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Shantung / Cheeloo  
Administrative  
Medical Faculty Meetings  
Minutes 1928-1938

TRANSFER

Minutes of Medical Faculty Meeting  
January 12th, 1928.

-----  
Present:- Drs. Kiang, Ingle, Wheeler, McAll, McClure, Scott, Struthers,  
Evans, Waddell.

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Status of Fifth Year Students

Resolved: That we accept the recommendations of the Committee  
635 on the status of Fifth Year Students, as follows:-

Resolved:

That in order to make it possible for the fifth year students to devote all of their time to practical and clinical work, and to feel a greater responsibility in the performance of their duties, we recommend:-

1. That the regular didactic courses be completed within four years, and that a final examination on such courses be held at the end of the 4th year.

2. That special lectures or demonstrations may be given from time to time to the student internes if so desired by the professors in charge of their work.

3. That the 5th year be considered a student interne year and that at its close there be a clinical practical examination.

4. That no student be granted a degree who has not satisfactorily done the work and passed the examinations of the Fifth year.

5. That these regulations be made effective at the end of the spring term. 1928.

TRANSMITTED

Minutes of Meeting of Medical  
Executive Committee January 2, 1928.

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Present: - Drs. Scott, McClure, Wang, Kiang, Wheeler, Ingie.

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Dr. Leigs Gift

E 219 Resolved: That \$100 of this gift be allocated to the Department of Pediatrics for purchase of Baby Scales, Ophthalmoscope, and Auroscope.

Status of Fifth Year Students

E 220 Resolved: That the report of the Committee be adopted as amended, and presented to the Medical Faculty.

Business Office

E 221 Resolved: That the Acting and Assistant Deans be asked to interview Messrs Simmons and Lewis, with a view to obtaining Dr. Lewis' temporary services in the Business Office.

Adjournment

Minutes of Medical Faculty Meeting  
January 3, 1928.

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Present: - Drs. Kiang, Ingie, McAll, Pailing, Scott, Struthers, Wheeler, Evans, Wang, Stearns, McClure, Waddell.

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Acting President

632 Resolved: That we approve Dr. Kiang's accepting the post of Acting President of the University, with the understanding that this does not interfere with his furlough.

Assessment for General University Budget

633 Resolved: That we approve an assessment of 6% on the Medical School budget towards the General University expenses.

Dr. Wheeler's Furlough

634 Resolved: That we recommend to the Senate that Dr. E.R. Wheeler be allowed to go on furlough after the end of the spring term.

Adjournment

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# TRANSFER

Minutes of Medical Faculty Meeting  
Jan. 13, 1928.

~~p.m.~~

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Present:- Drs. Kiang, Pailing, Scott, McClure, Evans, Ingle, McAll  
Wang, Struthers, Waddell, Wheeler, Stearns.  
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Dr. McAll's Furlough

641 Resolved: That we recommend to the Senate that DR. McAll be  
allowed to go on furlough at the end of May, 1928.

Recommendation of Students for M.B. Degree

642 Resolved: That we recommend to the Senate that the following  
students be given the degree of Bachelor of Medicine:-

Li Shou Ch'eng  
Feng Lan Hsin  
Chang Ying Chi  
Liu Fu Lin  
Teng Chih En  
Lin Lien Ching  
Tien Fen Luan  
Kuo Tso Kuo  
Lo Hsi Hsien  
Hsu Shu  
Ching I Hui

And that the following be granted the Diploma  
of Medicine.

Yang Hsin Yuan.

Dr. Ting Li Chen

643 Resolved: That after receiving the report of the Committee  
appointed to consider Dr. Ting's thesis, we recommend  
Dr. Ting to the Senate for the degree of Bachelor of  
Medicine.

TRANSIT

Minutes of Medical Faculty  
January 13, 1928.

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Present:- Drs. Kiang, McClure, Evans, Pailing, Scott, Ingle, McAll  
Wang, Wheeler, Stearns, Waddell, Struthers.

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Dr. Forster

636 Resolved: That Dr. Forster be invited to assist in the Dept.  
of Medicine.

Dr. Gell

637 Resolved: That we express our appreciation of Dr. Gell's  
willingness to assist in the Hospital and O.P.D.  
work, and ask her to take charge of the obstetrical  
work, and to help in the Gynecology and Medical  
Department.

Appropriation for New Boiler

638 Resolved: That we appropriate \$1000 from the Sinking Fund for  
the purchase of a new boiler for the hospital  
sterilizer.

Budget

639 Resolved: That we adopt the budget for 1928-29 as proposed by  
the Budget Committee and amended.

Dr. Wright's Resignation

640 Resolved: That we accept with much regret the resignation of  
Dr. and Mrs. Wright from the positions that they  
held in connection with this Faculty and wish to  
express our appreciation of their professional  
ability, their painstaking work in teaching the  
students, and the valuable contribution they made  
to the larger life of the University.

Adjournment

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# TRANSFER

Minutes of Hospital Committee  
held on January 16th, 1928.

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Present:- Drs. Wheeler, McClure, Struthers, Scott, Wu, Kiang,  
Wang, Stearns, Miss Wilson, Mr. Pailing.

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Resolved:

H.C. 19 That seven members of the graduating class be  
appointed as Assistant Residents, the allocation  
among the services to be left with Dr. Struthers  
in consultation with the applicants.

Resolved:

H.C. 20 That the hospital "HaoFang" have a book in which  
the Residents are notified of admissions to their  
particular service, and that this notification be  
signed by the Resident, the time at which the  
notification is received also being specified.

Resolved:

H.C. 21 That the Medical Executive be asked to consider  
the question of providing housing accomodation  
for the women internes.

Ajournment

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TRINITY

Minutes of Meeting of Executive Committee

Jan. 18, 1928.

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Present:- Drs. Scott, McClure, Kiang, Wang, Wheeler, Ingle,

L.M.S. House

E 222      Resolved: That in view of Dr. McAll's letter, we accept his suggestion that, instead of allocating the L.M.S. House to Miss Morton Smith from the beginning of February, we ask Dr. McAll to give Mr. Leo notice to leave by the end of March, the ladies to occupy the house after that date.

Dr. Wu Jui Feng

E 233      Resolved: That Dr. Wu, a graduate of the North China Women's Union Medical College, be allowed to take post-graduate work here in accordance with the same regulations as apply to our own graduates.

Adjournment

Minutes of Meeting of Faculty of  
School of Medicine  
Feb. 8, 1928.

TRANSMITTED

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Present:- Drs. Ingle, McAll, Wheeler, Evans, Wang, Struthers, Kiang,  
Stearns, McClure, Scott, Waddell and Mr. Pailing.

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Invitation to Dr. Smyly and Dr. Gosden.

Resolved:

644 That we recommend to the Senate that the S.P.G. be invited to appoint Dr. Smyly and Dr. Gosden to the staff of the School of Medicine of Shantung Christian University, the former to work in the Department of Medicine, and the latter in the Department of Bacteriology.

Invitation to Dr. Lees

Resolved:

645 That we recommend to the Senate that the B.M.S. be invited to appoint Dr. Lees to the staff of the School of Medicine of the University, to work in the Department of Surgery.

Residence for Women Internes

Resolved:

646 That a committee consisting of Dr. Scott, Dr. Waddell, Dr. Kiang, Dr. Wheeler and Dr. Struthers be appointed to arrange for residence of women internes, with power to act.

Department of Obstetrics and Gynecology

Resolved:

647 That Dr. Ingle be asked to write to Dr. Maxwell asking for information with regard to Dr. Auth Yang, Dr. Shih Hsueh Hin and Dr. Gell, in connection with the Department of Obstetrics and Gynecology.

Department of Public Health

Resolved:

648 That Dr. Kiang be asked to write to S.M.Wu inviting him to join the staff of the School of Medicine, for work on the staff of the School of Medicine, for work in the Department of Public Health.

Dr. Meigs' Gift

Resolved:

649 That the remaining \$100 gold of Dr. Meigs gift be given to the Department of Physiology, to be used toward the purchase of basal metabolism apparatus; that if, by the end of the year 1930, this money has not been used, the matter shall again come up to the Faculty for consideration.

Adjournment

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Minutes of Hospital Committee  
held on February 13th, 1928.

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Present: - Drs. Wheeler, Scott, Wang, Chang, Struthers, Ingle,  
Stearns, Miss Wilson, Mr. Failing.

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Resolved:

H.C. 22 That the salaries of Drs. Li, Hou, and Yu be increased  
from \$45 to \$55 per month from Feb. 1st, 1928.

Resolved:

H.C. 23 That we accept the contract of \$1050 with the "CHBE LU"  
foundry for the new high pressure boiler.

Resolved:

H.C. 24 That Misses Wilson and Logan, Dr. Wang and Mr. Wang Chen  
be appointed a committee to bring in a contract for  
graduate nurses.

Resolved:

H.C. 25 That we recommend to the Senate through the Medical  
Faculty that the three top South-west rooms of the  
Administration building be allocated for the use of  
the School of Nursing.

Resolved:

H.C. 26 That with reference to Senate minute No. 719, section  
3, the hospital superintendent be requested to bring this  
matter before Senate for information.

Resolved:

H.C. 27 That Drs. Struthers, Wang and Wu arrange for the sale of  
Health literature in the O.P.D.

Resolved:

H.C. 28 That Miss Wilson, Drs. Wheeler, Wang, Wu, and Messrs Fei,  
Yen and Lewis be appointed a committee to arrange the  
supervision and work of the coolies in the hospital.

Resolved:

H.C. 29 That dressings be charbed for at the following rates:-  
five, ten, thirty and fifty cents, these rates to go into  
effect for one month's trial.

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Adjournment

TRANSFER

Minutes of Meeting of Executive Committee

February 20, 1928.

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Present: - Drs. McClure, Wheeler, Scott, Wang, Kiang, Ingle.

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Mr. Jesse Wolfe

Resolved: That we cable a reply to Mr. Garside, asking Dr. Shields to interview the A.B.C.F.M. and Mr. Wolfe with regard to the Business Managership; and that Dr. Ingle be asked to write to Dr. Shields explaining our present position.

E 224

Miss Laura Batten

Resolved: That we ask the Womens' Unit to recommend to the Senate that the Womens' Board of the Methodist Episcopal Mission be invited to appoint Miss Laura Batten to the Medical School as Health Worker.

E 225

Lighting of Students' Dormitories

Resolved: That lights in the students' dormitories be left on till 10 P.M.

E 226

Leper Hospital Committee

Resolved: That Dr. H.W. Wang be appointed to this committee in place of Dr. Han, and that Dr. T. Stearns be asked to act as alternate for Dr. Heimberger.

E 227

Adjournment

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TRANSCRIPT  
Minutes of Medical Faculty Meeting  
March 5th, 1928

Present; - Drs. Ingle, Kiang, Gault, Scott, McAll, Wang, Stearns, Wheeler, McClure, Waddell, Struthers, Evans, Mr. Pailing.

Invitation to Miss Mollie Townsend. (see Senate Minute 1051)  
Resolved- That ~~we approve of~~ inviting the Methodist Episcopal Mission (Men's) to appoint Miss Mollie Townsend to the School of Nursing.  
650

Rent for Rooms occupied by Publication Committee.  
Resolved- That the Publication Committee of the C.M.A. be charged rent for the quarters it occupies in the Medical School:  
651 That this be at the rate of ten dollars (\$10) per month per room, beginning with January 1928.

Increase of Grant to Tsinan Medical Review.  
Resolved- That the Medical School grant to the Tsinan Medical Review be increased from \$300 to \$660 per year, beginning with January 1928, it being understood that the increase for the current year be \$180.  
652

Invitation to Dr. McAll to return after Furlough.  
Resolved- That Dr. McAll be invited to return at the end of his furlough to the work which he has been doing on the Medical School Faculty.  
653

Invitation to Dr. Wheeler to return after Furlough.  
Resolved- That Dr. Wheeler be invited to return after furlough to his position on the Faculty.  
654

Appointment of Committee to Consider Financial Needs of the Medical School.  
Resolved- That a committee composed of the Acting Dean, Dr. Ingle, Dr. Wheeler and Dr. Waddell be appointed, to draw up a schedule of financial needs for the Medical School, based on a student body of one hundred and fifty, and to report to the Faculty.  
655

Adjourned.

P. 312

Minutes of Medical Faculty Meeting

March 14th, 1928.

Present: Drs. Ingle, Kiang, Wheeler, Stearns, Gault, McClure, Chang, Struthers, Scott, McAll, Wang, Waddell, Mr. Pailing.

Recommendations from Students' Y.M.C.A.

656 Resolved: That the Faculty heartily welcome the suggestion put forward by the Students' Y.M.C.A. that a special series of meetings be held from March 19th-24th, preparatory to enrolment in Bible classes, and that they express their willingness to co-operate in this effort;  
Further, that we agree to the Morning Chapel hour for that week being of half-an-hour's duration.

Entrance Examinations to Medical School

657 Resolved: That we request the Pre-medical School to conduct a final examination at the end of the 2nd pre-medical year, this examination to cover the whole pre-medical course in Chemistry, Physics and Biology, in collaboration with examiners to be appointed by this faculty.

Appointment of Committee on Dr. Lan Kuo Chen's Thesis.

658 Resolved: That Dr. Stearns and Dr. Wheeler be appointed a committee to scrutinize Dr. Lan Kuo Chen's thesis, and bring a report to the Faculty.

Hymn Books for Medical School Chapel Service.

659 Resolved: That, if possible, the Medical School arrange with the University to allow 130 of the Church hymn books to be used in the Medical School; and that ten music editions of the book be purchased.

Adjourned

TRANSMIT

Folger

Minutes of Medical Faculty Meeting

March 30th, 1928.

Present:- Drs. Ingle, Stearns, Struthers, Gault, Chang, Wang, McClure,  
Kiang, Waddell.

Pre-medical Examinations.

660 Resolved: That a committee consisting of Drs. Kiang, Ingle and  
Waddell be appointed to meet with the committee of the  
Pre-medical Faculty, and confer regarding entrance  
examinations to the Medical School.

Dr. Heimbürger.

661 Resolved: That we re-affirm our invitation to Dr. Heimbürger to  
return to his position on the faculty.

~~CONFIDENTIAL~~  
Minutes of Medical Faculty Meetings.  
May 2nd, 3rd, 5th and 16th, 1933.

(Sent with Mr. Shields'  
letter 5/9/33)

Present: Drs. Shields; Smyly, Kiang, Waddell, Evans, Struthers, McAll, King, McClure, Stearns, Ch'en YenPing, Morgan, Pai, Lin, Hou, Li Shou Ch'eng, Li P'ei Kuang, Yeh, Chang, Pa, Ingle, Gault, Ch'en Jui Tzu, Hsu, Mr. Davies, Mr. Pailing.

SECRETARY TO THE FACULTY:

811. Resolved - That Dr. Struthers be appointed Secretary to the Faculty.

Resolved - That we meet in Committee of the whole to discuss Hospital Plans.  
Discussion continued until 10 p.m., when the meeting adjourned to meet Wednesday evening at 8 p.m.

Wednesday, May 3rd, 1933.

Present: The same members as above with the exception of Drs. Smyly and Yeh, and the addition of Drs. Heimbürger & Lang, and Mr. Wolfe.

A Report on new Hospital Plans was presented by Dr. Heimbürger, Chairman of the Building Committee. The recommendations were not adopted.

Hospital plans were discussed until 10 o'clock, when the meeting adjourned to meet at 8 p.m. on Friday night.

Friday, May 5th, 1933.

Present: The same members as in the previous sederunt with the addition of Drs. Smyly and Yeh.

Discussion on New Hospital proposals was continued until 10.30 p.m.

The meeting adjourned to meet Tuesday night, May 9th, at 8 p.m.

Postponement of Meeting:

It was passed by circular to postpone the time of meeting until Tuesday, May 16th, at 8 p.m.

Tuesday, May 16th, 1933.

Present: The same members as in previous sederunt with the exception of Mr. Wolfe and addition of Mr. Yu Fu Hsin.

After considerable discussion the vote was taken on the motion.

812. Resolved - That we reaffirm our decision of January 27th, 1932, to build and equip the new hospital of four stories, to accommodate 230 beds, according to revised plans of Black & Wilson, so far as funds are available, keeping funds in reserve for O.P.D. expansion. The word revised is used to allow such modification of inside arrangements as seems suitable and minor structural alterations with the understanding that the total floor space shall not be reduced.

The Meeting was resolved into Executive Session and the above Resolution was reaffirmed.

As an Aye and No vote was called for, the roll of those present was called with the following result:-

Affirmative: Mr.Davies, Drs.H.H.Chang, Y.P.Chin, J.T.Chen, Gault, Hou, Hsu, Lang, P.K.Li, S.C.Li, L.C.Lin, Morgan, T.C.Pa, E.Peh, Stearns, L.M.Yeh, Waddell.

Negative: Drs.Evans, Heimbarger, Ingle, King, Kiang, McCall, Smyly, Struthers, Pailing, Shields, McClure.

DISSOLUTION OF BUILDING COMMITTEE:

813. Resolved - To dissolve the present Building Committee.

814. Resolved - That a new Building Committee of 7 members be appointed, composed of the following persons: Drs. Shields, Hou, Price, Scott, Lang, Smyly, Mr.Davies.

Further, that until the return of Dr.Price, Dr.Ch'en Yen Ping be asked to serve in his place, and that until the return of Dr.Scott, Dr.Gault be asked to serve in her place.

815. Resolved - That the new Building Committee be given power to act.

As this Committee was given power to act without reference to the faculty, Dr.Smyly requested that his name be withdrawn.

816. Resolved - That in order to make definite the amount of money available the American Section of the Board of Governors is hereby requested to dispose of the securities in which these building funds are invested and to transfer the proceeds to Shanghai and exchange them into silver to be held subject to the order of the treasurer in New York.

Adjournment.



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INDEXED

June 16, 1933

Minutes of Medical Executive Committee.  
June 16th, 1933.

Present: Drs. Shields, Hou, Ch'en Yen Ping, Ingle and Kiang.  
Co-opted: Dr. Struthers (Chairman of Thesis Committee)  
and Mr. Pailing (Head of Pharmacy School).

Recommendations for M.D. Degree:

Resolved - That the under-mentioned students be recommended  
to the Board of Directors for the degree of Doctor of  
E 549 Medicine.

- |                  |                   |                |
|------------------|-------------------|----------------|
| Chang Mei        | Hou Tao Chih      | *Li Te Pu      |
| Chang Hsi Chen   | Hsu Shih Chu      | Li Lu Chia     |
| Ch'en Feng I     | Jen Ping Chen     | Lo Hsi Chuang  |
| Chen Kuei Chih   | *Kao Che Ping     | Miao Fu Sheng  |
| Cheng Huan Chang | Kiang Cheng Hsin  | E Chi Min      |
| Chu Chih Ho      | Kung Chen Tung    | Pi Chin Chao   |
| Chu Ch'ing Min   | Kuo Ch'uan Ch'ing | Tuan Chia Pin  |
| Chu Shih Piao    | Lan Hsi Chun      | Wu Hsueh Tsung |
| Feng Yen Chen    | *Li Hsi Min       | *Yeh Chia Hsiu |
|                  |                   | Sung Han Chieh |

\*Resolved - That degrees be not actually presented to these  
students until all their requirements have been comple-  
E 550 ted.

Recommendations for Diploma in Pharmacy.

Resolved - That the under-mentioned students be recommended  
to the Board of Directors for the Diploma in Pharmacy:-  
E 551

- |                  |                |                 |
|------------------|----------------|-----------------|
| Chang Chien Hua  | Fu Chin Sheng  | Shih Ching Yuan |
| Chang Chun Te    | Huang Chien Te | Ting Shu Li     |
| Ch'en Zhao Yu    | Li Chih Ch'en  | Wang Jen Chang  |
| Chou Hsien Ching | Li Hsin Na     | Wang Tung Hai   |
| Chou Jen I       | Liu T'ien Yang | Yang Li Hui     |
|                  |                | Shih Kao Hsiu   |

Miss Pu Chun Sheng:-

Resolved - That Miss <sup>Pu</sup> Chun Sheng be admitted to the First Year  
Class on credentials as presented from Yenching and the  
E 552 P.U.M.C.

Resolved - That the following students be admitted to the  
E 553 First Year Class on past records without examination:-

- |                |                  |                 |
|----------------|------------------|-----------------|
| Hsu Pang Hua   | Chiang Ching Fen | Chang Tun Chen  |
| Lung Hou Chang | Ming Hsien Chang | Tsai Chih Wen   |
| Sun Kwei Shu   | Kuan Han Ping    | Hsiu Hsien Yung |
| Yuan Ti Fen    | Wang Shih Hsun   | Chen Chi Ti     |
| Yeh Yen Tseng  | Chang Kuang Yen  | Huang Shu Ai    |

JUN 16 1933  
MEDICAL DEPT.

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Division of Biological Services  
June 1933

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Minutes of Medical Executive Committee.

June 26th, 1933.

Present: Drs. Shields, Ingle, Ch'en Yen Ping, Hou, Morgan, Heimb-  
urger, Kiang.

BUILDING FOR RESIDENT DOCTORS:

Resolved - That we recommend the erection of an approxi-  
mately 12 single room building for doctors out of funds  
E 554. borrowed from the Medical Special Building Fund.

Resolved - That we appoint a committee of the Dean, Dr.  
E 555 Ch'en Yen Ping and Mr. Wolfe to decide the plan and lo-  
cation with power to act.

Resolved - That we set aside the South Old Dormitory for  
technicians and Pharmacy students.

APPROVED

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Minutes of Medical Executive Committee

June 28th, 1933

Present: Dr. Shields, Angle, Chen Yeh King, Ho, Morgan, Kirk,  
Purser, Rimm.

RESOLUTION FOR REPAIRING HALLWAY:

Resolved - That we recommend the erection of an exterior  
porch to the single room building for doctors out of funds  
borrowed from the Medical Special Building Fund. 254

Resolved - That we appoint a committee of the Board, Dr.  
Shields, Chen Yeh King and Rimm, to decide the plan and lo-  
cation of the porch and to report to the next meeting.

Resolved - That we set aside the South Old Laboratory for  
the use of the Pharmacy students.

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Minutes of Promotional Committee of Faculty.

June 28th, 1933.

817.

Resolved - That the examination in English at the end of  
Third Trimester shall be considered a Final Examination.

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**SHANTUNG**

*June 16, 1933*

Present: Drs. Shields, Ingle, Chen Yen Ping, Hou, Morgan, Heimbürger, Kiang.

Building for Resident Doctor:-

Resolved - That we recommend the erection of an approximately  
E 554 12 single room building for doctors out of funds borrowed  
from the Medical Special Building Fund.

Resolved - That we appoint a Committee of the Dean, Dr. C  
E 555 Ping and Mr. Wolfe to decide the plan and location,  
to act.

Resolved - That we set aside the South Old Dormitory for techni-  
E 556 cians and Pharmacy students.

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1933

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Minutes of Medical Faculty Meeting.

October 25th, 1933.

Present: Drs. Shields (in chair), McClure, Smyly, Gault, King, Ingle, Price, Scott, Lin, Hou, McAll, Struthers, Mr. Pailing, Drs. Chang Hui Ch'uan, Chao Chang Lin, Waddell, Mr. Davies, Drs. Hsu, Ch'en Yen Ping, Lang, Chang, Fan and Feh.

817A Resolved - That Dr. Scott be appointed as representative of the Women's Unit on the Executive Committee for the year 1933-34.

818. Resolved - That Drs. Ingle, Smyly, and King be appointed to serve on the Executive Committee for the years 1933-35.

Tentative suggestions with regard to changes in the Bye Laws of the Board of Directors, Cheeloo University, were discussed and referred to the Executive Committee for consideration and report to the Faculty at an early date.

Adjournment.

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Minutes of Medical Executive Committee.

27th October, 1933.

Present: Drs. Shields (in chair), Ingle, Heimbürger, King, Smyly, Scott, Hou, Davies and Kiang.

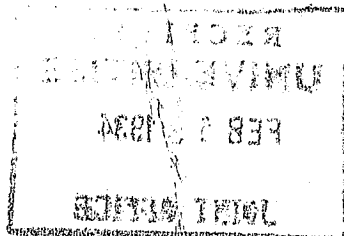
Resolved - That we appoint a committee, consisting of Drs. Smyly, Hou and Ingle, to formulate recommendations for  
E 554A Bye Laws for the School of Medicine in accordance with the principles that:-

1. The Dean be nominated by the Faculty.
2. The Heads of Departments, Hospital Superintendent, Teachers, Business Manager, be nominated by the Faculty and recommended by the Dean.

And to draw up a suitable preamble explaining the reasons of these recommendations and the functions and status that we recommend the Hospital Superintendent should have.

And that we ask this Committee to bring in recommendations as to the status of the Nursing Superintendent and the Training School of Nurses.

Resolved - That the Medical Faculty request the Dean to apply to the President asking him to appoint Dr. P. B. Price as Acting Superintendent of the Hospital during  
E 555A. Dr. Heimbürger's absence on furlough.





Minutes of Medical Executive Committee

With October, 1934

Present: Dr. White (in chair), Ingle, Robinson, King, Scott, Scott, Hon, Davis and Kluge.

Resolved - that we appoint a committee, consisting of Dr. Ingle, Hon and Ingle, to formulate recommendations for the laws for the school of medicine in accordance with the principles that:-

1. The dean be nominated by the faculty.

2. The heads of departments, Hospital Superintendent, Teachers, Business Manager, be nominated by the faculty.

and to give up a suitable building for the school of medicine and the hospital and to recommend the hospital superintendent.

and that we ask the board to order in accordance with the status of the hospital superintendent and the hospital superintendent.

Resolved - That the Medical Society report to the board to the board of the Medical Society and to the board of the Medical Society and to the board of the Medical Society.

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Minutes of Medical Executive Committee.

November 6th, 1933.

Present: Drs. Scott, Hou, King and Kiang.

Report of Committee on Bye Laws for the College of  
Medicine.

E 556. Resolved - That we adopt the Report of the Committee and ask Dr. Hou to prepare a Chinese translation; and a recommendation that the report be circulated to the Medical Faculty.

Change in Medical School Calendar.

Resolved - That the winter holidays be from January 18th to 28th.

E 557. That the 2nd Trimester close on March 10th, and the 3rd Trimester commence on March 12th, and Ching Ming holidays be March 29th to April 9th.

That the 3rd Trimester end on June 15th.

Adjournment.

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Minutes of Medical Faculty.

November 15th, 1933.

Present: Dr. Kiang (Chairman in absence of Dr. Shields), Drs. Hou, Hsu, Ingle, King, Lang, S.C. Li, McCall, Peh, Price, Smyly, Waddell.

Recommendations concerning University Bye Laws for the Internal Organisation of the College of Medicine.

Resolved Unanimously - That the following recommendation, with its preamble, be submitted to the Board of Directors through the University Executive Council:-

819. The Faculty of the College of Medicine begs to submit to the board of Directors through the University Executive Council the following statement:-

The College of Medicine has a long-established system of internal organisation and administration, which has stood the test of time and of many vicissitudes. The foundation of this has been that authority in the College of Medicine has rested with the Faculty in making recommendations for appointments to the staff and in administration of the College and the Hospital, and in all other matters, including appointments to various offices.

The Hospital has always been a department of the Medical College, an essential part of its teaching organisation. The Faculty regards it as exceedingly important that it remain so; that the superintendent have the status of a Professor and Head of a Department, and be a nominee of the Faculty under the Dean.

It should be emphasised that medicine is a highly specialised and technical branch of education and that only members of the profession are fully qualified to direct it. Furthermore, since the members of the Faculty come from many sources with varied backgrounds, only by freedom of discussion and adjustment can the highest efficiency be obtained, and happy harmonious work be continued as heretofore.

The Faculty is unanimously of opinion that the essentials of this system of administration should be preserved. It recommends that Bye Laws for the Internal Organisation of the College of Medicine should be framed in the following terms to supplement those framed for the University as a whole:-

IIIB. ORGANISATION OF THE COLLEGE OF MEDICINE.

1. Dean.

The College of Medicine shall have a Dean, who shall carry out the programme of the University, and have oversight of the affairs of the Medical College, in consultation with the

President. He shall be appointed by the President, on the nomination of the Medical Faculty.

2. Heads of Departments.

There shall be a Head Professor of each department in the College of Medicine, who under the guidance of the Dean, shall take charge of all the affairs of his department. He shall be appointed by the President, on the nomination of the Medical Faculty and recommendation of the Dean.

3. Teachers of the College of Medicine.

The teachers of the College of Medicine shall be classed as Professors, Associate Professors, Lecturers, Instructors and Assistants. They shall be appointed by the President, on the nomination of the Medical Faculty and recommendation of the Dean.

4. Superintendent of Hospital.

In the University Hospital there shall be a Superintendent, to be appointed by the President, on the nomination of the Medical Faculty and recommendation of the Dean. He shall have the status of a head of a department.

5. Faculty.

The Medical Faculty shall consist of the Dean, Professors, Associate Professors, and Instructors. It shall consider and act on important matters within the College of Medicine.

6. Committees.

The College of Medicine, according to its needs, may set up various committees, to be selected from the Faculty and appointed by the Dean.

Further the Faculty wishes to express its strong disapproval of the regulations adopted by the Board of Directors for the administration of the Hospital at its meeting in June 1933, and to ask that they be rescinded. Regulations for the administration of the Hospital were drawn up by the Faculty on June 12th, 1929 (Minute No. 752) and have, in the Faculty's opinion, proved satisfactory. Under Dr. Reimburger's administration (working under these regulations) the efficiency of the Hospital has been immensely improved, and there seems no need for change.

The Faculty, while emphasizing its view that the Nursing school should remain under the direction of the Faculty, recommends that the status of the school should remain as heretofore until the return of Miss Wilson from furlough.

Minutes of Emergency Meeting of Faculty.

November 16th, 1933.

Present: Drs.Kiang, Struthers, Yeh, Waddell, Li Shou Cheng,  
Evans, Ingle, Chang Hui Ch'uan, McAll, Hsu, Ch'en Yen  
Ping, Smyly, Hou, Gault, Peh, Lang, King, Price, Chang  
Hai Han, Lin Lien Ching, Mr.Pailing, Mr.Li Tsan Wen,  
Dr.Scott.

820 Passed unanimously - That Minute No.819 be reaffirmed.

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Minutes of Medical Executive Committee.

November 22nd, 1933.

Present: Drs. Shields, Scott, Ch'en Yen Ping, Smyly, King, Ingle, Kiang.

Resolved - That we accept the recommendations made by the Committee on Leave of Absence for staff and refer them to  
E 558. Drs. Ingle, Hou and Ch'en for readjustment and presentation to the next meeting of the Executive.

Resolved - That the Dean be authorized to cable to Mr. Silcock asking that the scholarship offered to Dr. Hou be granted  
E 559. for the remainder of this academic year and that he inform Dr. Wright of this action by cable.

Minutes of Medical Executive Committee.

November 27th, 1933.

Present: Drs. Shields, Ingle, Smyly, King, Hou, Ch'en Yen Ping,  
Heimbürger, Kiang, Scott, Mr. Davies.

Recommendations for Leave of Absence for Members of the Medical Staff of the College and Hospital.

560. 1. That in general a period of twelve months' leave of absence on salary be allowed members of the medical staff whose salaries are paid by the Medical School after 6 years' service for post graduate duty.

This rule both as to length of service and length of absence may be modified under exceptional circumstances. Or leave of absence proportional in length of service may be allowed when the best interests of the School of Medicine demand it.

2. If so desired, a 6 months' leave may be granted at the end of 3 years and a further 6 months after another 3 year period. When furlough periods are antedated the proportion of total years service before the next furlough remains the same.

3. In China, at the P.U.M.C., and other places, there are opportunities in certain departments which are better than can be obtained abroad. It is recommended that these possibilities be exhausted before post graduate study abroad is considered.

4. When facilities are not available in China, and whenever advisable and possible, fellowships or special appointments may be sought for members of the staff.

It is recommended that members of the staff be urged to cultivate their contacts with organisations and private individuals with a view to securing funds and appointments for staff members.

5. It is understood that the payment of salary when on leave of absence will be conditioned by the amount of any Scholarship that may be obtained.

6. It is recommended that the College establish a Travel Fund from which grants for travel may be made, as need arises.

7. It is expected that all members of the staff who receive a year's leave of absence will be willing to give a period of service of at least 3 years to the school in return. Leave of absence for study does not in itself constitute a claim for rise of salary.

Resolved - That the Dean appoint a committee of three, of which he be convener, to bring in recommendations for the regrading of the Faculty in accordance with the University Bye Laws.

561.

Minutes of Medical Executive Committee.

28th November, 1953.

Present: Drs. Shields, Heinburger, Smyly, Scott, King, Han, Ingle,  
Ch'en Yen Ping.

RESIGNATION OF DR. McCLURE:

Resolved - That we refer the resolution of the Medical  
Department back to the department and ask them to reconsider it  
in consultation with Dr. McClure.

E 562.

Resolved - That we request the Dean to secure the appoint-  
ment of Dr. Eileen Smyly, M.D., as a lecturer in the School of  
Medicine.

E 563.

Resolved - That we request the Dean to secure the appoint-  
ment of Dr. Han as lecturer in the School of Medicine.

E 564.

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Minutes of Medical Executive Committee.

December 1st, 1933.

Present:- Drs. Shields, Heimbürger, Smyly, Scott, King, Kiang,  
Ch'en Yen Ping.

INTERNSHIP FOR CHANG CHAO:

E 565

Resolved - That we refer the arrangement of internship for Chang Chao to the Dean and Dr. Struthers with power to act.

ENGLISH PRIZE:

E 566

Resolved - That the prize in English for the 1st Year Class for 1932-33 be awarded to Tien Hoo Chien and that there will be no prize given to the 4th Year Class.

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Minutes of Medical Executive Committee.

December 11th, 1933.

Present: Drs. Shields, Ch'en Yen Ping, Scott, King, Ingle, Hou, Kiang, Smyly.

Resolved - That a new committee be appointed to bring in recommendations in regard to the status of teaching members. The Committee, appointed by the Chair, consists of  
E 567. Drs. Scott, Hou and Smyly.

Resolved - That Tsai Chih Wen and Cho Shui Shu each be  
E 568. given a grant of \$60 from Lucy-Kent Scholarship.

Resolved - That there be appointed a committee, consisting of Drs. Ch'en Yen Ping, Price and Hou, to arrange for a  
E 569. united entertainment for medical students and Faculty at Christmas time.

Resolved - That we approve of inviting Dr. T.C. Greene to join the Medical Faculty to take charge of Radiology and Neurology, and ask the Dean to take the necessary  
E 570. steps towards securing his appointment.

Resolved - That Chang Yao Teh be granted one half of the  
E 571. Carr Scholarship for 1933-1934.

Resolved - That December 23rd, 25th, and 26th be observed  
E 572. as Christmas holidays.

Resolved - That Drs. Ingle, Scott and Ch'en Yen Ping appoint a committee to have charge of:-

- E 573.
1. Receiving applications from students for grants towards medical education.
  2. Keeping in touch with donors of funds given to assist medical students.
-

Minutes of Medical Executive Committee.

December 27th, 1933.

Present: Drs. Ch'en Yen Ping, Ingle, Scott, King, Smyly, Kiang.

E 574. Resolved - That a committee, consisting of Dr. Lair, Dr. Scott, Dr. Price and Dr. Heimbürger, be asked to scrutinize and amplify Mr. Carside's memorandum re endowment and report back to the next meeting of the Executive Committee.

A 575. Resolved - That we ask the Chinese members of the Executive to bring in recommendations to the next meeting of the Executive with regard to the obtaining of funds in China.

E 576. Resolved - That a Committee of Dr. Kiang, Dr. Ingle, Mr. Wolfe, Dr. Heimbürger and Dr. Price be appointed to make tentative plans for the 1934-35 Medical School Budget.

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Minutes of Medical Executive Committee.

January 12th, 1934.

Present: Drs.Kiang, Ch'en Yen Ping, Scott, King, Hou, Smyly,  
Heimbürger and Ingle.

REPORT OF COMMITTEE ON OBTAINING FUNDS IN CHINA:

# 577. Resolved - That we adopt the Report as under:

A Committee has been appointed to investigate ways and means for raising money for (1) the Endowment Fund (2) the current expenditure in the light of Mission and Rockefeller Foundation cuts. It is suggested that we adopt the "division of labour" principle and appoint various committees to work among their respective constituencies. The Committees appointed are as follows:-

1. Alumni: ( Dr.Hou Pao Chang.  
for Endowment ( Dr.Han Li Ming.  
( Dr.Chen Deng.
2. Local: ( Dr.Yew Chia Chun.  
for current expenses ( Dr.Lang Kuo Tseng.  
( Dr.Peter C.Kiang.

That the Dean and University Treasurer be asked to act as joint Hon.Treasurers of all funds obtained from these sources.

3. Publication Council: ( Dr.Shields.  
for current expenses ( Dr.Ingle.  
( Dr.Kiang.
4. National Economic Council: ( Dr.Y.L.Mei.  
( Dr.H.Y.Yao.  
( Dr.Kiang.
5. China Foundation: ( Mr.T.Linn.  
for Endowment ( Mr.A.V.Lee.  
( Dr.Kiang.
6. British Boxer Indemnity: ( Dr.Ingle.  
for Endowment ( Dr.Maxwell.  
( Dr.Balme.  
( Dr.Wright.
7. Rockefeller Foundation: ( Dr.Shields.  
for Endowment and current ( Dr.Cochran.  
expenses ( Mr.Garside.

Millbank Fund:  
for Public Health

( Dr. Shields.  
 Dr. Cochran.  
 Dr. Atwater.

Students' Association:  
for Endowment

REPORT OF BUDGET COMMITTEE:

E 578

Resolved - That we adopt the report as under:-

We are faced with the fact that the income for the Medical College and Hospital from foreign sources for 1934-35 will be reduced by at least \$35,000, i.e. 20% of the total budget. In order to reduce expenditure by a similar amount and yet retain as far as possible the quality of our work, we recommend that the budget be drawn up tentatively on the following principles:-

1. That the Medical Budget be reduced \$13,000, that of the Hospital \$17,000, and that we look for the remaining \$5000 from local subscriptions or in other ways.
2. That the Medical College Budget be adjusted as under:-

(a)	Reduction of maintenance expenses by 10%	\$1,000
(b)	Reduction of Departmental expenses (Pathology \$500, Biochemistry \$500, Library \$1500)	2,500
	(It is recommended that a central supply room for the entire Medical School and clinical laboratory be established.)	
(c)	Reduction of administration expenses	1,000
(d)	A reduction in salaries, graded according to size, resulting in a net out of 5%	2,000
(e)	Reduction in salaried staff (in particular, one each from each of the Medical, Surgical and Gynecological Services), saving approximately	4,500
(f)	Raising tuition fees by \$10 per semester, deriving therefrom approximately \$2000	2,000
		<u>\$13,000</u>
3. If these arrangements can be carried into effect, the College would be able to transfer approximately \$9000 to the Hospital, instead of \$31,000 as in 1932-33.
4. That the Hospital Budget be adjusted as follows:-

(a)	Reduction in maintenance 10%	\$1,000
(b)	Reduction in Nussing Service 20%	3,000
(c)	Reduction in Pharmacy 20%	4,000
(d)	Reduction in Medical and Surgical Service 20%	4,600
(e)	Reduction in Dietary 15%	2,400
(f)	Reduction in other Services 5%	<u>1,500</u>
		<u>\$16,500</u>

(g) A general cut in salaries, on the same scale, as that in the Medical School, is included in the above items.

(h) In order that these economies may be actually accomplished, it is essential to secure the co-operation of all. There must be strict control of expenditure by those in authority. In particular, Heads of Departments are asked to scrutinize the prescribing of expensive drugs and fancy diets by the members of their staffs; and to avoid ordering experimental and expensive drugs, laboratory tests, etc.

5. In considering ways and means of obtaining funds locally, the possibility of raising Hospital charges 10 cents per diem should be borne in mind. This would realise approximately \$3,400.

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*W. H. Ingle*

## SHANTUNG

### Minutes of Medical Executive Committee.

January 16th, 1934.

Present: Drs. Kiang, Scott, King, Heimburger, Ingle, Smyly.  
Dr. Lair (by invitation).

Resolved - That we ask Drs. Ingle, Heimburger, Price and  
Mr. Wolfe to prepare a budget for 1934-35 and report  
to the Executive.

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Feb. 5, 1934

# SHANTUNG

## Minutes of Medical Executive Committee.

February 5th, 1934.

Present: Drs. Kiang, Ch'en Yen Ping, Scott, Heimbürger, Smyly, Ingle.

### BUDGET 1934-35.

B. 586. Resolved - That the Budget be accepted, as attached.

### SPECIAL GIFT FOR SUPPORT OF ASSISTANT INSTRUCTOR IN MEDICINE.

B. 587. Resolved - That the gift from an anonymous donor, notified by the University Treasurer as specifically to cover the salary of an Assistant Instructor in the Department of Medicine, be accepted for this purpose. And that Dr. Lair be requested to convey the cordial thanks of the Medical Faculty to the donor for this generous gift.

### ESTABLISHMENT OF PRIVATE PATIENT CLINIC.

B. 588. Resolved - That we ask the Hospital Superintendent to establish a special clinic for private patients as soon as possible.

### GRADING OF FACULTY.

B. 589. Resolved - That we recommend to the Executive Council that teachers in the College of Medicine be graded as:  
Professor  
Associate Professor  
Assistant Professor  
Associate  
Instructor  
Assistant  
Lecturer

And that the faculty consist of Professors, Associate Professors, Assistant Professors, Associates.  
The reasons for grading teachers of medicine in these categories are as follows:-

1. The grading of teachers has been organized on this basis for years, and teachers' names have appeared in publications under titles of which it would be injurious to deprive them.
2. It is an advantage in a staff of which the personnel is largely permanent to have a large number of grades.
3. It is obviously not in conflict with the principles of the Chinese Government Regulations since such grades are retained at the N.S.S.C.
4. It is modelled on a widely recognized American system.

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February 5, 1934

SCHOOL OF MEDICINE.

A. ADMINISTRATION ..... \$12,380

Secretary .....	1,800
Assistant .....	1,380
Office Expenses .....	1,500
Business Manager .....	5,500
Share of Gen.Adm. ....	1,500
Students' Welfare .....	100
Travel Suspense .....	600

B. INSTRUCTION ..... 139,500

Salaries paid by Med.School .....	33,500
Travel Suspense .....	1,000
Salaries paid by Missions .....	105,000

C. DEPARTMENTAL ..... 14,420

Anatomy .....	600
Histology .....	500
Biochemistry .....	1,500
Physiology .....	1,000
Materia Medica .....	1,900
Bacteriology .....	1,500
Pathology .....	2,500
Medicine .....	250
Public Health .....	800
Library .....	2,500
Pharmacology .....	300
Surgery .....	100
Contingency .....	300
Technicians' Course .....	50
Clerical Assistance .....	420

D. MAINTENANCE ..... 9,000

Repairs .....	1,800
Cleaning and supervision .....	1,800
Heating .....	1,800
Lighting .....	1,500
Water .....	800
Insurance .....	400
Leonard Hall .....	500
Residence repairs .....	400

E. Transfer to Hospital ..... 10,920

Total                    186,220

February 5, 1934

RECEIPTS.

A.P.M.N.	Grant .....	1,600	
	Salaries .....	24,000	25,600
A.P.M.S.	Grant .....	1,000	
	Salaries .....	12,000	13,000
B.M.S.	Grant .....	3,400	
	Salaries .....	18,000	21,400
L.M.S.	Grant .....	1,500	
	Salaries .....	6,000	7,500
U.C.C.M.	Grant .....	1,500	
	Salaries .....	9,000	10,500
U.C.C. Wom.	Grant .....	2,600	
	Salary .....	3,000	5,600
S.P.G.	Grant .....	1,500	
	Salaries .....	15,000	
	Sub.Salary .....	3,000	19,500
W.M.M.S.	Grant .....	6,000	
	Salary .....	3,000	9,000
W.F.M.S.	Salaries .....		12,000
B.S.B.G.	Grant .....		2,000
Women's Com.	.....		10,000
Rockefeller Foundation	.....		25,000
Students' Fees	.....		10,000
Reserves	.....		9,620
Rents	.....		4,000
Special donation for medical instructor	.....		1,500

Total      \$186,220

February 5, 1934

UNIVERSITY HOSPITAL.

Account Budget 1934-35

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Receipts.

301 & 302	In-patient fees	\$ 38,000.00
305 & 307	Donations	6,315.00
308	Out-patient fees	45,000.00
309	Training School for Nurses	1,425.00
	<b>Total Earnings</b>	<b>\$ 90,740.00</b>
	From Medical School	10,920.00
	<b>Total receipts</b>	<b><u>\$101,660.00</u></b>

Expenditures.

400	Administration	2,140.00
410	Purchase and Issuance	500.00
420	Housekeeping	3,500.00
430	Laundry	2,790.00
440	Heat, light, power, water	5,000.00
450	Maintenance and repair	2,600.00
470	Garage	400.00
490	Nursing Care	12,000.00
500	Training School for Nurses	890.00
510	Pharmacy	16,600.00
520	Medical and Surgical Service	16,700.00
530	Medical Records	1,000.00
540	Anesthetics	100.00
550	Laboratories (incl. blood chem.)	3,000.00
550	X-ray	3,220.00
570	Special Therapy	600.00
580	Dietary	15,300.00
590	Social Service and Evang. (incl. Social Service worker's salary)	2,500.00  1,920.00
600	Out-patient department (including Hou Tsai Men)	10,900.00
		<u>\$101,660.00</u>

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UNIVERSITY HOSPITAL  
MAR 7 1934

March 7 1934

UNIVERSITY HOSPITAL

Number 1234-33

Account

Receipts	
301 & 302	In-patient fees
305 & 307	Donations
308	Out-patient fees
309	Training school for nurses
	Total earnings
	Total receipts

Expenditures

400	Administration
410	Purchase and lease
420	Housekeeping
430	Laundry
440	Heat, light, power, water
450	Maintenance and repair
470	Garage
490	Printing
500	Training school for nurses
510	Pharmacy
520	Medical and surgical services
530	Medical Records
540	Anaesthetics
550	Laboratories (incl. blood chem.)
560	X-ray
570	Special therapy
580	Dietary
590	Social service and admin.
600	(incl. social service workers' salary)
	Out-patient department (including hot bath room)
	Total

RECEIVED  
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 JOINT OFFICE

MINUTES OF MEDICAL FACULTY MEETING

April 14th, 1938.

*Case is attached to  
Shields letter  
of 4/13/38*

Present- Drs. Shields, Cell, Smyly, Scott, Kiang, Yew, King,  
Ingle, Morgan, Mosse, Mr. Yu Fu Hsin.

Dr. P. C. Hou

905 Resolved- That we approve of Dr. Kilborn's suggestion, in his letter of March 29th, that Dr. Hou accept the position of Professor of Pathology at West China Union University, and that we continue to pay his salary, in conformity with our general arrangements for the Cheeloo staff at Chengtu.

Tentative Policy

Resolved- That we adopt the following as a tentative policy for 1938-39:

906 That we approve of the staff and students at present in Chengtu continuing their work there;  
That we open school here in the autumn for 1st year students (and premedical, if this can be arranged with the Science College) and internes.