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PEKING UNIVERSITY
College of Arts and Sciences for Women
Teng Shih K'ou
PEKING, CHINA

Minutes of the First Meeting of the Temporary Administrative Committee of Yenching College, held ^{April} ~~March~~ 10, 1922, in the study of the Dean.

This Committee was organized in accordance with the following vote passed January 17, 1922, by the Yenching College Committee:-

"That a temporary Administrative Committee of the Women's College shall consist of the women members of the Board of Managers, the Dean of the Women's College, and a representative appointed by the Women's Foreign Missionary Society".

The members present were Acting-President J.B. Taylor, Dr. Eliza Leonard and Miss Ting Shu Ching, of the Board of Managers, Miss Frances Gray, the representative of the W.F.M.S. of the Methodist Church of North China, and Dean Miner. Mrs. M.S. Frame was asked to sit with the Committee.

The meeting was called to order by Dean Miner, after which Acting-President Taylor was asked to preside, and Dean Miner to act as secretary. Prayer was offered by Mr. Taylor.

Miss Miner stated that prior to the organization of this Committee her resignation as Dean had been offered to the Executive Committee of the Board of Managers of the University.

- Action 1 Voted: that the Administrative Committee has received with very great regret the news that Dean Miner's health and the burden of the work necessitate her resignation as dean; the Committee desires to place on record its profound sense of the greatness of the work she has accomplished and its earnest wish that her unique experience and wise judgment should be retained for the years immediately in front of us when the College is passing throo a critical period in its development as a constituent college of the Huapeh University: the Committee recommends that subject to the approval of Dr. Stuart the Yenching College Committee should urge the Trustees to appoint Miss Miner as a Vice-President of the Huapeh University with special reference to the Women's Colleges of the University, and that Mrs. Frame be appointed Dean of the Women's College."
- Action 2 Voted: that Mrs. C.G. Zwenor be asked to give full time the coming academic year to the teaching of English in the Junior College, and that if this is impossible, ~~that~~ she be requested to continue to give half time service, with the same salary as at present,
- Action 3 Voted: that this Committee request the London Missionary Society in Peking in view of the need for a teacher in the Mathematics department, to allow Miss Hancock of that Mission to give full time if possible to teaching in the College, or any such proportion of her time as could be spared from other work.
- Action 4 Voted: that Miss Florence Starr be invited to join the Faculty as teacher of drawing and designing if the Yenching College Committee can provide her salary.
- Voted to adjourn.
- Hulla Miner Secy -*

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PEKING UNIVERSITY
College of Arts and Sciences for Women
Teng Shih K'ou
PEKING, CHINA

May 25, 1922.

The Committee met at Yenching College at 4:15, and the meeting was called to order by Acting-President Taylor.

Other members present, Dr. Leonard, Miss Gray, Miss Ting Shu Ching, and Dean Miner.

Prayer was offered by Miss Gray.

The Dean reported that Mrs. Zwemer had consented to continue her teaching another year on the present terms.

Mr. Taylor reported favorable action on the part of the London Mission in response to our request regarding Miss Hancock, who will give part time next year to the teaching of mathematics*. He also reported that Miss Starr will continue her work at Tsinghua College next year.†

A letter from Dr. Balme was read expressing the hope that although the Board of Trustees had not approved the scheme for amalgamation with Shantung Christian University, there might still be cooperation and no rivalry, when they open their ~~XXXXXXXX~~ doors to women students. Voted at 5 P.M. to adjourn.

Luella Miner, Secy.

* It will be necessary for the College to pay Miss Hancock's salary in part, probably in proportion to the amount of time given, as the London Mission is in financial straits and must get a substitute worker.

† Miss Starr may still be able to give half time to Yenching College.

L. M.

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1922

The Temporary Administrative Committee of Yenching College held its third meeting at the Dean's Office June 8, and was called to order by Acting-President Taylor, after which prayer was offered

Members present, Mr. Taylor, Miss Gray, Miss Ting, and Dean Miner.

The Committee was glad to welcome Mrs. J.M. Avann, of Chicago, Chairman of the Yenching College Committee, whose advice on the matters discussed at this meeting was invaluable.

Action 5. Voted that Miss Starr be invited to give half time to Yenching College next year, her salary being paid from the allowance for a third teacher which has been promised by the Presbyterian Mission, and that the Yenching College Committee be requested to provide half time salary for her after her furlough in 1923. (See Action 4)

Action 6. Voted that we request the Board of Managers to consider the following recommendation:- That we receive with favor the informal proposal that the Y.W.C.A. send students to Yenching for a year of special training, and cooperate in staffing and financing the College, and request the Yenching College Committee to consider this matter, and if approved, arrange for such cooperation.

Action 7. Voted that the Peking University Council be asked to make special arrangements, as requested by the Y.W.C.A. representative, regarding entrance examinations and a special course of training for one year, with Mandarin as the medium of instruction, the studies being selected from those in the regular curriculum with the exception of the technical training which will be provided by the Y.W.C.A.

June 6

The following cablegram received by Mr. Gibb of the Construction Bureau of the University was read and interpreted as shown by words in brackets:- "Girls' College five buildings

(layout) approved. Grounds plan submitted needs alteration. Architects suggest (1) Either omission of seven (building) plan southern pair (of buildings) (using a) wall or dormitories to fill the vacancy at (2) or preferably (shift) Junior (College building) to the East, Athletic (building) to the South, (later adding a) similar academic (building) to the North. (3) Substitute plan is being sent. Women's Committee request you to confer (with) Murphy (and) Girls' College representative. Women's Committee will accept decision if agreed by Murphy.

Then proceed with building."

There was some doubt expressed as to whether the last one or two sentences applied to (1) and (2) or only to (3), but with the approval of Mrs. Avann the following vote was taken:-

Action 8. Voted unanimously to recommend to the Buildings and Grounds Committee the approval of (2) which would make it possible to proceed this year with the erection of The Faculty Club House and the Russell Sage Memorial Building.

Voted to adjourn.

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July 1, 1922. The Administrative Committee met at five P.M. at Yenching College, and was called to order by Acting President Taylor, who led in prayer.

Other members present, Dr. Leonard, Miss Gray, Miss Miner. Mrs. Avann, Chairman of the Yenching College Committee was also present, and her discussion of the various questions and advice was most helpful.

A letter was read from Mr. Kuan Hsieh Yü, instructor in Physics, offering his resignation, as he has accepted the position of principal of Bridgman Academy.

Voted that this resignation be accepted, and that the secretary be asked to express to Mr. Kuan the regret of the Committee that his connection with the College, where he has taught with success almost from its beginning, must cease, and also its warm appreciation of his faithful services.

The acting-treasurer, Miss Miner, presented a statement of the accounts of the Women's College for the year ending June 30, 1922, and also reported that as the accounts of the Treasurer of the Yenching College Committee Treasurer, Mr. Bowman, had not yet been received, the exact amount available for the year just beginning could not be known. Neither is it known whether a third salary from the Presbyterian Mission would be provided to cover the part time salaries of Miss Starr and Miss Hancock, and the amount which will be contributed by Wellesley has not yet been reported.

Miss Miner reported that Miss Florence Angell, a graduate of Smith College who had acted as ~~secretary~~ Secretary to the Dean of Smith College, and has served Mrs. Thurston of Ginling College very acceptably the past few months, is coming to Peking and might be willing to serve in this college as secretary for a short time. In view of the uncertainty about funds, as reported above, the following action was taken:-

Action 10 Voted, that Miss Angell be invited to serve as secretary in the College for half time for three months in the autumn or late summer, at a salary of \$70 dollars a month, with a room provided at the College, and board at the usual rates to faculty members, provided this arrangement meets with the approval of Dean Frame and the other members of the faculty.

The question of salaries of the Chinese staff was discussed. It was reported that Miss Ruth Cheng, a returned student, had completed three years of teaching, receiving the past two years the regular salary of a single missionary of the American Board, \$120⁰⁰ local currency. As

the American Board salaries have been increased this year it was felt that Miss Cheng's should also be increased, notwithstanding the shortness of funds for the current year.

Action II. Voted that Miss Cheng's salary be increased to \$115 a month for the current year.

Action I2. Voted that Miss J.E. Payne be asked to serve as treasurer for the Yenching College
X for the coming year, and that one of the University auditors, Dr. Wolferz, and Dr. Leonard of this Committee, be asked to act as auditors.

A letter was read from Mrs. C.H. Fenn, Secretary of the Board of Managers of the H Union Women's Bible Training School, stating the need of training for more advanced students than they can provide for, even with their new standards, and requesting the Administrative Committee of the Women's College of Yenching University to establish a Department of Religious Education in Mandarin as soon as possible. In view of the action recently taken by the University Council approving the offering of a special course of training for one year for Y.W.C.A. secretaries, largely in Mandarin, and also of the fact that the smallness of the present staff of the College makes it impossible at once to establish an extended course, it was thought unwise to refer the matter to the Council, but the following action was taken:-

Action I2. Voted that the secretary be requested to write to Mrs. Fenn, explaining the situation, and the nature of the one year course proposed, and suggest that any suitable candidates might enter for this secretarial course, in which other studies would be substituted for the technical training for Y.W.C.A. secretaryship; the question of future expansion of this course being taken up later.

Voted to adjourn at 6:30

Luella Miner,
Sec'y.

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the American Board salaries have been increased this year it was felt that Miss Cheng's should also be increased, notwithstanding the shortness of funds for the current year.

Action II. Voted that Miss Cheng's salary be increased to \$115 a month for the current year.

Action IS. Voted that Miss J.E. Payne be asked to serve as treasurer for the Yenching College for the coming year, and that one of the University auditors, Dr. Wolfers, and Dr. Leonard of this Committee, be asked to act as auditors.

A letter was read from Mrs. G.H. Fenn, Secretary of the Board of Managers of the Union Women's Bible Training School, stating the need of training for more advanced students than they can provide for, even with their new standards, and requesting the Administrative Committee of the Women's College of Yenching University to establish a Department of Religious Education in Mandarin as soon as possible. In view of the action recently taken by the University Council approving the offering of a special course of training for one year for Y.W.C.A. secretaries, largely in Mandarin, and also of the fact that the smallness of the present staff of the College makes it impossible at once to establish an extended course, it was thought unwise to refer the

matter to the Council, but the following action was taken:-

Action IS. Voted that the secretary be requested to write to Mrs. Fenn, explaining the situation, and the nature of the one year course proposed, and suggest that any suitable candidates might enter for this secretarial course, in which other studies would be substituted for the technical training for Y.W.C.A. secretaries; the question of future expansion of this course being taken up later.

Voted to adjourn at 8:30

Mellie Miner,
Sec'y.

Administrative Comm.

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September 1, 1922.

The Administrative Committee of the Yenching Woman's College met at eleven o'clock at the home of President Stuart. In the absence of Acting President Taylor, Mrs. Frame took the chair and led in prayer. Other members present were President Stuart, Dr. Leonard, and Miss Gray. Mrs. Avann, Chairman of the Yenching College committee, was also present again giving her helpful advice and counsel.

A report from the Yenching College Committee in America was read by Mrs. Frame in which the resignation of Dean Miner was regretfully accepted but in which she was also happily appointed permanent chairman of the Administrative Committee. The committee unanimously reaffirmed the appointment of Miss Miner as permanent chairman and voted that Mrs. Frame act as vice-chairman. In the absence of Dr. Miner, Mrs. Frame as vice-chairman then took the chair. Miss Gray was elected secretary of the Administrative Committee. On account of lack of time the minutes of the last meeting were not called for.

It was reported that Mrs. Fenn approves the action of the Administrative Committee in preparing a special higher religious education course for well-prepared girls.

Action 13 Voted that the Yenching Committee be urged to secure a suitable well-prepared woman for secretarial work and that in the meantime permission be granted the college to find someone in China to give temporary assistance in this line.

Action 14 Voted that the Woman's College be authorized to arrange for medical assistance temporarily, suggesting that a foreign physician and a Chinese nurse be secured.

Action 15 Voted that the necessity of providing permanent medical aid for the University be called to the attention of the Board of Managers, suggesting that we deem it essential that a permanent staff consist of at least one foreign physician (man), one Chinese woman physician, and the necessary nurses needed to supplement their work.

Action 16 Voted that the Administrative Committee refer to the Board of Managers the question of a larger basis of support for the Woman's College.

Action 17 Voted that Mrs. Frame be asked to act on the Buildings and Grounds Committee in the absence of Dr. Miner, pending a permanent appointment by the Board of Managers.

Voted to adjourn at one o'clock.

Signed,

Frances Gray, Secretary.

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December 7, 1922.

The Administrative Committee of Yenching College met at 11 o'clock in the office of Dean Frame.

Those present were Mr. Corbett, Miss Gray, Mrs. Goodrich, Mr. Tayler, Mrs. Frame. reading of

The minutes of the last meeting were omitted, and the meeting at once proceeded to a discussion of the questions raised in the letter from Mrs. Lee of Oct. 30, and the minutes of the Oct. meeting of the Yenching College Committee.

Action 18. Voted, that since the Administrative Committee on the field has been asked to express its judgment concerning Y Action 103, Yenching College Committee minutes, we go on record as approving such action, further suggesting that residences for the foreign and Chinese staff are in a separate compound from the campus, plans for these buildings need not be referred to Murphy, McGill and Hamlin. Also that in our judgement, it would be very unwise to take the construction work away from the present Construction, *B. mean,* since even Mr. Hamlin agrees that it is being very well done.

Action 19. Voted, that as this Administrative Committee ~~and the~~ is held responsible by the Yenching College Committee in America for all business pertaining to the Yenching College, and for the oversight of all its interests, in the matter of construction, artistic details, and planning for the building program, we therefore consider it most essential that all plans for the women's college buildings, together with questions of tile, color, artistic effect, etc., be submitted to this committee before decisions are reached.

Action 20 Voted, that since the question of the color scheme of the University buildings for both Men's and Women's Colleges is not yet satisfactorily settled, we recommend that the (New York) Buildings and Grounds Committee be requested to look into this matter, to see what further steps can be taken to insure satisfactory results.

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Action 21 Voted, that we approve of the report given by Miss Payne treasurer of Yenching College, with regard to the general budget for 1923-1924, and that the same be forwarded to the Yenching Com.

Action 22. Voted, that we ask the Presbyterian Mission Board to appoint Mrs. Cynthia Zwemer to the English Department of Yenching College, as their representative for a term of five years, beginning in 1924.

Voted to adjourn.

Signed,

Frances Gray, Secretary.

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MINUTES OF THE ADMINISTRATIVE COMMITTEE OF THE WOMAN'S COLLEGE,
MARCH 15, 11 A. M. 1923

Present: Dean Frame, Mrs. Goodrich, Miss Li Te Chuan, Miss Gray,
Mr. Tayler and Mr. Corbett.

ACTIONS TAKEN.

1. Voted to ask the W. F. M. S. of the M. E. Church to nominate a member of their mission to succeed Miss Gray and that said nominee be coopted as a member of this committee.
2. Voted to coopt Mrs. Chuan Shao Wen (and Alumna of the College) as a member of this committee.
3. Voted that it is the opinion of the Committee that the Dean should have a separate house outside of the quadrangle.
4. Voted that Miss Frommel be asked to come as music teacher for one year.
5. Voted that the Dean be asked to approach the L. M. S. to see if Miss Hancock can be secured to give full time to the College.

Hartman The urgent need for new members of the staff in Music, English, Biology and Botany, History, Education, Psychology and Philosophy. *James*
was emphasized in the discussion. *Wang*

MEETING OF THE ADMINISTRATIVE COMMITTEE

June 7, 1923.

Persons Present

Guests: Mr. Warner, Vice-president of the Board of Trustees.
Mrs. Warner, of the Yenching College Committee.

President J. L. Stuart.
Dean Frame, Chairman,
Mrs. Goodrich, representing the American Board Mission,
Miss Knox, representing W. F. M. S. of the M. E. Church,
Miss McCoy, representing the Presbyterian Mission,
Mrs. Ch'uan) Alumnae of the College.
Miss Li)
Mr. C. H. Corbett, Secretary of the Board of Managers.

Minutes:

The minutes of the last meeting were read and approved.

In regard to decisions made at the last meeting, Dean
Frame announced:

(1) that the L. M. S. had agreed that Miss Hancock might
live at the College and teach 15 hours a week,

(2) that arrangements for the coming of Miss Frommel had
been made,

(3) that Yenching College Committee had decided that the
building hitherto designated as the "Faculty Club House" should
hereafter be the Dean's residence.

1. VOTED to accept the decision of the Yenching College Com-
mittee that the Faculty Club House be the Dean's residence.

YENCHING WOMEN'S COLLEGE
PEKING, CHINA

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2. VOTED to coöpt Mrs. Stanley Wilson as a member of the Administrative Committee.
3. VOTED to recommend Miss Mills and Miss Morrison to be permanent members of the staff, their academic rank to be decided in the autumn.
4. VOTED to ask Miss Ch'eng to stay on as a member of the College staff.
5. VOTED to ask Mr. Warner to make a report of his visit to Peking, to the Yenching College Committee.

Dean Frame made a report of the prospects for new teachers for the autumn.

6. VOTED to recommend to the Yenching College Committee that the sum of Gold twenty-five thousand dollars (G. \$25,000) be appropriated for library and equipment, including books, this being one-third of the estimated total cost, provided that this be in harmony with the conditions under which the fund was raised and with the wishes of Mrs. Pendleton and her sisters, in the expectation that there will be no delay in the expenditure of the entire amount of Gold seventy-five thousand dollars (G. \$75,000).

Adjourned.

C. H. Corbett,
Secretary pro tem.

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YENCHING WOMEN'S COLLEGE.

Administrative Committee Meeting. May 31, 1924. 10:30 A.M.

Present: Dean Frame, Dr. Stuart, Mrs. Dildine, Misses Jaquet, McCoy and Wood.

It was suggested that a discussion of the problems concerning a Practice School be held at this meeting but that any definite decision be delayed until later when Mrs. Lee can meet with this committee.

The minutes were accepted as read.

Dr. Stuart read the minutes of the April 9th meeting of the Yenching College Committee and the report of the Yenching College Committee to the Board of Managers.

He also reported that since May 7th Miss Su I Wang has been giving her time to working for new salaries for the Women's College.

It was recommended that a letter be written to the Yenching Committee bringing more pressure to bear on the need for haste in sending at least the ground plans for the gymnasium.

Discussion of the attitude of this committee toward the establishment of a permanent office at home.

Dr. Stuart suggested that when any action regarding this matter be taken it should be reported to Mr. Lewis, the executive secretary.

Miss Wood recommended that this discussion about a permanent office at home be continued later when Mrs. Lee might be present.

Dean Frame presented a rough estimate of the cost for building and grading at the new site and of the annual upkeep necessary. A rough estimate of the annual upkeep of the Kindergarten-Primary Training School and High School of the proposed Practice School together with the Women's College share of the building and equipment was also included.

Dr. Stuart reported that the Men's College now has no funds either for buildings or maintenance of buildings for a Practice School. Unless such funds should be secured from some special source within the next eight months they can contribute nothing to a Practice School.

Dr. Galt expressed the opinion that if the Women's College went ahead with plans for a Practice School, without the aid of the Men's College, the school should then admit girls only and should be entirely under the direction of the Women's College.

Voted 1: To have a meeting with Mrs. Lee, Saturday, June 14th, to discuss this questions and others.

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Dr. Stuart recommended that as soon as possible a budget of the lowest possible estimate for running expenses at the new site be sent to Mr. Lewis and also a budget indicating what it would be desirable to have for running expenses at that time.

Miss Wood reported for the Sub-Committee on Buildings and Ground recommending that negotiations for purchasing needed property be resumed and that the committee await a report from Mr. Gibb regarding the purchase of the Pu Lun property.

Voted 2: To accept the report of this committee.

Voted 3: That this committee feels that the time has fully come to secure land known to be necessary for the buildings of Yen-ching Women's College.

Voted 4: That the Administrative Committee recommend the purchase of the Pu Lun property if the share of the Women's College did not exceed \$5000 Mex. on a 1:2 basis.

Miss McCoy gave the report of the Nominating Committee.

The following committee was elected,

Building Committee

- Dr. Galt
- Dean Frame
- Mr. Corbett
- Mr. Glyisteen

Miss Sargent was elected secretary for 1924 - 1925.

Nominations for the Middle School and Curriculum Committee were referred back to the committee for further consideration.

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ADMINISTRATIVE COMMITTEE

November 26, 1924

Present: Dean Frame, Dr. Stuart, Mrs. Hung, Mrs. Gleysteen, Miss Jaquet, and Miss Wood

Prayer by Miss Wood

Reports of Committees

Special Committee on Cooperation with Manchurian Missions:

Miss Wood made a request that a formal letter be written to the Manchurian Missions asking for a member of the faculty from the Manchurian Missions; or otherwise, an annual pro rata grant in aid to the college.

Voted 1: That such a measure be taken pointing out that Yenching College aims to supply the needs of higher education for North China, Manchuria included, and that we ask whether they will not consider the question of appointing a member to the Yenching College faculty.

Curriculum Committee:

study also costs of operation

Mrs. Gleysteen reports for the Curriculum Committee that they were planning to get in touch with the other Oriental women's colleges and make a comparative study of their curricula. The committee also made the suggestion that special attention be given to preparing young women to teach Chinese.

Voted 2: That this report be accepted.

Mrs. Frame reported on the progress of the building at the new site, and announced that the Grounds and Buildings Committee had approved of the election of a Faculty Committee on Furniture, on which Miss R. Stahl is the representative of the women's College.

Mrs. Frame also reported that a letter had been received from Mr. Murphy suggesting a general change in the axis of the new campus and the erection of two small buildings instead of the one large building planned for the gymnasium. Disappointment was expressed at the long delay in receiving plans for the gymnasium, in spite of two cables and several letters from the field, urging the retention of the five-building group.

Discussion of the proposed Practice School at Haitien.

Mrs. Frame reported that the faculty of the Women's College had voted to recommend starting a Practice School in the fall of 1925 to provide for a year of pre-nursing work, three years of Kindergarten-Primary Training School work and the last two years of a Senior High School. The latter would make temporary provision for subfreshman work.

Explanation was made that the school could be temporarily housed in one of the Women's College dormitories which would probably not be needed for college students, 1925-26, and that one or two of the staff who have come out to do Sub Freshman work could teach in this school.

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The following recommendations from the Entrance Committee were read:

Yenching Practice School a college preparatory school but as a practice school for the Department of Education, even though for a few Entrance Regulations 1925.

There will be three grades of Entrance Examinations set June 27, 29, 30, 1925.

I. For those intending to train for Kindergarten Primary Work. Students who enter for this examination must have, at least, a certificate showing that they have satisfactorily completed the second year of the old four year's Middle School course, or a certificate showing that they have satisfactorily completed the third year of the new Junior Middle School course. They will be examined in, Chinese, Mathematics, History, Geography and Singing.

Probable number admitted ten.

II. For those wish to enter the fifth and sixth years of the Middle School. Students who enter for the sixth year examinations must have a certificate of graduation from a four year's Middle School or a certificate from a six year's Middle School stating that they have satisfactorily completed the fifth year.

Probable number 40. --not more.

Students who enter for the fifth year of the Middle School examination must have a certificate showing that they have satisfactorily completed three years of a four year Middle School, or a certificate that they have satisfactorily completed the fourth year of a six year's Middle School.

Probable number 20.

In both years the subjects for examination are Chinese, English, Geography, History, Science and Mathematics.

NOTE If a sufficient number passes the June examination there will be no fall examination.

New Regulation for Re-entrance to College.

Owing to the fact, that under present circumstances, practically all instruction in the more advanced courses is given in English it has been decided that from and after November 1924, old students of the College, who have been absent two years, or more, can only be re-admitted after passing a Freshman Entrance Examination in English.

The committee favored securing the following new members for the college staff in 1925-6: 1) Chinese assistant for correcting mathematics papers, 2) a half-time Chinese science teacher (Miss Wang),

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Miss Wood expressed the opinion that it should be definitely stated that the main and permanent purpose in starting and maintaining this Practice School is not as a college preparatory school but as a Practice School for the Department of Education, even though for a few years it might be necessary to maintain a large division of students in the last year, graduates of four year Middle Schools, who were definitely preparing for College Entrance Examinations. Miss Wood also felt that the natural division would be either a Senior Middle School (new Style) or a full six year Middle School, and that by having enough years to be classed as a Senior Middle School the Practice School would avoid possible criticism as being a college preparatory school from which it would be comparatively easy to enter the University.

The majority of the Committee expressed agreement with these --opinions.

The opinion was also expressed that by having a full three years Senior High School the possibility of the faculty laying all the emphasis on college preparatory students would be better avoided.

The suggestion was made that the Kindergarten-Primary Training School be called the 1st year of this Senior High School, since it is actually of this grade, but that it be stated that present only one choice can be offered to students in this grade, that is, Kindergarten-Primary, because of limitations of staff and resources.

Discussion of the budget of the Practice School.

Voted 3: To invite Miss Sui Wangth act as principal for the first year, 1925-6.

Voted 4: To recommend that we accept the proposed budget and the plan for the Practice School as recommended by the faculty of the Women's College and approved by the General Faculty of the University.

The Assistant Treasurer gave a report for the year 1923-4 showing that the net income for the year amounted to \$5181.79. The certificate of the auditor was presented showing that the Income Sheet and Balance Sheet are in accordance with the books and exhibit a true statement of the financial condition of the college.

Voted 5: To accept this report as read.

Requests for New Members of the Staff

Voted 6: That this Committee send a formal and urgent request to the London Mission asking that Miss Wood be allowed to give not less than two days a week during the school year 1925-6.

Voted 7: That Miss He Ching An, Home Economics Assistant, on joining the staff of the Home Economics Department receive \$1200 for her first year's teaching.

The committee favored securing the following new members for the distinctively college staff in 1925-6: 1) Chinese assistant for correcting Mathematics papers, 2) a half-time Chinese science teacher (Miss Huang).

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- 3) an assistant in the Home Economics Department (Miss Ho Ching An),
 - 4) an English teacher, 5) a foreign physical Education teacher,
 - 6) a foreigner to act as treasurer and assist with English teaching,
 - 7) a foreigner to act as Household Manager and 8) Miss Margaret Speer as a member of the English Department, in addition to new members to take the vacancies in the History and secretarial department.
- (See note # 1)

Budget for the year 1925-6

G. Coon

The following recommendation from the Finance Committee of the Women's College faculty was read: Voted, to recommend to the Administrative Committee that the Yenching College Committee be asked to be responsible for the one-seventh of the total University budget for 1925-6 (this being based on the fact that the current budget of the Women's College is approximately this percentage of the University budget), provided that this shall not affect Board appointments and that the proportion of Women's College teachers to students be not less than one to fifteen.

A tentative budget for 1925-6, prepared according to this recommendation was presented and discussed.

X

Vote 8: That we adopt the recommendation of the Finance Committee, regarding the budget, as an experimental basis for 1925-6.

Two recommendations from the Finance Committee of the Women's College faculty were read and the following votes were taken:

X

I. Vote 9: That while the Administrative Committee values the close connection now existing between the staff members of the Women's College and their home Mission Boards, and wishes it to be preserved, it would recommend to the Yenching College Committee that (1) some way be devised by which the same now contributed for the salaries and allowances of their appointees by the cooperating boards be paid directly to the Yenching College treasurer (as is done in the case of Giding College); and (2) that all boards be asked to consider paying the same salaries and the same extra allowances for medical care, language, outfit, etc.

X

II. Vote 10: That in view of the fact that instructors whose salaries are paid from the Yenching College treasury and not by the Boards, have no resources in case of desiring language study or of falling ill, that the Administrative Committee refer this problem to the consideration of the Yenching College Committee, asking them to suggest a just and generous policy in regard to allowances for medical care, language, and outfit for instructors so engaged.

The following vote of the Yenching College faculty was reported:

Voted that we adopt the following regulations with regard to refunding student fees: a) if a student withdraws from college of her own accord or because of college action, no refund shall be made in Board, tuition or other fees. b) in case a student withdraws because of illness or other necessity not covered above, special action will be taken by the faculty.

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Voted 11: to ask the faculty of the Women's College to act on this matter in consultation with the Men's College, and publish the regulations thus decided on.

Dr. Stuart suggested to the committee the possibility of having all new members of the staff since they are technically on a temporary basis, teach one year before studying the language.

The consensus of opinion seemed to favor such a suggestion as giving new members of the staff a year in which to prove their suitability for their positions, their desire to continue in their work, and adaptability to climactic conditions, before beginning their language study, looking to permanent continuance with the college.

Voted 12: To refer to the Board of Managers the suggestion that the first year of new members of the staff be regarded as a period of probation, to be used in actual work for the University.

Dr. Stuart suggested that it might be wise for the college to keep in mind the wisdom of adding more Chinese teachers to the staff of the English Department.

NOTE 1: The additional staff required for the proposed Practice School only calls for one additional English Teacher, see Practice School budget.

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Budget of the Practice School

2 English Teachers	\$3360	Mex.
1. Chinese "	720	
1 Mathematics " <i>(Chinese)</i>	720	
1 Gymnasium " "	720	
1 Science " <i>(Chinese)</i>	720	
1 Matron "	300	
2 Servants "	192	
Incidentals "	500	
Heating and lighting	3000	
Doctor's Care	500	
1 Kindergarten Teacher	720	<i>(Chinese, for Model Kindergarten)</i>
	<u>\$11452</u>	

Receipts

Tuition (80 students)	\$3200 Mex.	(100 students)	\$4000 Mex.
Room	2400		3000
Medical fess	400		500
1 English teacher	1680	<i>(Mrs. Zeman?)</i>	1680
Tuition from Kind. Child.	400		400
	<u>8080</u>		<u>9580</u>
Balance		\$ -3372 Mex.	\$ -1872 Mex.

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Administrative Committee Meeting
May 27, 1925

Present: Miss Stahl, Mrs. Wilson, Mrs. Gleysteen, Mrs. Hung, Miss Jaquet and Miss Wood.

Voted 1 - that Miss Stahl act as chairman during Mrs. Frame's absence.

Minutes of the last meeting were approved as circulated.

Mrs. Wilson reported that the Kindergarten Primary Training School Committee had approved of Miss Hobart's suggestion that Mr. Li be retained on the staff. It was explained that Mr. Li's salary had been carried on the Men's College budget during the past year and that the Men's College were not willing to pay his salary for another year. As Mr. Li has been teaching fourteen hours he seemed indispensable to the Kindergarten Primary Training School. It was suggested that Mr. Li could add to his schedule the Subfreshman courses which Mr. Kao has been teaching at the Women's College and that Mr. Kao's salary would then be available for Mr. Li. The difference between the two salaries however amounted to \$660 for the year.

Voted 2 - that Mr. Li be asked to continue his work at the Kindergarten Primary Training School next year and that he add to his schedule the Subfreshman Chinese courses at the Women's College.

And that Mr. Li's salary be paid by Yenching Women's College but that the funds to be used for this purpose be left for Mrs. Frame's consideration when she returns in September.

Miss Stahl reported that one of the members of the graduating class of the Kindergarten Primary broke rules after repeated warning that such behavior might mean dismissal from school. The Faculty decided to withhold her diploma for a year. In case her year's work was satisfactory in the school in which she taught she would then be granted the diploma. The girl preferred to return to her home.

Mrs. Wilson reported that arrangements had been made to house the Kindergarten Primary Training School students next year in the upstairs rooms of the American Board Kindergarten building.

The following report from the Special Committee on Buildings was read:

Re Mr. Murphy's sketch for the Women's College Gymnasium, dated March 6, 1925. -

After careful consideration the Committee concludes that the building as indicated by the sketch is inadequate in size and inconvenient in arrangement.

The Committee, after hearing of further action by the Yenching College Faculty, and by the Grounds and Buildings Committee, with respect to the problems involved, inclines to the opinion that the best solution will be the location of the gymnasium at the south end of the Women's Dormitory Quadrangle, where there will not be such serious limitations in the size and architectural arrangement of the building.

Voted 3 - that we pass this report on to the Grounds and Buildings Committee without comment.

Gymnasium location

5/27/25

2 / Miss Stahl reported that the Housing Committee of the faculty was finding it very difficult to accommodate all the members of the staff for next year.

Voted 4 - that the Housing Committee of the faculty be authorized to rent premises for the staff if they find it necessary.

The following report of the Committee on Salaries for Chinese members of the Staff was read:

3 / That we recommend that the scale of salaries for Chinese Members of the staff be as follows:

Instructor	
Assistant Professor	From \$75. to \$130.
Associate Professor	per month
Professor	

3 We recommend that allowances beyond salary payments, for example, Language study, medical attendance, furlough etc. be granted to permanent members of faculty who are not regular appointees of Mission Boards, that these allowances be paid in the basis of the average amount of similar payments granted by mission boards to their appointees.

Voted 5 - that we accept this report.

Miss Stahl read parts of the minutes of the Yenching College Committee meeting April 8, 1925.

Adjournment

Secretary pro tem.

August 29, 1925.

Voted:- (By letter)

To approve of releasing Miss Booth at the end of the first semester if a satisfactory substitute ^{can} could be found.

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Administrative Committee Meeting
October 7, 1925

Present: Mrs. Frame, Mrs. Calhoun, Mrs. Gleysteen, Mrs. Hung,
Mrs. Wilson, Miss Fearon, Miss Wood, Mrs. Dildine and Dr. Felt.

Minutes of the last meeting and ad interim motion were approved.

Voted 1 - that Miss Stahl and Miss Cookingham be given a vote of
appreciative thanks for carrying extra responsibilities while Mrs.
Frame was in America.

Mrs. Gleysteen, chairman of the Curriculum Committee, reported the
following suggestions: (1) that academic credit be given for Physical
Education, (2) that admission requirements of other colleges, particu-
larly the comprehensive plan used in Eastern Colleges in America, be
studied with a view to making some change in our entrance requirements.

The report of the Curriculum Committee was accepted.

Mrs. Wilson, chairman of the Kindergarten-Primary Training School
Committee, reported that since Yenching was unable to move to Haitien
for work this fall the committee had made arrangements for carrying on
the Kindergarten work for another year in the old quarters. Dormitories
for the students had been provided by the American Board, Miss Hobart
was living with the students. After necessary repairs had been made the
buildings seemed fairly satisfactory to meet the emergency.

The report of the Kindergarten-Primary Training School Committee
was accepted.

The Committee on Middle Schools had no report to make.

Mrs. Frame reported unofficially that the following gifts had been
secured for Yenching: A gift of \$6000 for furniture for Sage Memorial
Recitation Hall; \$5000 for the Primary Practice School Building and
something like \$3000 had been secured in pledges for annual running
expenses, with about \$5000 in Cash.

Voted 2 - that the Administrative Committee reiterate its request as
of April 22, for an "Ad interim" Executive Committee of the Yenching
College Committee, empowered to act in emergency conditions.

Plans for the Gymnasium were presented to the Committee. Mrs. Frame
mentioned the problem of filling in the quadrangle with other buildings
if the Gymnasium were placed at the south end of the Athletic Field.
The possibility of placing the Fine Arts Building on the north side of
the quadrangle and a Home Economics and Students' Building on the south
side of the quadrangle was mentioned, but it was felt that the college
should delay any definite designation of future buildings until further
experience of actual conditions at Haitien. Mrs. Frame reported that
estimates for the building itself did not exceed \$60,000 gold.

Voted 3 - to recommend Gymnasium Plan dated August 22, 1925 to the Grounds
and Buildings Committee with the approval of the Administrative Committee
with the proviso that when the plan is completed it be approved by
physical education experts.

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The possibility of securing funds for a building as a gift from Wellesley College was suggested. It was the feeling of the committee that an endowment fund from Wellesley would be more desirable but that if a building seemed preferable to Wellesley that it be suggested to them that they build the Gymnasium.

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Mrs. Frame announced that Miss Krespach (English), Miss Giang (Biology), Miss Ch'en (Physical Education), and Miss Huang (Chemistry) had joined the Yenching staff and had already begun their work; that Miss Speer had begun her work in the Language School; that Miss Grace Boynton had been given leave of absence to study language during the year and that Miss Wagner and Miss Edith Boynton would arrive in Peking in a few months. Mrs. Frame also announced that Miss Tseng, who was a graduate of the Kindergarten Primary Training School and who had had some experience teaching there, was now studying in America and would return to our Kindergarten Primary School after completing her course. Miss Ruth Cheng received her M.A. degree at Ann Arbor and is now studying in Columbia College. Miss Irene Ho is spending another year in Corvallis and is doing some writing. Hsieh Wan Ying is at Wellesley this year and will come to our Chinese Department next year. Miss Monona Cheney has been appointed by the Methodist Conference to Yenching, with a view to taking Miss Booth's position. Miss Anderson has resigned and will leave at the end of the year. Suggestions were made for filling Miss James' position at the end of this semester.

Mrs. Frame mentioned that there was a possibility of obtaining a woman from South China to assist in running the dormitories at the new site and also do some teaching in the Practice School.

The committee approved of Mrs. Frame's adding this person to the staff for three years if arrangements could be made with her Mission for her release and if she could find her own salary.

Voted 4 - that Miss Giang's salary should be \$130 a month since this amount had been promised her in New York.

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It was suggested that Mrs. Frame write the Yenching College Committee explaining that \$130 was the maximum salary for Chinese and foreign members of the faculty and that the Administrative Committee considered it advisable that new Chinese members of the staff be started at a lower salary so that an increase might be made after they had proved themselves valuable.

Voted 5 - that a vote of thanks be given Miss Milam for the scholarships which she had obtained for the Home Economics Department.

The recommendations made by the committee on language study for the University were read. No provision had been made for new members of the staff to spend a year teaching before they were given language study. After some discussion it was decided to leave this question for discussion when Dr. Stuart returns.

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7 It was reported that the Yenching College Committee voted to approve of the Practice School under certain conditions. Since there would be some confusion during the first year on the new site it was -

Voted ⁶ that the Practice School for the year 1926-27 should consist of three years of senior middle school only.

It was decided that three o'clock on Thursdays was the most convenient time for meetings of the Administrative Committee.

8 | It was voted ⁽⁷⁾ that a resolution expressing appreciation should be sent to the Yenching College Committee in America who had give so much time and thought to the problems of Yenching College.

The committee decided that it was not advisable for Miss Mills to visit schools in China at the present time.

The Nominating Committee reported the following nominations for standing committees for this year:

Middle Schools

Miss Wood, chairman
Miss Fearon (W. F. M. S.)
Sun Shu Chen

Curriculum Committee

Mrs. Wilson, chairman
Miss Boring
Miss Stahl

Grounds and Buildings

Mr. Gleysteen, chairman
Dr. Felt
Mrs. Calhoun
Mrs. Frame

Kindegarten Primary Training School

Mrs. Cross, chairman
Mrs. Dildine (Mrs. Grosse to fill vacancy when Mrs. Dildine leaves)
Mrs. Hung

Voted ⁸ - that these nominations be accepted.

Adjournment

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ADMINISTRATIVE COMMITTEE
YENCHING WOMEN'S COLLEGE
MONDAY, JANUARY 30, 1928
3 o'clock, A-2, P. U. M. C.

PRESENT: Mrs. Frame, Chairman
Dr. Y. T. Tsur
Mrs. Chuan Shao-jen
Mrs. Far T. Sung
Mrs. W. H. Gleysteen
Mrs. T. D. Macmillan

Mrs. Macmillan was elected secretary pro tem.

The minutes of the meeting of June 2nd, 1927, were read and approved.

Mrs. Frame reported that the Committee on Curriculum had been unable to do constructive work because of illness and absence of its members.

The Committee on the choice of a Chinese dean reported that it had held several meetings and searched the entire field of China for candidates. Miss Tseng Pao-suen has been spoken of as exceptionally able. President Stuart and Mrs. Frame corresponded with Miss Tseng last year, but she finally informed them that she could not consider appointment in Peking. Mrs. Chu of Peking and Mrs. Wang of Mukden have been mentioned as well fitted for the work but probably unavailable on account of family responsibilities. Miss Mali Lee of Nanking and Miss Y. T. Law of Canton have also been mentioned. The Committee has, however, found itself unable to go further in this matter on account of lack of budget provision for salary of a future Chinese dean. No one candidate can be definitely approached until the matter of salary is settled. After full discussion in conference with Mrs. Frame it was decided to write to the New York Committee asking them to make provision for an initial salary of three thousand dollars (\$3000.00) local currency with a continuation of the

CHINESE WOMAN DEAN

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special allowances for hospitality and for the upkeep of the Dean's residence.

In view of the present unsettled state of these negotiations the special Committee feels it particularly important that Mrs. Frame should consent to postpone her plans for resignation to take effect at the end of the present school year. The suggestion has been made to the New York committee that Mrs. Frame be asked to take short leave from April first or May first 1928, until October first, when she should return to help in installing a Chinese dean or in further search for the appropriate candidate. A recent vote of the Women's College faculty bears upon this question. In view of the important plans for a financial campaign in America which are to be carried out as soon as the campaign for the Near East colleges is concluded, and in view of the desirability of as little change as possible in administrative personnel, the Women's College faculty recently voted that Mrs. Frame be asked to reconsider the date of her resignation and to carry on in her present position until the future is somewhat more clear. From the minutes of the New York committee it is evident that that body, also, wishes Mrs. Frame to continue until a suitable Chinese dean is found. It was, therefore,

VOTED to accept the report of the special committee on choosing a Chinese dean, and to ask the Committee to continue its efforts. It was further voted that if by the first of July, 1928, no suitable Chinese dean has been found, Mrs. Frame be asked to take short leave beginning the first of October for six months.

The budget for 1928-1929 was presented in tentative form and was approved in principle. BUDGET

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Mrs. Frame reported on the recent conference on reorganization of the University administration which took place in New York.

UNIVERSITY
REORGANIZATION

Mrs. Frame stated that the continuance of the Practice School is extremely uncertain because of its heavy drain upon the University finances. The value of the Practice School to the Department of Education and the importance of continuing it as a training school for University material is evident. There is also a certain moral obligation to carry on the present student body of the Practice School. In view, however, of the serious financial problem which it raises, the Committee suggested that the Practice School might be discontinued if fair warning was given to the students so that they might enroll in other schools.

PRACTICE
SCHOOL

In reporting on staff matters Mrs. Frame mentioned the death of the able science teacher, Miss Kao Chün-wei.

STAFF

Additional staff requirements for next year are another music teacher, another English teacher (Miss Speer has undertaken a class deanship and cannot give full time to teaching), and an instructor in Home Economics (Miss Chen I has been offered this position).

In connection with Miss Chen I's appointment the question of travel from America comes up and the Committee

VOTED, in accordance with its recommendation of April first, 1927, that Miss Chen I be offered travel allowance from America on the lines then laid down, namely, full travel allowance (Gold \$400) for a three-year appointment, and a proportional amount for a shorter period, no travel allowance being considered for service less than one year.

It is hoped that Miss Tseng Hsiu-hsiang will return during February to carry on the work of kindergarten training.

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In Religious Education Miss Myfanwy Wood is now arriving in China after study in London and in the Union Theological Seminary and visits to many American Colleges. Miss Wood has seen service covering a large part of China, and was for some years principal of a girls' middle school. She is to be a member of the Department of Religion.

The College Physician, Dr. Barlow-Brown, is now finishing her second year but may be willing to stay for a third. The Committee pointed out the difficulty of securing the right kind of Chinese woman physician with training sufficient for taking care of minor illness and building up protection against illness in the daily program of the women students. It was suggested that the gymnasium is much needed as additional health equipment.

The Committee VOTED to recommend a change in Miss Wagner's title to Assistant to the Dean. Miss Wagner's exceptional training and ability and the wide range of service which she is now giving makes this change appropriate.

Mrs. Frame reported on the recent meeting in Shanghai of the Council on Higher Education. A committee of seven, six Chinese men and one woman, has been appointed to study material on educational institutions prepared by Mr. Cressy and to make a constructive report for unified development of the institutions of higher education under Christian auspices. Such a program is considered essential to the financial campaign in America on behalf of these colleges.

COUNCIL ON
HIGHER EDUCATION

The topics already mentioned bring up many questions which should be considered by the Yenching College Committee at its annual meeting in April. The need for a suitable gateway to the Women's College grounds should be added to these items.

REPORT TO NEW YORK
COMMITTEE

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The Committee adjourned at five o'clock.

E. B. A. Macmillan

E. B. A. Macmillan

Secretary pro tem.

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REPORT OF THE COMMITTEE ON CURRICULUM
OF THE ADMINISTRATIVE COMMITTEE
OF THE WOMEN'S COLLEGE
MAY 1928

Owing to the changing political and military conditions of this year, the committee has had great difficulty in meeting to confer on the problem as to whether the extra-curricular life, and the course of study at Yenching College for Women is meeting, in the most constructive way, the intricate immediate problems of China's young women. At a recent conference, however, the following suggestions were discussed, and we would like to offer them to the Administrative Committee, and through them to the Women's College staff, as possibly containing some material for consideration.

1. There seems to be a general feeling that now, in China, even higher education for women should have a certain vocational trend and aim. The accepted vocations now open to women are, chiefly: teaching, medicine, nursing, social welfare and executive work, in various forms, connected with Christian and other institutions. There has been a trend toward preparing for financial positions in banks or large firms, and the Committee would suggest that the Women's College staff give thought to shaping up a group of studies, including, say, economics and accounting, possibly some typewriting and stenography, which would enable young women to hold high positions in financial institutions. There is, of course, a good but limited opportunity for young women who are qualified to be private secretaries to officials in government, commercial or educational institutions, and preparation for this might also be made a particularly well-organized and practical course.

2. The development of the organization of the Southern Government has shown that they welcome and reward the cooperation of intelligent, educational young women. The large majority of those now holding positions of responsibility and trust are non-Christian. This is bound to react unfavorably in various ways on the Christian undertaking in China. Would it be worth while to see to it that some of our finest and most capable young college women are prepared to take office under a possible government, and in this way be enabled to influence in a broad, Christian, moral way its policies along educational and governmental lines? This would need special training, including sociology, history, economics and political science, but a good deal of emphasis was laid by two members of the committee on the absolute necessity of an adequate preparation in Chinese. Many fine, and otherwise capable, graduates of Christian institutions cannot be advantageously employed by the Southern Government, for instance, because of their lack of ability to write Chinese governmental documents, and official letters in good style.

3. The Committee has felt from its own experience, and from the reported experience of others who have worked with our Women's College graduates, that a large number of them lack practical experience along the line of assuming responsibility, and showing good common sense, initiative, and resource in meeting situations that may arise. They attribute the reason to the fact that many of our young women come from sheltered homes where they have been taken care of and waited on, and have also come from schools where everything has been done for them. When they are placed in situa-

tions of responsibility, sometimes even the most ordinary situations, they seem baffled, and bewildered, and inexperienced. This situation is, of course, not peculiar to Yenching, and acquaintance with the present undergraduate body indicates a change for the better. One member of the committee made the suggestion that as at present our seniors are expected to do some piece of independent work along research or other lines connected with their major studies, as a prerequisite for the degree, the staff of the Women's College also add another parallel prerequisite-prescribing to each girl a certain piece of responsible executive work, a project which she could choose and which might require some time to carry out. It might be carried out under such direction, guidance and help from a faculty member as would make it actually valuable, and should be successfully completed before said student could graduate. Graduates of our colleges are expected to be able at once to take positions requiring considerable executive ability and acquaintance with practical life and how to handle its situations, effectively, and this tentative suggestion is offered for the consideration of the administrators concerned, as one possible way to help supply any lacks which our students may at present have, along this line of meeting the practical needs of society in China.

Educational theory and practice in China is still in such an uneven state, on the whole, that the committee does not feel that the time has come to suggest any very radical changes along the lines of curriculum and courses. It would merely offer these very elementary suggestions for what they may be worth, in an attempt to meet some obvious needs, in present-day China.

(signed) Alice B. Frame

For the Committee

ADMINISTRATIVE COMMITTEE

A meeting of the Administrative Committee of the Women's College was held on Saturday, May 19, 1928, at 11:15 A.M., at Bridgman Academy, Teng Shih K'ou.

The meeting was called to order by Mrs. Frame, chairman. In addition to Mrs. Frame, the following members were present: Mrs. J.S. Ch'uan, Mrs. Sung, Miss Nyi and Mr. Galt

AGENDA

The agenda for the meeting, distributed by the chairman, was as follows:

1. Election of Secretary Pro Tem
2. Minutes
3. Reports of Committees
 - a. Curriculum Committee
 - b. Special Committee on Securing Chinese Dean
 - c. Nominating Committee
4. Election of Officers of Administrative Committee
5. Report of Action of University Council in Nominating an Acting Dean
6. Matters Arising from Minutes of Yenching College Committee Meeting
 - a. New form of name
 - b. Salary for Chinese Dean
 - c. Budget
 - d. Share in University Administration Expenses
 - e. Share in Land
 - f. Share in Power House
 - g. Share in Infirmary and Chapel
 - h. Share in Financial Campaign
7. Informal report on college matters
8. Suspension of Middle School
9. Staff matters
10. Building matters
11. Unfinished Business

MINUTES

Since the minutes of the meeting of January 30th and March 24th had been circulated, they were taken as read.

CURRICULUM COMMITTEE REPORT

The committee next listened to reports:

1. The report of the Curriculum Committee was read by the chairman, and a copy of the same is attached to these minutes. After discussion, it was VOTED that the report be accepted, and that the suggestions contained therein be brought to the attention of the Women's College faculty and to the new Committee on Curriculum.

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REPORT OF
COMMITTEE
SECURING
CHINESE
DEAN

In the absence of Mrs. Gleysteen, chairman of the special committee on securing a Chinese Dean, a verbal report was made by Mrs. Ch'uan. Mrs. Ch'uan stated that no formal meeting of the committee had been held due to the prolonged illness of the chairman, Mrs. Gleysteen. Mrs. Frame reported that at the request of Mrs. Gleysteen, she had made further inquiry about Miss Tseng of Changsha, but that there were reasons to think she was not available. After discussion, it was VOTED that the report be accepted with thanks, and that the committee be dissolved; also that the Women's College faculty be requested to appoint a committee of three to act under the chairmanship of Mrs. Ch'uan (representing the Administrative Committee) to continue the search for a Chinese Dean.

NOMINATING
COMMITTEE

The report of the Nominating Committee was presented by Miss Nyl, and was accepted. Based on the nominations presented, the committee proceeded to the election of officers with the following results:

OFFICERS

Secretary -----Mrs. Huang Kuei Pao
Coopted Member of the Administrative Committee
Mrs. Calhoun

Members of the Committee on Curriculum
Miss Margaret Speer
Miss Sun Shu Chen

Regarding further members of the Committee on Curriculum, it was VOTED that the two members elected should be empowered to coopt two or three other members of the committee.

ACTING
DEAN

The chairman read a letter from the Secretary of the University Council, reporting that at the last meeting of the Council, vote was taken "confirming the nomination of the Faculty of the Women's College of Miss Ruth L. Stahl as Acting Dean of the Women's College for the ensuing year." The committee VOTED to confirm this action of the University Council, nominating Miss Stahl as Acting Dean of the Women's College for the coming year, 1928-29.

NAME OF
THE COLLEGE

Mrs. Frame then reported several actions recorded in the minutes of the Yenching College Committee in New York. The items reported and the actions taken by the present committee are recorded below:

1. The name of the Women's College has been changed to "Yenching College for Women."

that a Dean's Committee, consisting of Miss Speer and Miss Nyl, had been elected by the faculty. mention was made

*Chinese*SALARY
FOR
DEAN

2. Regarding the salary for the Dean of the Women's College, it was reported that the action authorizing a salary of \$3000 had been rescinded, and that the matter had been referred by the New York Committee to the Administrative Committee on the field: VOTED that the Administrative Committee take note of this minute, but defer further action until President Stuart's return.

Consideration and

BUDGET

3. The committee in New York had accepted the budget with certain slight modifications. In connection therewith, it was reported that upon motion by President Stuart, the Yenching College Committee had voted that with regard to administration expenses in the University, the administration expenses in the Women's College be added to the general University administration expenses, and that the Women's College be requested to pay one-third of the whole. Regarding this action in New York, the following vote of the Finance Committee of the Women's College faculty was reported:

THAT the Women's College recommends to the Yenching College Committee that action Y363, taken at the April meeting, calling for payment by the Women's College of one-third of the total administration expenses (University plus Women's College), be rescinded, inasmuch as one-fifth of joint administration expenses seems a more equitable basis.

After discussion, it was VOTED that the Administrative Committee approve of the action taken by the faculty finance committee, and refer the same to New York for consideration of the Yenching College Committee.

REPORT OF
ACTIONS
YENCHING
COLLEGE
COMMITTEE

As the hour was growing late, Mrs. Frame reported hastily other matters contained in the minutes of the New York Committee, dealing with the purchase of the University land, the share of the Women's College in the power plant, funds for landscaping the University campus, funds for the infirmary and for the chapel.

MISS
GOODING

Turning to item 7 of the agenda, Mrs. Frame made a brief statement regarding general conditions in the college during the present year; brief statements were also made concerning item 8, the suspension of the Middle School, and item 9, staff matters. In this connection, mention was made of the services rendered by Miss Gooding

who came to the Women's College this year from Nanchang without cost to the Women's College, and it was voted that a letter of appreciation to Miss Gooding and to her Mission be sent by this committee.

BUILDING
MATTERS

A brief statement was also made by the chairman, regarding item 10 on the agenda, having to do with building questions. It was stated that attempts are being made to secure suitable plans for the Women's College campus gate, and that funds are also being sought for the gymnasium. No action was taken regarding these matters.

ADJOURNMENT

The committee adjourned.

Howard S. Galt
Secretary Pro Tem

BY-LAWS OF
THE ADMINISTRATIVE COMMITTEE OF YENCHING COLLEGE

Article I

The Administrative Committee of Yenching College, as the representative on the field, of the Yenching College Committee, is charged with the duty of caring for the immediate interests of Yenching College as defined in the by-laws of Yenching College Committee, Article VII. It shall also act as standing committee of the Board of Managers of Peking University, working in harmony with its aim and methods and presenting an annual report to the same.

Article II

1. The Administrative Committee of the Women's College (Yenching College) shall consist of the women members of the Board of Managers, the President and the Secretary of the Board of Managers, and the Dean of the Women's College, and these persons shall be empowered to coopt three others from within or without the Board of Managers or the Alumnae, as members of the Committee.
2. This committee shall be the field representative of the Yenching College Committee (and of all Board or organizations on the field contributing to its maintenance) as indicated in the by-laws of Yenching College Committee, Article VII.
3. It shall report all actions to the Board of Managers and through the Yenching College Committee to the Trustees.

Article III

1. The officers of the committee shall be a chairman, and a secretary. The latter shall be elected at the annual meeting.
2. The Dean of the college shall ex officio act as chairman and shall perform all the duties usual to that office.
3. It shall be the duty of the secretary to preserve full minutes of the proceedings of the committee and to furnish copies of said minutes to members of the committee and to the secretary of the Yenching College Committee.

Article IV

1. The Administrative Committee shall elect at the annual meeting, a committee on curriculum, membership on which need not be confined to members of the Administrative Committee.
2. It shall be the duty of the committee on curriculum to study the needs of the Christian community of North China and to suggest and devise means of offering such courses as shall best prepare students to fill places of greatest need and usefulness, and to try to keep the college in touch with all Girl's Middle Schools in North China and to suggest methods of closer cooperation with the college.

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3. The Administrative Committee shall appoint such other standing or special committees as they may from time to time deem necessary.

Article V

1. The Annual Meeting of the Administrative Committee shall be held in the month of May at such time as shall be fixed by the chairman.
2. Other meetings shall be held at such time as the committee or chairman may direct or upon the request of any three members of the committee.
3. For the transaction of ordinary business, six members shall constitute a quorum, provided not less than two cooperating Boards are represented.
4. Emergency matters may be submitted by circular vote.

Article VI

These by-laws may be amended by the Board of Managers concurring by a vote of two thirds at a regular meeting, full written notice having been given at a previous regular meeting.

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ADMINISTRATIVE COMMITTEE

A meeting of the Administrative Committee of Yenching College for Women was held on Saturday, October 20th, 1928, at 2:30 o'clock at the Methodist Mission.

PRESENT: Miss Stahl, presiding; Mrs. Calhoun, Mrs. Chu, Dr. Galt acting for Dr. Stuart, Mrs. Gleysteen, Mrs. Huang and Miss Nyi.

Since the minutes of the previous meeting had been circulated to all members of the committee, they were not read. It was reported in connection with the action taken at that meeting that the Women's College recommends to the Yenching College Committee that Action Y363, taken at their April meeting, calling for payment by the Women's College of one-third of the total administration expenses (University plus Women's College) be rescinded, inasmuch as one-fifth of joint administration expenses seems a more equitable basis that word had come from the Yenching College Committee that the insertion of one-third in the minutes had been a mistake, and that the Yenching College minutes had been corrected to read "one-fifth."

It was

Voted to ask the Board of Managers to amend their By-Laws to allow the Administrative Committee to coopt five members instead of three in order to make the Administrative Committee an effective working committee.

Miss Stahl reported that Mrs. Ch'uan, the chairman of the Committee appointed to search for a Chinese Dean, due to the reorganization of the Administrative Committee in conformity with the new by-laws of the Board of Managers, was no longer a member of the Administrative Committee. Miss Stahl reported for Mrs. Ch'uan that the committee had nothing new at present to report. Miss Nyi, as a member of the committee, reported that the Committee did not know how to proceed in its search, especially since the question of Mrs. Frame's return was still open. It was

Voted to dissolve this committee, and to recommend that the Dean find out the wishes of the faculty in regard to this matter.

The matter of the inequality in salaries between the Chinese men on the University staff and the Chinese women on the Women's College staff was brought up. The following report of differences was presented:

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Comparison Salary Scale for Chinese Staff
University and Women's College

According to government regulations, only three rankings allowed: full professor, professor and instructor.

Full professors include what was formerly professor and associate professor:

University scale	\$200 to \$300	a month
Women's College	140 to 200	

Professors - former assistant professors

University scale	\$180 to \$275
Women's College	100 to 140

Instructors

University scale	\$70 - 160
Women's College	80 - 120

Dean's Salary same as full professor

University scale	\$200 - 300
Women's College	?

It was the strong feeling of the meeting that the Committee should stand for the principle of equal pay for equal work for men and women. It was voted to appoint a committee of five members, including one man member of the University faculty and one woman faculty member, to study this question. Three of these members are to be appointed by the Chairman, the three appointed to elect the other two members of the committee.

In view of the doctor's report that it would be unwise to have a single infirmary for men and women, it was voted to recommend to the Yenching College Committee that the Women's College relinquish its share in the proposed infirmary for men and women.

It was voted that if funds from House #30 are available, the committee gives its approval to proceed with the building of a faculty residence in the South Compound.

The chairman reported informally on college matters:

1. An enrollment of 167 women students, a larger enrollment than ever before, and an enrollment of more new students than old.

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2. New faculty members:

- Miss Pei Fu Ju, Department of Education
- Miss Wang Tsung Yao, Department of Chemistry
- Miss Ch'en I, Department of Home Economics
- Miss Huang Yu Jung, Department of Geology
- Miss Gertrude Wood, Department of English
- Miss Anne Chchran, loaned to us for the Department of English by the Presbyterian Mission for the year.
- Miss Camilla Mills' return to the Department of Home Economics.

3. Treasurer's Report as appended herewith.

The main business of the meeting, the relation of the Women's College to the University was then considered. A report of the proceedings to date had been sent to the members of the committee for study, as attached herewith. It was the feeling of the committee from a study of the September 6th meeting of the Yenching College Committee that the Committee was planning a merger of the finances at the home end, and wished practical suggestions from the Administrative Committee as how to conserve the interests of the Women's College in such a merger. It was voted to send for the guidance of the November 20th meeting of the Yen-ching College Committee the following suggestions:

That the Administrative Committee is of the opinion that the present administrative arrangement is satisfactory from the field point of view.

That in case in America it seems advisable to have a common treasury, the Women's College would like to reserve certain rights.

1. The proportion of men and women students in the University to be half and half, but until the women fill their quota, their places may be taken by men students.
2. The Women's College to have the final vote on appointments of its own faculty.
3. The Women's College to have the distribution of its own designated funds.

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It was voted that an editing committee of three, consisting of Miss Stahl, Miss Nyi and Dr. Galt, be appointed to prepare a statement of what these provisions involve, to send to the Yenching College Committee at once, since the time before the November meeting is so short, and that a copy of the edited statement be sent to the members of the Administrative Committee, so that they may make any corrections or comments if necessary, ~~and~~ forwarded to the Yenching College Committee.

Adjournment

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*This report later amended by the faculty and ^{by} the
Administrative Committee on December 8th*

Sub-Committee on Uniform Salaries
Women's College Administrative Committee

11/22/28

Meeting was held at Mrs. Gleysteen's home on November 22, 1928. Present: V. K. Nyi, chairman, Mrs. Huang, Mrs. Gleysteen, Miss Stahl, E. C. Boynton.

After some discussion the Chinese members of the committee stated the feeling of the Chinese women faculty members that they should not receive more salary than do the foreign members of faculty. They are happy to work for a lesser amount than is paid the men and they do not feel that at this time they should even seem to be fighting for their rights; although they believe in the principal of equal pay for equal work. But all the members of the committee felt that it was more logical to change to the University schedule than to make salaries all equal to the foreign salary. (This salary is a little higher than the salary paid at present to most of the Chinese members.) A motion was passed as follows:

That this committee is in favor of equal pay for men and women of equal rank, and asks the Yen-Ching College Committee to consider this question in connection with our Women's College salaries.

After discussing the principal, whether wives of faculty members should or should not be employed by the University and Women's College, it was voted:

That wives of members of the staff should be recommended for appointment only in exceptional cases and preferably not in the same division in which their husbands are serving, or for periods of more than one year at a time; and further that in the case of staff members engaged abroad no commitment should be made for the employment of their wives in any capacity in the College.

E. C. Boynton
Secretary pro tem.

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ADMINISTRATIVE COMMITTEE

A meeting of the Administrative Committee of Yenching College for Women was held on Saturday, December 8th, 1928, at the home of Mrs. George S. Hwang.

PRESENT: Miss Stahl, presiding; Mrs. Calhoun, Mrs. Gleysteen, Mrs. Huang, Mr. Lew, Miss Nyi, Mr. Stuart and Mrs. Sung.

Miss Stahl reported that in accordance with the wishes of the Administrative Committee, the faculty had been asked to take the initiative in regard to nominations for the deanship of the Women's College, and that they had reiterated that their first choice was for a Chinese Dean, if one could be secured. A committee consisting of Miss Speer, Miss Nyi, Miss Ch'en I and Miss Myfanwy Wood had been appointed to bring recommendations to the faculty. At the meeting of the faculty on Wednesday, December 5th, the committee reported as follows:

After a study of the work of previous committees and after going over the list of candidates which these committees had considered, and making a study of the possibilities once again, this committee was ready to report that there were no Chinese candidates available. The committee therefore recommended that Mrs. Frame be invited to come back for a short term, and that the search for the Chinese Dean be continued with all thoroughness. The committee also suggested for discussion the possibility of having a vice-dean, whose position would correspond in some degree to the position of the vice-president's in the university, so that more Chinese participation in administrative councils of the Women's College might be secured, it being clearly understood, however, that the vice-dean would not necessarily become dean.

It was voted to recommend to the Administrative Committee that Mrs. Frame be invited to come back as dean for a period of two years.

In view of the fact that there seemed to be no definite function for a vice dean, and that since she would not be expected to become dean, her position would be most anomalous, it

It was voted to reject the proposal of having a Chinese Vice Dean.

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The Administrative Committee voted to accept the recommendation of the faculty that Mrs. Frame be invited to come back as dean for a period of two years, because the committee agree with the faculty that it may be possible within that time to find a Chinese dean, and that the short period would meet with Mrs. Frame's wishes as giving her assurance that efforts would be made to find a Chinese Dean, as well as being in accordance with the new constitution of the university whereby the deans are elected for a term of two years. This does not, of course, preclude the possibility of reelection.

Miss Nyi presented the attached report of the special committee appointed to consider the matter of uniform salaries for men and women faculty members. Miss Stahl reported that the faculty had discussed this report, and that because of the strong feeling on the part of the Chinese members of the faculty that they did not wish to be paid on a higher scale of pay than their foreign colleagues, as their purpose in coming to Yenching was also one of service, it had been moved and seconded, by the faculty, but the motion laid on the table, that it is the policy of the Women's College to make no distinction between foreigners and Chinese, and that therefore, all members of the faculty of the Women's College be paid the same salary. In connection with the report regarding policy of employing married women, the faculty had voted to approve the committee's report with the following additions: 1. That marriage automatically terminates the contract of employment. 2. That when married women are employed, they are employed to teach not more than half time.

In connection with the first part of this report regarding salaries, the Administrative Committee took the following action:

That in consideration of the action taken by the Women's College faculty, the Administrative Committee recommends to the Yenching College Committee that for the present while the financial administration of the Women's College and the University are separate, all members of the faculty under appointment by the Yenching College Committee, whether Chinese or foreign, be paid on the same schedule of salary and allowances.

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In regard to the employment of married women, it was the consensus of opinion of the Administrative Committee that as a general rule married women are not able to carry full time work such as is demanded of the Women's College faculty members. It was voted to adopt the following policy:

That wives of members of the staff should be recommended for appointment only in exceptional cases and preferably not in the same department in which their husbands are serving, or for periods of more than one year at a time.

That in the case of staff members of the University engaged abroad no commitment should be made for the employment of their wives in any capacity in the college.

That when a member of the Women's College staff marries, her contract is automatically terminated.

That when married ^{women} are employed, they are employed, except under very exceptional circumstances, for part time only.

Miss Stahl reported that plans for joint financial promotion for the Women's College and the University were proceeding, and asked the members of the committee to study the report, as attached herewith, of the plans to date. Dr. Stuart reported that on October 22nd, there was still lacking \$54,000 to complete the objectives of the campaign, and that Mr. Boyd's gift of the gymnasium to the Women's College still depended on securing that sum.

Miss Stahl reported that the Board of Managers had voted to amend their by-laws, in accordance with the Administrative Committee's recommendation, so that the Administrative Committee could now have five coopted members instead of three. It was voted to invite Mrs. J.C. Li and Miss Mary Ferguson to serve as coopted members.

Adjournment.

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ADMINISTRATIVE COMMITTEE

A meeting of the Administrative Committee of Yenching College for Women was held on Saturday, January 19th, 1929, at 2:30 o'clock at the Methodist Mission.

PRESENT: Mrs. Calhoun, Miss Ferguson, Mrs. Gleysteen, Mrs. Huang, Mrs. Li, Miss Nyi, Dr. Stuart, Mrs. Sung, Miss Speer representing Miss Stahl, and Miss Edith Boynton and Miss Wagner by request.

Miss Speer reported that Miss Stahl was unable to be present, and it was voted to elect Miss Speer temporary chairman.

The report of the faculty of the Women's College commenting on the proposed changes in the Constitution and By-Laws of the Board of Trustees was accepted to be presented to the Yenching College Committee, as attached herewith. In asking for a clarification of Action T 2396, it was voted to recommend that general university administration and other general expenses be paid out of general university funds, but that operation and maintenance of Women's College buildings be paid by the Women's College (as well as separate administration expenses).

The report of the faculty in regard to proposed changes in the By-Laws of the Board of Managers and the Outline of Organization of Yenching University was accepted as amended:

Board of Managers By-Laws

We would recommend that the Board of Managers be asked to consider changing its By-Laws to arrange that as nearly as possible a ratio of one-third women in the total membership of the Board and in its standing committees be established, with the exception of the Administrative Committee of Yenching College for Women, which shall be organized as set forth in the By-Laws of the Board of Managers.

We would recommend that Article IX, Sections 1 and 2 of the By-Laws of the Board of Managers, dealing with the composition and function of the Administrative committee be maintained after the words "who shall be chairman" in Section 1 are deleted.

Outline of the Organization of Yenching University

We would recommend that Chapter IV, Section 7, Article 16A be changed in the Outline of Organization of Yenching University to read^{as} follows: "The

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Faculty Executive Committee shall consist of the Chancellor, the President, the Director of the Graduate Division, the Deans of the Graduate Schools, and Dean and Associate Dean of the Undergraduate College, and of five members elected by the Council, two of whom shall be members of the College for Women.

We would recommend that Chapter IX, Article 25A, giving the College for Women one-third representation on the Council be maintained.

It was voted to delete the recommendation of the committee that Chapter VII, Article 23F, be amended by the addition of "It shall be held to be a general policy of the University that for the Registrar's Office and the Library, the head or the associate head shall be a woman."

It was voted to accept the recommendation of the faculty that the present arrangement of a separate treasury on the field for the Women's College funds be continued.

It was voted that the Administrative Committee write to the Missions who are entitled to representation on the Board of Managers, pointing out to them the opportunity for women to further the cause of women's education in China by serving on the Board of Managers, and asking them to consider appointing a woman as one of their representatives where there is a well-qualified woman available.

In connection with action 376 of the Yenching College Committee that in the judgment of the Women's College Committee, all women staff members should be considered as belonging to the Woman's College group of the faculty and all women candidates should be passed upon by the suitable committees of the Woman's College or Woman's College Committee, it was voted that we make a special point in calling the attention of the Yenching College Committee to our recommendation of a substitute amendment to Article III, Section 9 of the By-Laws of the Board of Trustees.

The Budget for 1929-1930 was presented.

It was voted recommend to the Yenching College Committee that some adjustment be made in consultation with the Missions concerned regarding salaries of faculty members supported by missions whose salaries are very much out of line with the rest of the salaries, as is the case of Miss Wood's.

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It was pointed out that since no word had come from the Yenching College Committee regarding the proposed new salary scale for Chinese members of the staff, the additional amount which a new scale would necessitate had not been included in the budget.

It was also pointed out that in the other divisions of the University budget a \$10 a month increase for all unmarried foreign members of the faculty and a \$20 increase for married members had been included for 1929-1930 to bring the university salaries in line with the increased cost of living, but that no such additional amount had been included in the Women's College budget.

It was voted that the Administrative Committee recommend the budget to the Yenching College Committee with a covering letter which will take up the points that have been mentioned of possible increases in salary, and which will also call attention to the action taken in recommending that general university expenses be paid out of general university funds, which might mean a considerable reduction in the size of the budget.

Miss Nyi proposed that the Administrative Committee consider recommending to the University authorities a salary scale for all members of the faculty of the university, foreign and Chinese, which shall be based on merit and experience. It was pointed out that so fundamental a change would require much study and discussion. It was left that this matter should be discussed at some future date.

It was reported that although no official word had come from the Yenching College Committee, Dr. Stuart had had word that the campaign for funds had reached its goal, which would mean that the \$90,000 gift of the Boyd family would be available for a Women's College Gymnasium. A committee, studying the plans, was recommending an indoor swimming pool. The Construction Bureau had estimated that the building, including an indoor pool, could be built for \$83,000, which would leave \$7,000 for equipment.

Adjournment.

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February 22, 1930

ADMINISTRATIVE COMMITTEE

The meeting of the Administrative Committee of Yenching College for Women was held on Saturday, February 22, 1930 A. M. in the A Building of P U M C.

Present: Dean Frame presiding, Mrs. Calhoun, Miss Ferguson, Mrs. K. P. Huang, Miss Myfanwy Wood, Mrs. Y. Y. Tsu, and Mrs. Wong-Quincey.

Miss Wood opened the meeting with prayer.

The minutes of the last meeting were approved as circulated to the members of the committee.

Since at the November meeting the chairman and the secretary of this Committee had been requested to study the question of the term of service for the coopted members and make recommendations at the next meeting, the secretary reported that they would recommend a two-year term with the privilege of re-election. If this were adopted, they would recommend further that for the first time, in 1931, two of the five coopted members retire, and three remain until 1933 (in order to prevent all five members from retiring at once) and that after 1933 they retire regularly at the end of two years of service. It was pointed out that the suggested plan would not prevent all the present five members from retiring at the end of 1933. The recommendation was accordingly amended so that two should retire at 1930, and three remain until 1931. It was

VOTED: That the recommendation with the above amendment be approved.

The secretary reported on nominations for members of the Curriculum Committee, as requested at the last meeting. The following people were nominated:

Miss Camilla Mills, Yenching
Miss Ch'ang, Principal of Tu Chih School
Mrs. Y. M. Hsieh, Yenching
Mrs. Li (Chang Ch'un Ying, 1925), Bridgman School, Peiping
Mrs. H. J. Huang, Yenching

The first four persons were elected, and it was suggested and approved that Miss Frantz of Tientsin be coopted as a corresponding member of the Committee. The Chair was requested to appoint a convener for this committee.

Dean Frame reported briefly of her trip to visit the Yangtse Valley Schools. Among the schools visited by her and Miss Mills were: Rulison, Knowles, Baldwin, Hui Wen, Chung Hua, Olivet Memorial, Laura Haygood, Tsung Hua, Union Girls' School, St. Mary's, McTyeire, Mary Farnam, Bridgman and Eliza Yates. Miss Mills presented the value of the study of Home Economics, and Dean Frame urged these schools to register with the Government, since their return various schools have written letters of appreciation of their visits.

Miss Wood reported briefly on the meeting of the Council for Christian Education in Shanghai which she, Miss Sui Wang, and Miss McGowen

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and other representatives of the University attended.

Recommendations of the faculty regarding Chinese staff salaries:-
At the January faculty meeting the Women's College Faculty recommended that the salaries of the Chinese staff be put on the same scale as those of the Men's College.

VOTED: That the matter be referred back to the Chinese members of the Faculty for further study and that they be requested to take all facts and accounts into consideration and their findings be reported to the Administrative Committee.

Budget for the College for Women 1930-31: Dean Frame presented the Budget.

VOTED: That the Budget be accepted in principle, with the following suggestions for possible cuts in order to make it correspond with the total expected income:

- Increase of salaries for the Chinese staff
- Additional Health Allowance
- Hill Cottage Expense
- Reduce the figures for Faculty Residence Upkeep and Physical Education to this year's actual expense.

The question was raised as to whether there should be a fixed time for meetings.

VOTED: That the Chair be requested to continue to call meetings as business comes up.

12:10 - Adjournment.

Frederica Giang Li

Secretary

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Exhibit J

REPORT
of the

ADMINISTRATIVE COMMITTEE

1929-1930

The Administrative Committee has met three times during this year, 1929-30, to consider matters of special import to the College for Women. Three matters have been given special thought and discussion.

1. The search for a Chinese dean has been pursued unremittingly both through a Committee and by individual members, and some progress is reported. A definite report cannot yet be presented.

2. Closer cooperation with all girls' middle schools from which students come to Yenching College or to which our graduates go as principals and teachers, has also been an object of the Committee's serious consideration. Miss Mills and Mrs. Frame made a tour of such middle schools in the Yangtze Valley, and intermittent visits have been made to neighboring schools. A sub-committee of the Administrative Committee, on which principals and representatives of girls' schools have been invited to sit, has also made many valuable suggestions.

3. The Committee has also discussed such financial matters as the Women's College budget, salaries, insurance and pensions, the best methods of coordination of the Women's College treasury with that of the rest of the University, and its efficient administration.

We wish to record our gratitude for the loyalty and deep interest of our coopted members, two of whom, Mrs. K. P. Huang and Miss Mary Ferguson, are retiring from the Committee this month.

Respectfully submitted,

(Signed) Alice B. Frame

Chairman

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February 14, 1931

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ADMINISTRATIVE COMMITTEE

Ans. _____

A meeting of the Administrative Committee of Yenching College for Women was held on Saturday, February 14, 1931 at 10: 30 A M. A Building P U M C.

Present: Dean Frame, presiding; Mrs. Wang-Quincy, Dr. Stuart, Miss Wood, and Mrs. C.C. Lin.

Miss Wood opened the meeting with prayer.

The minutes of the last meeting were approved as circulated to the members of the Committee.

Reports:

A. Report of the Nominating Committee. The Nominating Committee for coopted members for the Administrative Committee, consisting of the Chairman and the Secretary, reported that as Miss Ferguson and Mrs. K. P. Huang have both retired as of the class 1930, and as Mrs. Calhoun also retired because of her absence from the country, the following three names were nominated to take the place of the above three:

Miss Gertrude Hodgman
Mrs. Sophia Chen Zen
Mrs. W. T. Wu

Madame Chiang Kai Shek's name was nominated from the floor.

It was moved and carried that Miss Hodgman, Mrs. W. T. Wu, and Madame Chiang Kai Shek be elected unanimously.

B. Report on Staff and Students. Dean Frame reported that three new members have been added to the Women's College faculty since fall: Dr. Roberta Ma of the Chemistry Department, Dr. Roberta White of the Sociology Department, and Miss Burtt of the History Department.

Two engagements have been announced, those of Miss Mills and Miss White. Miss Mills retires in June and Miss White will stay with us another year.

Dean Frame reported that this year we registered our largest number of students at the beginning of the year, the number being 229. The spirit of the women students have been very fine, and their loyalty to the institution is apparent.

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Feb. 14, 1931

C. Report on Building Matters. Dean Frame reported that our beautiful Boyd Gymnasium has been finished. Miss McGowen, the Physical Director, is planning a formal opening soon.

Dean Frame reported that several letters have been written to the New York office requesting that the Fifth Dormitory for women be built, - the reasons being that there is real need for it, both for dormitory space and piano practice rooms; The exchange is very favorable now, and the building cost is increasing all the time. Up to the present time the Finance Committee and the Yenching College Committee have refused the request on the ground of economy.

VOTED - That a cable be sent to New York quoting the present favorable exchange, and suggesting that the Fifth Dormitory be built right away, and asking for immediate favorable reply, or else postpone the matter until next year. X

D. Budget. Dean Frame reported that the Women's College is requested to take out \$1800 Gold for the Promotional office in New York. Because of this, the budget has to be cut here and there to balance this amount. Consequently, the budget is made out at its lowest possible limit.

VOTED - that this Committee approve and accept this budget, but that the Dean be requested to write to New York Yenching Committee reporting that the budget is really below the efficiency level.

E. Letter from the Women's College Faculty: Dean Frame retired, and the secretary was requested to take the chair. The letter from the Women's College faculty to Dean Frame and the vote recommending to the Administrative Committee that Mrs. Frame be invited to continue as Dean of the Women's College for a period of two years, had already been circulated to the members of this Committee.

VOTED that this Committee approve of the recommendation from the Women's College faculty and that Mrs. Wang-Quincy and the Secretary be asked to write for the Committee requesting Mrs. Frame to come back as Dean for another term.

Adjournment. 11:45.

Respectfully submitted,

Frederica Chiang Li

(Mrs. J. C. Li)

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RECEIVED
FOREIGN DEPARTMENT

(copy for Mrs. Lee)

JUL 15 1931

May 9, 1931

Ans. _____

A special meeting of the Administrative Committee of Yenching College for Women was held on Saturday, May 9th, 1931 at 11:00 A. M. A Building, P U M C.

Present: Dean Frame, Presiding; Mrs. C. C. Lin, Mrs. Y. Y. Chū, Mrs. W. T. Wu, Dr. Galt, Miss Hodgman, Mrs. Gleysteen, Miss M. Wood.

Dr. Galt opened the meeting with prayer.

Dean Frame reported that the meeting had been called especially to discuss the letter recently received from Mrs. L. O. Lee, secretary of the Yenching College Committee concerning the nomination of the Acting Dean of the Women's College for the next year, 1931-32, copies of which had already been circulated. Mrs. Frame reviewed the situation and reported briefly the past procedure for the new dean, based on the constitution of the University, as approved by the Board of Education in Nanking. After much discussion of the many points involved, it was VOTED that Mrs. Frame be requested to write to Mrs. Lee of the Yenching College Committee, immediately, making clear to the Yenching College Committee that after much further consideration of Mrs. Lee's letter, and in the light of the fact that Miss Speer has been elected chairman of the English Department, a fact unknown to the Yenching College Committee, the Administrative Committee feels it would be wisest for all concerned to allow the former nomination of the Faculty to stand. The argument as to Miss Stahl's being very much needed in her department is even more true of Miss Speer, since she has been appointed to the office of chairman. The Yenching College Committee is requested to cable back their decision on learning of this action of the Administrative Committee.

"Dean on Leave" - In Mrs. Lee's letter it was suggested that Mrs. Frame be made Dean Emeritus instead of "Dean on Leave", as recommended by the Faculty. It was VOTED that on this question the Administrative Committee still desires to stand to its former vote that Mrs. Frame be made "Dean on Leave" for 1931-32.

Adjournment 12:25.

Respectfully submitted,

Frederica Chiang Li

(Mrs. J. C. Li)

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Circulated

(copy for Mrs. Lee)

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FOREIGN DEPARTMENT

September 19, 1931

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A meeting of the Administrative Committee of Yenching College for Women was held at the P U M C on Saturday, September 19, 1931 at 10:00 A. M.

Present: Miss Myfanwy Wood, presiding; Miss Hodgman, Mrs. Huang, Mrs. Lin, Miss Speer, Mrs. Wong-Quincey, Mrs. Wu and Dr. Stuart.

In the absence of Mrs. Li, Miss Speer was elected temporary secretary.

After welcoming the new members of the Committee, Miss Wood made a report for the Adinterim Committee which has had charge of the Dean's office since Mrs. Frame's resignation. Her report covered the following items:

1. The need for a constructive policy for the students during the summer vacation.
2. The personnel of the Women's College faculty for the coming year.
3. The enrollment of women students
4. Thanks to Mrs. H. J. Huang for her constant and generous assistance during the past months.
5. The nomination of a committee to serve instead of an Acting Dean.

VOTED to accept the nomination from the Women's College Faculty of a committee consisting of Miss Myfanwy Wood, chairman, Miss Ch'en I, and Miss Margaret Speer to serve in place of an Acting Dean for one semester.

Miss Wood then reported the following action of the Women's College Faculty taken on September 17 regarding Miss Tseng Pao Sun of Changsha: "VOTED that this faculty nominates Miss Tseng to the Administrative Committee as Acting Dean of the Women's College for one year, the year to begin as soon as it would be possible for Miss Tseng to come, and that a very warm and cordial invitation be extended to her to this effect." Whereupon it was

VOTED unanimously that the Administrative Committee send an urgent invitation at once to Miss Tseng asking her to become Acting Dean of the Women's College for the remainder of this year, and that this letter be followed as soon as possible by an official deputation to press the request; and that notice of this action be sent to the Yenching College Committee for ratification.

The time of the next meeting was set for October 3, 1931 at 10:30 A M

Respectfully submitted,

Secretary Protem

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February 5, 1932

Yenching College for Women

Administrative Committee

RECEIVED
FOREIGN DEPARTMENT

Minutes

MAR 14 1932

A meeting of the Administrative Committee of Yenching College for Women was held on Friday, February 5, 1932 at 11:30 A M at the Dean's Residence.

Present: Miss M. Wood, presiding; Mrs. Frame, Miss Hodgman, Mrs. C. C. Lin, Mrs. W. T. Wu, Dr. Stuart, Miss Speer, Mrs. Y. Y. Tsu.

Dr. Stuart opened the meeting with prayer.

The minutes of the last meeting were approved and accepted as circulated to the members of the Committee.

Letter from Miss Tseng - The chair read a letter from Miss Tseng dated November 24, 1931, stating that on account of ill health and the doctor's advice for a complete rest, she was unable to accept the position as Acting Dean of the Women's College for the coming year. On receipt of her letter Miss Wood sent a reply to her, expressing extreme regret at her inability to accept the Acting Deanship, owing to ill health, and hoping that the question might be opened again when her health is improved.

The Administrative Committee, after having heard the report VOTED that the secretary be requested to send Miss Tseng a letter similar to that of Miss Wood from this Committee, expressing its regrets.

Arrangements for Second Semester - The chair reported the vote of the faculty in regard to arrangements for the second semester, the vote being that the same Dean's Committee continue to function until the end of this academic year.

It was

VOTED that the action taken by the faculty be ratified.

Report from Policy Committee - The chair read a report from the Policy Committee. It was

VOTED that the report be accepted and the Committee continue to study the problems that are already outlined in the report, and that a copy of this first report be sent to the Yenching College Committee in New York.

Budget - A copy of the proposed Budget for the year 1932-33 was circulated to each member of this Committee. The Budget as prepared shows a deficit of \$7,475.00 L C. The chair prepared a list of reductions of certain items in the Budget. By reckoning a higher exchange rate on certain gold gifts, and by using surplus scholarship money as income, the deficit might be met. The chair further reported a recent letter from New York stating the necessity for a further

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reduction of Gold \$2,433 @ 3.50 (L C \$8,515.50). In order to attempt to meet this large reduction, three facts were stated: that if the new Dean be not appointed; if Miss Cochran's travel and outfit can be met outside the budget; and if the new education-
alist be not appointed, the amount saved from these three items would be \$9,083.50 L.C.

The chair reported that there is a certain field surplus amounting to \$ 8,960.11 L C.

It was

VOTED that a quarter of the field surplus should be added as a fourth item to help meet the \$2,433. gold reduction, if it is necessary.

After further discussion it was

VOTED to accept the report of the proposed Budget, and to carry out the Budget as planned, with the \$7,475.00 deficit met, and to present the last four items for meeting the gold reduction to the Yenching College Committee for later action.

The meeting was adjourned at 1:00 o'clock. The members of the Committee were luncheon guests of Miss Wood.

Respectfully submitted,

Mrs. J. C. Li
secretary

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June 16, 1932

RECEIVED
FOREIGN DEPARTMENT

Yenching College For Women

Administrative Committee

~~AUG 2 1932~~

Minutes

Ans. _____

A meeting of the Administrative Committee of Yenching College for Women was held on Thursday, June 16, 1932 at 11:30 at the Dean's Residence.

Present: Miss Myfanwy Wood, presiding: Mrs. J.C. Li, Mrs. C. C. Lin, Miss Hodgman, Miss Speer, Dr. Stuart.

Miss Speer opened the meeting with prayer.

The minutes of the last meeting were approved and accepted as circulated to the members of the Committee.

Report from Mrs. Lee's letters:

- a. Miss Wood reported from one of Mrs. Lee's letters that the special grant from the American Board Mission of \$1000 Gold will have to be cut down to \$500 Gold for the year 1932-1933.
- b. Yenching College Committee in New York has voted to transfer the undesignated endowment of the Women's College to the College of Natural Sciences in order to help meet the conditional gift from the Rockefeller Foundation. This will be in the form of a loan with 5% interest paid to the Women's College until the money is paid back.
- c. Miss Wood reported that Miss Kit King Louis salary was a gift to the University this past year and that she will go on the University Budget next year (1932-1933).
- d. The Budget that was prepared by the Dean's Committee and presented by this Committee to New York has been passed by New York without change. It is generous of the Yenching College Committee to do this during this time of depression.

Acceptance of Miss Wood's Report: Miss Wood's report on behalf of the Dean's Committee was circulated among the members of this Committee a few days before this meeting. The report is accepted. Hearty appreciation of the great work and value of the Dean's Committee, and especially of Miss Wood, during the past year was expressed by the members of this Committee. It was

Voted: that a statement of appreciation of the Dean's Committee and especially of Miss Wood be put on record and sent to the Board of Managers and New York.

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New Faculty: Miss Wood reported that a few new people have been appointed for next year:

Miss Kung Lan Chen is appointed instructor in Home Economics
 Miss Wu Hsin Min is appointed Assistant in Music
 Miss Wang Pi Yun is appointed Chinese Secretary in Dean's Office
 Miss K S. Kao is appointed Assistant Professor in Education.

These new members will be carried by the Women's College Budget.

Miss Dora Bent will take the place of Miss Doris Cummings who is leaving to join the President's Office. Miss Bent will give two-thirds of her time to the Women's College.

Miss Edith Stone is appointed Chairman of the Women's Division of the Department of Physical Education.

Furloughs or Leaving: Miss Marguerite McGowen and Miss Gwladys Wood are leaving Yenching and returning to America and England respectively. Miss Ethel Hancock, Miss Adeline Veghte and Miss Myfanway Wood are leaving on furlough.

The Chair expressed great appreciation of the work done in Music and Physical Education Departments by Miss Veghte and Miss McGowen respectively.

Dean: Miss Wood drew the attention of the Committee to the fact that Mrs. Frame's period as "Dean on Leave of Absence" has come to an end. It is with great regret that the Committee concurs in the final acceptance of Mrs. Frame's resignation, but expresses its happiness in retaining her as a member of this Committee, thus still benefitting by her experience and wisdom.

- a. Miss Pao Swen Tseng definitely was not able to accept the position as Dean on account of ill health.
- b. Miss Soohoo: Miss Wood reported that at the Faculty Meeting in June, the members of the Faculty voted that cables be sent to Miss Soohoo, Miss Stahl and the New York office to try to secure Miss Soohoo as dean for next year. So far no reply has come. It was

Voted: that the Committee approves and confirms the action of the Faculty for trying to secure Miss Soohoo as Dean by cable.

- c. Miss Speer: As it was already late in the year, the Faculty wished to present an alternative plan in case Miss Soohoo finds it impossible to accept the invitation of the Women's College. The alternative plan is that Miss Speer be nominated as Dean.

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6/16/32

Voted: in the event that Miss Soohoo cannot accept the invitation of the Women's College to become Dean, this Committee nominates to the Yenching Colleg Committee, Miss Speer as Dean.

Miss Wood reported that it is the wish of the Faculty to continue their efforts of searching for a Chinese Dean.

Election of New Members of the Administrative Committee:

Miss Hodgman and Mrs. J.C. Li are due to retire this June and two new members are to be elected to take their place. The term will be for three years.(1932-1935). These two members were relected.

Mrs. K.P. Huang has resigned as she is leaving Peiping. Her term will not end until June 1934. A new member is to be elected in her place. Mrs. H.J. Huang was elected unanimously.

Mrs. J C. Li was re elected as secretary for one year.

Adjournment at 12:30.

At one o'clock the members of this committee were guests of Dr. Stuart at a delightful luncheon party.

Respectfully submitted,

Mrederica C. Li (Mrs.J.C.)
Secretary

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January 12, 1933.

YENCHING COLLEGE FOR WOMEN
ADMINISTRATIVE COMMITTEE MINUTES.

The first meeting of the Administrative Committee of Yenching College for Women of this academic year was held on Thursday, January 12, 1933, at 11:00 A. M. at the Dean's Residence.

Present: Dean Ssu-t'u presiding: Mrs. C. C. Lin, Miss Hodgman, Miss Speer, Dr. Stuart, Mrs. J. C. Li.

The minutes of the last meeting were approved and accepted as circulated to the members of the committee.

Reports:

1. Student conditions- The chair reported that in the beginning of this academic year the enrollment of women students reached the number of 213. Since then, a number of them have dropped out for various reasons so that at present there are 209 girls altogether in the four dormitories, leaving a few vacancies as contrary to expectation.

The spirit shown by the students has been very satisfactory. They have been very busy with their work and play. There have been numerous athletic activities under the wise direction of Miss Stone, the physical education director. Although in the beginning of the term there were little troubles here and there, the students soon learned to fall in with the suggestions presented to them by the administration.

2. Faculty personnel: All the new members of the faculty arrived as scheduled within the first two months of the fall semester, and entered right into their new work.

Two members have come back from furlough, Miss Stahl of the Music Department and Miss Cochran of the English Department. The new members who have joined the College are:

Miss Feng Yun Hao of the Chemistry Department
Miss Kao Chun Sham of the Education Department
Miss Kung Lan Chen of the Home Economics Department
Miss Stone of the Physical Education Department
Miss Waddell of the English Department
Miss Wu Sung Chen of the Home Economics Department, and
Miss Ssu-t'u as our new dean.

Out of the whole number of faculty this year seven are new. Another feature is that there are

1/12/33

more Chinese members this year than in previous years. All the new members are happy in their work and are very promising.

3. Prospective changes:- Miss Adeline Veghte has just informed us that she will return to take up once more her teaching of music. Miss Stone is quite uncertain as to her stay with us next year on account of family conditions. Miss Burtt is leaving at the end of the year with the possibility of returning after a year's leave. Miss Bent is due for furlough. Miss K. Lei is also uncertain concerning her plans for next year. Miss Roberts Ma of the Biology Department and Miss Eleanor Lee Waddell of the English Department are leaving us at the end of the year.

New Business:

1. Resignation of Mrs. Frame as a member of this Committee.

Mrs. Frame's resignation letter was reported by the secretary and based on health reasons. It was voted that Mrs. Frame's resignation be accepted that a letter of appreciation of her valuable work be sent to her from this Committee, and that a nominating Committee be appointed by the chair to nominate a new member to fill the vacancy that Mrs. Frame is leaving.

Copy for J.C.C.
dilapidated

2. Proposed Infirmary:- The chair reported that the present infirmary for women is looked upon by the College Physician as being very unsuitable for housing patients. It is dilapidated and still showing signs of the dampness caused by the rains. The college has then asked the permission of the Yenching College Committee in New York to use part of last year's surplus of \$15000 L. C. to build a new infirmary. It was then thought that \$10,000 L.C. would be sufficient for the purpose. The suggestion of the New York Committee was that the new infirmary building should be a permanent structure and sufficient to take care of 300 students. With permanency in view the estimate has increased from \$10,000 to \$19,000. The plan now includes eight or nine beds with isolation rooms and Doctor's residence quarters. The contract is not yet drawn as the college is still waiting to hear from New York whether or not the new estimate effects their approval of the construction work. The blue prints were circulated among the members of this committee who expressed approval of the new infirmary. It was voted that this committee recommends to the committee in New York that the local currency deficiency be made up by them in this budget.

1/12/33

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3. Fifth Dormitory and Faculty suites:- The chair reported that there is no immediate or absolute need of the fifth dormitory at present. In view of the fact that there are a few vacancies this year and the possibility of moving the music practice rooms out of the 4th dormitory and the possibility of changing two of the faculty suites into students rooms, it is thought that the accommodation is adequate to take care of the number of students that are likely to come to us within the next few years. With the above mentioned changes it is possible to accommodate thirty to forty more students. The question of the fifth dormitory is to some degree in direct relation to the faculty housing problems as the faculty suites in the dormitories are not popular with the faculty members. After some discussion the committee realized the desirability of small houses to accommodate faculty members. It was voted that this committee recommend to the Yenching College Committee to consider the need for additional space for students in relation to the needs of faculty housing by providing new accommodations for faculty members thus releasing two faculty suites which could be remodelled with very little expense and could then accommodate eighteen more students; and through provision for music department needs which would release room for eleven more students. In all, there seems to be a need for six more places for faculty members.

Budget: This budget which was presented to the Faculty Executive Committee on December 31 and accepted tentatively was once more considered. With word coming from the Yenching College Committee concerning the rate of exchange and the exact sum to make up our budget, we were able to take a more definite view of the matter. The budget stands much the same as last year's, with the exception of a few changes. The Presbyterian Board is granting only one salary for next year as against the two granted for this year; while a few salaries have been increased according to the recommendations of the Committee on Salary and Rank. The contingent fund has been cut from \$3715 to \$1914 in order to make the budget balance. It was voted that the proposed budget be accepted.

The meeting adjourned at 12:30.

The members of this committee were guests of Mrs. J. C. Li for luncheon in honor of Miss Ssu-t'u.

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From Minutes of the Administrative Committee of Yenching College
for Women
January 12, 1933

Proposed Infirmary: The chair reported that the present Infirmary for women is looked upon by the College Physician as being very unsuitable for housing patients. It is dilapidated and still showing signs of the dampness caused by the rains. The college has then asked the permission of the Yenching College Committee in New York to use part of last year's surplus of \$15,000 L.C. to build a new infirmary. It was then thought that \$10,000 L.C. would be sufficient for the purpose. The suggestion of the New York Committee was that the new infirmary building should be a permanent structure and sufficient to take care of 300 students. With permanency in view the estimate has increased from \$10,000 to \$19,000. The plan now includes eight or nine beds with isolation rooms and Doctor's residence quarters. The contract is not yet drawn as the college is still waiting to hear from New York whether or not the new estimate affects their approval of the construction work. The blue prints were circulated among the members of this committee who expressed approval of the new infirmary. It was voted that this committee recommend to the committee in New York that the local currency deficiency be made up by them in this budget.

Fifth Dormitory and Faculty suites: The chair reported that there is no immediate or absolute need of the fifth dormitory at present. In view of the fact that there are a few vacancies this year and the possibility of moving the music practice rooms out of the fourth dormitory and the possibility of changing two of the faculty suites into students' rooms, it is thought that the accommodation is adequate to take care of the number of students that are likely to come to us within the next few years. With the above-mentioned changes it is possible to accommodate thirty to forty more students. The question of the fifth dormitory is to some degree in direct relation to the faculty housing problems as the faculty suites in the dormitories are not popular with the faculty members. After some discussion the committee realized the desirability of small houses to accommodate faculty members. It was voted that this committee recommend to the Yenching College Committee to consider the need for additional space for students in relation to the needs of faculty housing by providing new accommodations for faculty members, thus releasing two faculty suites which could be remodelled with very little expense and could then accommodate eighteen more students; and through provision for music department needs which would release room for eleven more students. In all, there seems to be a need for six more places for faculty members.

Budget: This budget which was presented to the Faculty Executive Committee on December 31 and accepted tentatively was once more considered. With word coming from the Yenching College Committee concerning the rate of exchange and the exact sum to make up our budget, we were able to take a more definite view of the matter. The budget stands much the same as last year's with the exception of a few changes. The Presbyterian Board is granting only one salary for next year as against the two granted for this year, while a few salaries have been increased according to the recommendations of the Committee on Salary and Rank. The contingent fund has been cut from \$3715.00 to \$1914.00 in order to make the budget balance. It was voted that the proposed budget be accepted.

YENCHING UNIVERSITY
WOMEN'S DIVISION ADMINISTRATIVE COMMITTEE

MINUTES

Time: December 12, 1942 at 4:30 P.M.

Place: President's home, Yenching University, Chengtu.

Roll Call:

Ex-officio members:

Members of Board of Directors:

Dr. H. H. Kung *Miss Eva D. Spicer

Mrs. Ruth Cheng Chen *Mrs. Chen Wang Min Yi

University Administrative Officers:

Dr. H. H. Kung *Dr. Y.P. Mei

*Mrs. V. K. Nyi Mei

Coopted Members:

Mrs. Cheer Shou Nan *Miss Tsai Kuei

*Miss Annie Thexton Madame Feng Li Te-Chuan

*Miss Fan Chiung Ying (Miss Fan Hsi Chun by proxy)

Those whose names are starred were present; as was also Miss Grace Boynton by invitation.

Opening Remarks

Mr. Mei made a few opening remarks on the constitutional basis of the organization and functions of the Committee. Miss Boynton gave a brief account of the historical background of the Women's Division in the University.

Election of Officers

Miss Spicer was elected Chairman and Miss Tsai Kuei was elected Secretary.

Report of the Acting Dean of Women

Mrs. Mei distributed copies of the report of the Acting Dean of Women and was asked to read the report to the Committee. Some questions were asked and answered. It was

W.A.C.-1 VOTED that the report of the Acting Dean of Women be accepted with appreciation.

Acting Dean's Letter of Resignation

The Chairman read Mrs. Mei's letter of resignation from her concurrent post of Acting Dean of Women and after some discussion it was

W.A.C.-2 VOTED that the letter of resignation from the Acting Dean be accepted with regret and that an expression of appreciation for Mrs. Mei's services as Acting Dean of Women during the past months when the University was reopening in Chengtu, be sent Mrs. Mei.

Nomination of New Acting Dean of Women

W.A.C.-3 VOTED unanimously to nominate Mrs. Chen Wang Min-Yi. as new Acting Dean of Women and to ask the Chairman and the Secretary to consult with Mrs. Chen concerning her plans and problems.

Available Funds for Women's Work

Mr. Mei read sections from a recent letter from Mr. Evans containing information as to available funds for women's work which amounted to US\$15,636. After

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December 12, 1942

some discussion as to the proper uses of this money, it was

W.A.C.-4 VOTED to authorize the Dean of Women to prepare a budget in consultation with the University administration concerning the disposal of these funds with the understanding that a portion of the funds should be kept to meet special needs in connection with the women students.

W.A.C.-5 VOTED that an expression of appreciation be sent to the Women's College Committee in New York for their generous support of the women's work which will continue to require special attention in China for some time to come.

The meeting adjourned.

Y. P. Mei
Recorder

List of Women Faculty and Staff

<u>Name</u>	<u>Position</u>	<u>Department</u>
1. Miss Grace M. Boynton	Professor	English
2. Mrs. V. K. Nyi Mei	Professor & Acting Dean of Women	Home Economics
3. Miss Chou Li Ch'iu	Professor	Sociology
4. Miss Lu Hui Ch'ing	Lecturer	Acting Physical Director
5. Mrs. Jui Wu Kuan Cheng	Lecturer	Sociology & Home Economics
6. Dr. Chen Fang Chih	Lecturer	Political Science
7. Mrs. Yu Su Jao Lin	Lecturer	Economics
8. Miss Tseng Hsien Kai	Lecturer	Chinese
9. Mrs. Hilda Kiang	Part time Lecturer	French & German
10. Miss Yang Min Hsien	Instructor	Home Economics
11. Miss Penelope Piercy	Part time Instructor	English
12. Mrs. Ya Yen Han Fang	Assistant to the Dean of Women	
13. Miss Chou Tze Mei	Assistant Librarian	Biology
14. Miss Tang Chi Hsieh	Instructor	English
15. Miss Audre Donnithorne	Part time Assistant	English & History
16. Miss Lo Hsiu Chen	Assistant	Chemistry
17. Miss Tung Cheng Fang	Assistant	Home Economics
18. Miss Kuang Jui Fang	Assistant	
19. Mrs. C. C. Wu	Matron	

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YENCHING UNIVERSITY

Women's College Administrative Committee
Minutes of Meeting

*See - Y. P. Mei's Lett. of 1-29-43
our ask. 7-22-43 re: income
and expenditures - Y. Women's College*

Time: September 25, 5:30 p.m., 1943.

Place: Conference Room, Yenching University, Chengtu

Roll Call:

Ex-officio Members: of

Members of Board/Directors:

Dr. H. H. Kung *Miss Eva D. Spieer (Chairman)

Mrs. Ruth Cheng Chen *Mrs. Chen Wang Min-yi

University Administrative Officers:

Dr. H. H. Kung *Dr. Y. P. Mei

Madam Feng Li Te-chuan

Miss Fan Chuing Ying *Miss Annie Thexton

Those whose names are starred were present; as were also Miss Grace Boynton and Mrs. Y. P. Mei by invitation.

Opening Prayer

The Chairman called the meeting to order and offered prayers

Approval of Minutes of Last Meeting

The Minutes of the last meeting were approved as circularized.

Report from Acting President

The Acting President distributed copies of his report submitted to the Board of Trustees and the Board of Managers last spring and added the remark that at the Commencement held last June, 31 students were graduated among whom 16 were men and 15 women, and that the University had duly opened this session with a registration of 345 students (when the University closed its registration period for this term at the end of September the total figure was 380)

VOTED to accept the report of the Acting President.

Report from the Acting Dean of Women's College

The Acting Dean of Women's College presented a report being the administration of the Women's College up to date. (see report appended)

VOTED to accept the report of the Acting Dean of Women's College and to express to the Dean the appreciation of the Committee for her untiring efforts and excellent administration of the Women's College during the past months.

Minutes of Meeting of Committee of Yenching College of Women and

Mr. Carl Evans' Letters

The Minutes of the meeting of May 5, 1943 of the Committee of Yenching College for Women as well as Mr. Carl Evans' letters of July 20 and July 22, 1943 respectively were read. The Committee felt much moved by the great concern and enthusiastic support shown by the Committee of College-budget-for-1942-43-had-been-duly Yenching College for Women, and the Committee noted that the Women's College budget for 1942-43 had been duly approved.

VOTED to address a letter of appreciation for the growing good-will and constant support by the Committee as well as all the American friends to the Women's College. Miss Grace Boynton was asked to draft the letter.

Special Support from Wellesley College

Miss Grace Boynton read a letter from Mrs. Maurice Moore informing her that the Wellesley supporters of Yenching Women's College, realizing the great need and suffering of Chinese University teachers and stu-

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dents, had offered a sum of US\$5,000 to be used for the benefit of the Yenching Women's College faculty and students in ways to be recommended by Miss Boynton. The Committee listened to the report with much interest and it was

VOTED to ask Miss Boynton to write a letter to the Wellesley College group expressing the heart-felt appreciation of this concrete expression of their concern over the welfare of the Women's College, and to recommend that this special fund be administered by a committee of three, namely Miss Grace Boynton, Mrs. D. S. Dye and the Dean of Women's College.

The Financial Situation of the Women's College

The Acting President reported that due to strict economy in expenditure, late beginning of certain phases of the University activities during the last year as well as some unexpected income, the University has been able to conclude the financial year of 1942-43 with an appreciable balance. In as much as the Women's College income and expenditure have been pooled in the general University budget, it might also be stated that the Women's College concluded the year of 1942-43 with a balance.

Acting Dean Wang's Resignation

Dr. Mei reported that due to strong irresistible pressure from Madam Chiang Kai-shek and her Women's Advisory Committee as well as the fact that Dean Wang's husband, Dr. Chen, had moved from Chengtu to Chungking, it had become impossible for Dean Wang to continue her service in the University and that she has repeatedly tendered her resignation.

VOTED that realizing that Dean Wang is urgently needed for national service in the Women's Movement, the Committee reluctantly agrees to relieving her and loaning her to this service for one year.

Nomination of New Acting Dean of Women's College

VOTED to nominate Dr. Chen Fang Chih as Acting Dean of Women's College to succeed Dean Wang, and to authorize Pres. Mei and Dean Wang to make the necessary arrangements.

Budget for Women's College 1943-44

VOTED to approve the budget as presented by the Acting Dean as follow:

INCOME	EXPENDITURE	
\$450,000.00	Office of Dean of Women	\$100,900.00
(US\$15,000)	2 prof. & 1 A. Prof (Women)	136,000.00
	Scholarship & Loan	100,000.00
	Health & Sanitation	15,000.00
	New Equipment	45,000.00
	Child Welfare Extension	50,000.00
	Contingency	3,100.00
		<u>\$450,000.00</u>

Minute to Mrs. Diefendorf 1/31/44

Farewell Supper

Pres. and Mrs. Mei served a farewell supper to the Committee in honor of Dean Wang at which Dr. Chen Fang Chih and Miss Boynton were also present.

The Meeting Adjourned.

Y. P. Mei,
Recorder.

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YENCHING UNIVERSITY

Women's College Administrative Committee

MINUTES

Time: June 30, 1944 at 5:30 P.M.

Place: Conference Room, Yenching University, Chengtu

Roll Call:

Members of Board of Directors:

*Dr. H. H. Kung (Y.P.Meï proxy) Mrs. Ruth Cheng Chen
*Miss Eva D. Spicer (Chairman) Mrs. Chen Wang Min-yi

University Administration Officers:

Dr. H. H. Kung *Dr. Agnes Chen
*Dr. Y. P. Mei (Secretary)

Coopted Members:

Mme. Fang Li Te Chun Mrs. Cheer Shou Nan
*Miss Tsai Kui (Miss Kao Jen Ying proxy)
Miss Annie Thexton Miss Fan Chiung Ying

Those whose names are starred were present; as was also Miss Grace M. Boynton.

Opening Prayer

The Chairman called the meeting to order and offered prayer.

Brief Report on the University

A brief verbal report was given by Acting President Mei on the present conditions of the University.

Report of the Acting Dean of Women's College

Dean Chen distributed copies of a report in writing and further elucidated several points. (see report appended)

VOTED to accept the report of the Acting Dean of the Women's College with the appreciation of the Committee for her energetic administration of the Women's College during the past academic year.

Acting Dean Chen's Resignation

Dean Chen presented her resignation to the Committee mainly for health reasons. Dr. Mei and Miss Boynton reported further the consultation and efforts made on this problem, and the attitude of the University Faculty Executive Committee.

VOTED to accept Dean Chen's resignation with regret.

Nomination of New Acting Dean of Women's College

VOTED to nominate Miss Lu Hui Ching as Acting Dean of Women's College to succeed Dean Chen with the understanding that the University administration will make the necessary arrangements to facilitate Miss Lu's taking up the Dean's office.

Financial Statements on the Women's College from New York

The attention of the Committee was called to the valuable material concerning the Women's College financial situation which had just arrived from New York.

VOTED to thank the New York Office for forwarding this information to us and to refer the material to Mr. Hauske for careful study.

The meeting adjourned.

Y. P. Mei
Recorder

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YENCHING UNIVERSITY

Women's College Administrative Committee

Minutes of Meeting

Time: March 6, 1945 5:00 P. M.
Place: Yenching University, Chengtu

Roll Call.

Members of Board of Directors:

*Dr. H. H. Kung (Y. P. Mei proxy)
*Miss Eva D. Spicer (Chairman)
Mrs. Ruth Cheng Chen
Mrs. Chen Wang Min-Yi

University Administration Officers:

Dr. H. H. Kung
*Dr. Y. P. Mei
*Dean Lu Hui-Ching

Coopted Members:

Mme. Feng Li Te-Chun
*Miss Tsai Kai (Miss Kao Jen-Ying proxy)
Miss Annie Thexton
Mrs. Cheer Shou-Nan
Miss Fan Chiung-Ying

Those whose names are starred were present.

Opening Prayer.

The Chairman called the meeting to order and offered prayer.

Correspondence from America.

The following documents from America were circulated at the meeting:
Minutes of Annual Meeting of Committee of Yenching College for Women, May 10, 1944.
Report of the Treasurer of Yenching College for Women, June 30, 1944.
November 30th Closing Papers of Yenching College for Women.

Semester Report of the Dean of Women's College.

Copies of this report were distributed to members of the Committee by mail before the meeting. Dean Lu Hui-Ching made additional remarks at the meeting on certain sections of the report. It was
VOTED to accept the report of the Acting Dean of Women's College for the fall semester, 1944, with the appreciation of the Committee.

Need of Miss Margaret B. Speer.

Dean Lu stressed the need of Dean Speer for the administration of the Women's College. President Mei indicated the great need of Miss Speer in the University administration in general, in addition to that of the Women's College, and reported that a cable had been sent very recently to New York again urging the return of Miss Speer as well as a few others of the Faculty now in America.

Additional Members to the Membership of the Administrative Committee.

VOTED that Dr. Yun-Yu Ku and Miss Vera Nich be elected as additional members on the Administrative Committee to make it easier for the Committee to have a quorum for its meetings, and that unless opinions to the contrary should be received from members absent at this meeting, within two weeks' time, letters of invita-

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Minutes of Meeting, Women's College.

- 2 -

tion should be sent to these newly elected members.

Supper was served in honor of members of the Committee, at which the Office Staff of the Women's College as well as 2 newly arrived women members of the University Staff also attended.

MEETING ADJOURNED.

Y. P. Mei

Recorder

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