

Secretary's memo
RWB

March 4, 1942.

Professor Helene Harvitt
Romance Languages
Brooklyn College

Dear Professor Harvitt:

This is written relative to the proposed sub-committee to study and analyze departmental practices in re employment and preparation therefore. I hope very much that you can take the chairmanship of this committee and that the other tentative nominees listed hereafter may also accept. I am sending to each of them a carbon of this letter as a means of advisement.

The Committee as proposed comprises representatives from the three major divisions: Arts, Social Science, and Science. In some fields there are so many diversities of employment possibilities that a larger committee might be supported, but I believe with five you can divide tasks to cover all. I am thinking of music and graphic arts, health education, etc., I am hoping that Prof. Morgan may be willing to serve on this Committee even though she has only just completed a considerable task with the earlier sub-committee, because that work of hers will contribute a great deal of relevant background for your enquiry.

To re-state the general lines of enquiry as I see them, they are,--

1. To assemble and collate all possible effective practices relevant to promoting employment and employability from the departmental point of view. This would lead to possible special classifications for various departments in which certain specific responsibilities may reside; eg., Speech, Hygiene, English, et al.
2. The appraisal of the various items of procedure in line with tested or indicated effectiveness, both general and specific.
3. An added corollary line of enquiry was suggested in a conversation in which Prof. Morgan took part early this week: What effective procedures can be undertaken under the framework of our present curricular set-up? And, what possible new procedures are indicated which may require Faculty Council action for their implementation? I am convinced that much effective progress can be made even under present circumstances, and that such action would furnish the best argument for any recommendations for Council amendments.

Sincerely,

Ralph C. Benedict

Committee personnel:

Professor Harvitt (Chairman), Prof. Morgan, Prof. Gaulton, (or alternate from Speech),
Dr. Nais (Physics) and Mr. Lipsky (Economics).