings. These are reserved principally for married veteran students with children.

During the period from September 1, to June 15, there was 100% occupancy. The Summer session period, 90% occupancy. There was a waiting list from forty to fifty married students, at the beginning of the first semester 1954. Also, several letters were received requesting information about University housing for married students.

There seems to be a continued demand each year for student married housing, that we are unable to meet with existing facilities.
From a financial and customer satisfaction point of view, it would seem that we had a reasonably successful year. Income increased approximately $20,000 to arrive at a total of $208,121.97. Of this figure 10½% was converted to operating profit. The student customers' food gripes, while not entirely eliminated, were kept to a minimum. Catering showed a 100% increase. In all, approximately 30,000 were served over the preceding year.

Employees: -- Turnover was slight and something concrete was established in the way of on-the-job training. The reorganization and training given the older staff members the preceding year began to pay dividends. New employees were hired for a definite job and trained by the buddy system, (i.e., putting a new person to work with an older employee,) under the close supervision of the food supervisor. Twenty-three full time people, including management, were employed. Around this nucleus, we were able to intersperse thirty-five part-time student workers. Students were employed in such jobs as janitors, dishwashers, and counter help. Here again the same policy of a definite job and work schedule was followed.

Food Cost Control -- was kept at a maximum without becoming burdensome; it had to be adjusted to the peculiar arrangement between food stores and the food service itself. Some degree of stability was established by production planning based on past experience, all cooking done by standard pre-costed recipes, standardized portion control by weight and measure, and pre-portioning all entrees in the kitchen. Also, to a certain extent, food was purchased according to specification, how used, quality and price in relation to our selling price was the main consideration. A monthly profit and loss statement let us know whether we were getting too far to right or left of the course we had set. While this would appear to be far from an ideal arrangement, we were able to keep on a reasonably even keel. As food cost is the biggest item in the budget, much work needs to be done on this phase of the operation.

Salaries: -- All full time employees were given increases in salary during the past year. In most cases, increases were small; nevertheless,
it marked a step in the right direction in rewarding faithful service and ability. With income remaining constant, the future should see added increments, and still keep payroll costs within a safe percentage of total costs.

Absenteeism: -- The past year the absentee meal factor figured as follows: breakfast, 34%; lunch, 62%; dinner, 10%. These percentages hold fairly constant, and are a big help in determining what we can afford to serve the student customer. To a great extent menus and production were planned on the missed meal expectancy.

New equipment: -- Several needs were filled with the addition of the following large equipment: thermotainer food warmer, roll divider, and a large S/S steam kettle. The purchase of china and silver, along with various side equipment, enable us to do catering for all types of banquets, teas, etc.

Snack Bar: -- Four Coca-Cola and one cigarette vending machines were purchased. Income from these machines was credited to the Snack Bar. This arrangement made it possible for the Snack Bar to show a small profit. Considering present prices and the volume of business we are able to attract from the east end of the campus, this appears about the best method of keeping the Snack Bar on a break-even basis. Other methods are available but we try to keep in mind the student pocket-book. For example, we have the only vending machine in the city selling cigarettes for twenty-five cents. Considering the number of packages dispensed, this means quite a loss of revenue.

Recap: -- While much remains to be done, definite progress has been made in regard to quality of food served, standardization of recipes, portion control, and employee training. One of the hardships in mass dormitory feeding is monotony of menu. Several things contribute to this, such as preparation facilities, type of service, and ability of employees; but the deciding factor is -- can we afford it. A student eating in the same dining hall, three times a day for 240 days will become tired of the sameness in menu and surroundings. This leads to food gripes. While this has not been a serious problem, it is a very real one. The only solution seems to be in educating the student to our problem.
1. Significant achievements:

Average number meals served:
   Monday through Friday = 239
   Saturday and Sunday = 142

Average number meal tickets sold:
263 = 7 day
59 = 5 day

Income = $143,935.29

Expenditure for food = $58,483.36

Expenditure for supplies, including equipment purchased for new Dining Hall = $2,944.66

Expenditure for repairs and maintenance including re-upholstering of lobby furniture for use in new Dining Hall = $2,591.74

No major repairs or remodeling due to the anticipated move to new Dining Hall.

4. Appointments to staff:

   Helen Kesner = 20 September, 1954.
Golf Course operations for the past fiscal year included the South Nine Hole Course, the North Eighteen Hole Course, a night Driving Range, and a day and night nine hole Pitch and Putt Course.

Achievements.

1. Total number of rounds played 70,710. (Includes both South and North Courses)

2. North Eighteen was the host course for the 9th. International Jaycee Junior Golf Tournament August 14-21, 1954. 190 young golfers under 18 years of age, representing all 48 States, District of Columbia, Canada, Hawaii and the Caribbean area participated.

3. South Nine Course was remodeled into a six hole course due to construction of the women's new dormitory which will occupy a large area of the former South Nine.

4. The night Driving Range was moved from its location adjacent to the new Bernalillo County-Indian Hospital to a location where it could be served by the North Eighteen Clubhouse, and where the terrain is more suitable.

Future Plans.

1. Inasmuch as the site of the proposed gymnasium, practice fields, and baseball diamond is on the
South Course it will be necessary to revise this Course to continue operating it as a six hole layout. Plans have been made to effect this revision without interruption of play.
TO: Dr. Tom Popejoy, President
FROM: Mr. S. A. Raymond, Director of the Printing Plant
SUBJECT: Second Annual Report

The financial report of the fiscal year 1954-1955 was not at all pleasing to me. I do not like alibis, but there are reasons for everything. A manufacturer set his prices on anticipated business. We did that and the business expected from the Press did not materialize. I am going ahead this year with reduced dependence on them. If business from them materializes—okay—if not—okay. We did have some surprise on the final financial statement. I am attaching one and on it I have written the increase and decrease of each item of expense. The total increase of expense was $7,655.41. The Plant Supplies, Repairs and Maintenance, and Miscellaneous Plant Expense (the three accounts) were totally increased by $3862.66, caused by the installation costs of much new machinery. In a regular business, the cost of installing new machinery is a capital item and it is depreciated the same as the cost of the machinery itself. But here, because of the lack of money in the Plant Fund (so I understand), the installation costs go into Expense and are charged off in one year. We will not have that Expense this year. It is all in the past.

Our Retirement went up $374.41 because of Social Security. This year we are paying Buildings and Grounds $1800. for janitor’s service where in the past we have not been charged for it. Office Salaries account was increased $981.43 because of having a retiring secretary as an instructor on pay while an incoming secretary was learning. This happened twice. Our Miscellaneous Administrative Expense dropped $1010.08. I don’t know the reason. I never worry about the decreases in expense. Our Bond Principal
and Interest was increased $3337, almost all in the final month. That was quite a sock not anticipated. We did cut Factory Wages by $6,765.28, which made our total increase of expense $7,655. The Mirage could not be completed within the fiscal year and that fairly generous profit was not realized within the year. The increase in expense above described, the postponement of Mirage profit, and the falling off of business from the Press threw us for a real loop.

Next year should be different. We will not be installing equipment and charging it to expense. We will have the Mirage completed and profit realized within the fiscal year. And here is a new move that will save us about $5000 a year. For years it has been necessary to keep a night linotype operator on duty solely for the Lobo. That cost us about $5250. Lobo utilized and was charged only for the three nights a week they used him. No charge to the Lobo during Christmas, Easter and summer vacations or the other two nights each week. We did not dare lay off the operator because of the difficulty in getting another when we needed him. We did not have enough work for a great amount over our two day operators. So we took the loss. We had to get the paper out. We have now abandoned the post of night operator, had a day operator change his hours to 1 P.M. to 9:30 P.M. at a cost of $5.25 per week extra, had two floor men and a day linotype operator come in at 7 A.M. and go home at 3:30 P.M. on Lobo day, with the result that on the first day of the experiment we had the paper out at 10:30 A.M., the second day at 10 A.M., the same time as when we had a night operator. Savings--$5000 a year.

Our labor costs have had an increase of 10% due to a new union
contract. Paper has increased 10% in price in the last two months. Our prices will have to reflect those increases. However—we have a wonderful potential here. Without increasing the overhead of building, heat, light, office and supervision salaries, repairs and maintenance, telephone, insurance, miscellaneous plant expense, we can handle an increase of possibly $75,000 in business with only the added cost of labor plus a little. That increase will come with the increasing enrollment and development of the University. We could do that much more total business at a decrease in cost per average unit or job completed. We want increased production.

As to the purchase of new equipment. We have a cutter purchased about six years ago. It was an unwise purchase made on a purely competitive price basis by the Purchasing Agent in Santa Fe. The lowest price—yes, but a lemon of a machine. For a few hundred dollars more at that time in the original purchase price, several thousands could have been saved in the long run. Before I came here the machine broke down and the former director did nothing in the way of bringing pressure on the manufacturer. Repairs have been attempted, but the design is such that it could not be repaired. The manufacturer will do nothing now, six years after purchase. It gives us a lot of trouble and when it reaches the end of its usefulness, which could be anytime, it will have to be replaced. The cost of a new one is around $10,000. I have been bringing some pressure to bear on Heinsohn Company in Denver, the agent who sold it, and under threats and withholding of business from them, I can make quite a good trade for a good rebuilt one. We will continue with this cutter until it will operate no more. Then we will have to make a change.
One linotype machine is very old and sometime will have to be replaced. So long as we can work it with repairs and tender handling, we will do so. We should have some new book faces of type. We should have new matrices of one complete type family and part of another. We could spend $5500. on matrices and dress our books better. But, I do not want to ask for it until we can charge it to capital and depreciate it. The matrices last twenty years and we can't make a good showing if that amount is charged off in one year. I shall ask about this later.

This year should make a good showing.

July 31, 1955 gain $899.13
August 31, 1955 " 883.14
September 30, 1955 " 145.18

If I can keep this up and save the $5000. outlined above, I will make up last year's deficiency.

In a previous report, I mentioned the fact that in a commercial plant operated for profit, the selling price is arrived at by multiplying the cost of labor by three. Ratio of 3 to 1, selling price to labor cost. In 1953-1954 our selling price ratio to labor cost was 1.4 to 1. In 1954-1955 it was 1.6 to 1. This past fiscal year we have saved the University $118,341. on its printing. I have the detailed figures to substantiate that in case you wish to see them.

We are getting more and better cooperation from the various
To: Dr. Tom Popejoy  
From:  
Subject: Page 5  

departments, no complaints and relations are ever so much smoother and happier. Our troubles have pretty well smoothed out.  

Sincerely yours,  

Shep Raymond  
S./A. Raymond