Annual Report
1964/65

Sir George Williams
University

Sir George Williams
Schools
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Gentlemen:

I have the honour to submit the annual report of Sir George Williams University for the academic year of 1964-65. The reports of the various officers of the University which are to be found in the body of this report will indicate, I am sure, that we have made progress in our primary objective of providing the best educational opportunities possible for all members of this scholarly community. To this end we have added a great many qualified persons to our teaching faculty, have provided further educational resources and instituted changes in our administrative systems and procedures.

Of great concern to many of us has been our inability to meet the demand for admission to university studies on the part of qualified applicants. In the fall of 1964, only one of every five candidates could be admitted to the day university. We had been prepared for this situation by the various predictions on future university enrolment as published for several years by authoritative bodies, but in an institution which has always striven to satisfy educational needs, it has not been easy to turn potentially able students away. The offices of the Registrar and Guidance Services have made strenuous efforts to ensure that, in view of these circumstances, our selection procedures are as efficient and objective as humanly and technically possible. The supplementation of high school matriculation results by a thoroughgoing testing programme involving all applicants has been instituted by the Guidance Services Office. It is based on a long experience of carefully validated testing instruments.

The increase in registration in the evening university, while not quite as spectacular as that shown in the day, has been steady and has been modified by the fact that for many years, despite annual additions to facilities, we have been operating at capacity in this area. That the university is offering extensive service to employed persons is illustrated by statistics that show seventy-two (72) companies and corporations in Montreal being represented by twenty (20) employees or more in the evening enrolment. Almost one thousand (1,000) full-time teachers in the school systems of Greater Montreal were enrolled as evening students during the 1964-65 academic year. Despite the fact that Sir George is not a formal provincial teacher-training institution its contribution to the quality of instruction at all levels of education has been extensive and has been so recognized by many educational authorities in the Province of Quebec.

In view of these enrolment pressures it is pleasant to report favourable progress in the erection of the Henry F. Hall Building. Construction schedules have been maintained, to this date, and the comprehensive facilities it will provide in the fall of 1966 will ease some of the over-crowded conditions in our present quarters and will provide us with a much improved setting for our educational activity. Two important events during the year marked stages in construction; the "topping-off" of the main steel structure in mid-winter and the ceremony of laying the corner-stone on May 8th by the Honourable Paul Gérin-Lajoie, Minister of Education of the Province of Quebec. The naming of our present main building as the Kenneth E. Norris Building was fittingly observed, with appropriate ceremonies, on November 29th, 1964. Further renovations took place in the Norris Building during the year to provide needed space for library, cafeteria and other purposes. The rented space in the building at 2015 Drummond Street was increased by the addition of one floor, bringing our use of these quarters to a total of five floors.

The problems of heavy enrolment and crowded facilities are matched by the difficulties of financing extended operations. During the year an extensive analysis of operating income and expenditures was made by the Controller and this information proved helpful to Governors and officers in understanding our financial situation. In comparing our position with other Canadian universities it is obvious that a much higher proportion of our income is being derived from student fees; i.e., the Canadian average in 1963-64 was 25.62%
for this source of revenue, while the corresponding figure for Sir George was 74.75%. Government grants provided an average of 51.40% of the income of Canadian universities while Sir George showed 19.06% of its income coming from this source. Part of the differential is due to our extensive evening programme, for which we receive no subsidy, but it is evident that on the basis of full-time, day university students alone we are far more dependent on tuition fees than other institutions in this country. A greatly increased budget grant from the Provincial Government for the 1965-66 academic year will only slightly modify our relative position. The factor of our high dependence on tuition fee income is a matter of concern to all of us. In the comparative relationships in the matter of expenditures it is obvious that we are high in the areas of administration, maintenance and miscellaneous spending. All of these matters will necessitate further study on our part during the coming year.

Having drawn attention to a few of our major problems I would now add some brief comments on our general operations during the 1964-65 academic year. The Board of Governors gave continuing attention to operations and development under the chairmanship of Mr. Fraser F. Fulton and the vice-chairmanship of Lieut.-Col. S. C. Holland. An Advisory Board was established in June 1965 to maintain a relationship with "past and present members of the Board of Governors who have made substantial contributions to the Board of the University". The following persons were duly elected to the Advisory Board as charter members: Mr. J. Harmon Andrews, the Honourable George B. Foster, Mr. George M. Hobart, Mr. O. B. Thornton, Mr. Fred B. Walls and Mr. Colin W. Webster. Of the regular members of the Board of Governors of 1963-64, the Honourable George B. Foster moved to the Advisory Board, the resignations of Dr. K. R. Patrick and Dr. H. I. Ross were accepted with regret and Mr. F. Stannard completed his term of membership as a representative of the Association of Alumni. These vacancies were filled by the election of Dr. A. Bronfman, Mr. C. F. Carsley and Mr. R. D. Perry as Governors and the appointment of Mr. G. L. Wood as a representative from the Association of Alumni. In the Fall of 1964 members of the standing committees of the Board of Governors were provided with written statements describing the general area of responsibility and the tasks assigned to each committee. The Planning Committee continued its deliberations with regard to the future direction of the institution. Recommendation that a library building consultant be appointed to assist in the planning of a needed library building was approved and the firm, "Library Building Consultants Inc", was engaged for this purpose. In addition to the urgently-needed library the Planning Committee has re-confirmed that additional classroom space, a gymnasium, swimming pool and athletic facilities must be given high priority in our future plans. The problem of living accommodations for students whose homes are not in Montreal is increasing due to the demolition of homes in the downtown area. We must, therefore, give consideration to the provision of student residences.

A joint committee of Board, faculty and staff personnel was established early in the year to consider matters in relation to the granting of honorary degrees. After extensive study and research this committee presented a report recommending that honorary degrees be awarded, commencing with the Spring Convocation. On the basis of this report a Nominating Committee on Honorary Degrees was established and the first such degrees in our history, the LL.D., were presented on May 28th, 1965 to the Honourable Jean Lesage, Prime Minister, Minister of Finance and Minister of Federal-Provincial Affairs of the Province of Quebec, Dr. Howard I. Ross, Chancellor of McGill University, Monseigneur Alphonse-Marie Parent, Vice-Rector of Laval University and Chairman of the Royal Commission of Inquiry on Education, and Dr. Evan Turner, Director of the Philadelphia Museum of Art and formerly Director of the Montreal Museum of Fine Arts.
All members of the university community learned, with deep regret, in April 1965 that the Chancellor, Dr. B. W. Roberts, had submitted his resignation from his high office. Tributes from all quarters, within and from outside, were received for the distinguished service rendered by Dr. Roberts to this institution for twenty-five (25) years as Governor, Chairman of the Board and Chancellor. The election of Mr. Fraser F. Fulton, Chairman of the Board, to succeed Dr. Roberts in the office of Chancellor was received with satisfaction in view of his prominent position in the business community and his splendid service to Sir George Williams and to many worthy causes. Mr. Fulton assumed the Chancellorship on June 1, 1965.

Efforts to expand the opportunities for the individual growth and development of faculty and administrative personnel were pressed forward during the year. The Committee on Aid to Scholarly Development was established to consider and supervise budget allowances for research, scholarly activity and the pursuit of advanced studies on the part of faculty members. The Committee of Staff Development to provide training experiences and to promote good personnel practices for administrative personnel came into being. Both committees worked diligently and made satisfactory progress in fulfilling their important objectives. An Administrative Training Conference took place in
early May followed by the Annual Staff Conference at Mont Gabriel Lodge, on May 25 and 26, 1965. Study of our organizational structure continued during the year and Job Rating Committee, with reference to administrative officers, stimulated the compilation of written job descriptions for such positions. Lieut-Col. S. C. Holland, Dr. Rachel Wasserman, Mrs. Ellen Brodahl and Mr. Howard Atwood were presented with certificates at the Long Service Dinner which honours all members of the staff of the University and Schools who have served the institution for twenty years or more.

Inter-university and external relationships required more attention and activity during the year in view of many developments. The involvement of faculty and staff members in the study of the second and third volumes of the Royal Commission of Inquiry on Education in the Province of Quebec was particularly heavy. These activities are reported in detail in the Report of the Vice-Principal. The Commission on University Financing and the Joint Commission on University Government held hearings at Sir George and at other universities. The reports of these commissions will undoubtedly be of great value but they did require much time and effort of officers who prepared documentation and presentations. The Committee of Rectors and Principals of the Quebec Universities held frequent meetings in Quebec, Sherbrooke and Montreal. Several meetings and a good deal of correspondence took place between the Department of Higher Education of the Province and the appropriate officers of this institution. The two national university bodies, the National Conference of Canadian universities and Colleges and the Canadian University Foundation held annual meetings in Ottawa and later in the year petitioned the Government of Canada to amalgamate the two related organizations under the name of "The Association of Universities and Colleges of Canada". A meeting of the Council of the Association of Universities of the Commonwealth took place in London in September, 1964. Many other educational conferences and meetings of learned societies were attended by members of the faculty and staff. These various meetings were important ones and a great deal was gained from participation including the increased identification of Sir George Williams University as a full-fledged member of the family of universities in Quebec, Canada, the Commonwealth and the world. Another related external activity was the presentation of the University's Brief to the Royal Commission on Bilingualism and Biculturalism on March 17th, 1965.

As well as important developments in our basic academic activity the year was marked by a great many fine events which enriched the life of our community. The first special summer sessions in Sociology and Geography, the extensive efforts of the Centre for Human Relations and Community Studies, the Canadian Studies programme and the introduction of a new direction in our Commerce degree programmes are but a few of the exciting developments in the formal academic area. Our cultural life was enhanced by the splendid Music and Drama Series introduced by a faculty and staff committee, and by the many acquisitions made by the Collection of Canadian Art which is growing in recognition and acclaim. The Students' Undergraduate Society, the evening students interim committee, and many related student groups presented a host of interesting and stimulating programmes under very able student leadership. Attention must also be drawn to the annual Kenneth E. Norris Memorial Lecture Series given, this year, by the internationally-known economist, Dr. Harry Gordon Johnson; the graduation receptions and the continued loyal support of the Association of Alumni. A Centennial Project, to mark Canadian celebrations in 1967 was confirmed in the form of the proposed publication of a valuable set of historical maps acquired by the Department of Geography. Mention should also be made of the number of our students who have voluntarily joined the Canadian Universities Service Overseas (CUSO); at least nine Georgians are now
engaged in helping roles in various African, Asiatic and Middle East countries. The Chairman of our local CUSO Committee, Dr. Henry F. Hall, in relation to a study project in which he is engaged, participated in a YMCA World Service thirty-day tour around the world in the early spring of 1965. The Sir George Williams University Contingent COTC had a successful year under the command of Major John Hall, despite the limitations of the greatly reduced Armed Services programme. Many other students participated in the RCAF and UNTD branches of the student military activity.

It is a matter of deep regret to report on the deaths of persons who have been closely related to Sir George. To the list of those whom we remember with sorrow, appreciation and love, were added, this year, the names of Mr. James S. Cameron, a former Governor; Nelson Elliott, who had just retired as Director of the Business School after more than forty-five (45) years of service to the University and the Business School; Mr. W. D. Johnstone, a graduate and former staff member in the Student Affairs Office; Mr. Hugh Nourse, who had received the Bachelor of Arts degree at the age of seventy-two (72) at the Spring Convocation of 1964; and Dr. Mortimer Tunis, a graduate and valued member of the Board of Directors of the Association of Alumni.

Now we turn our attention to the problems, the challenges and the certain satisfactions of the coming academic year of 1965-66. Not too far away is the long-awaited opening of the Henry F. Hall Building in the fall of 1966 when we will enjoy greatly improved facilities made possible by the generous provisions of the Government of the Province of Quebec, the Canada Council, the many corporate and personal contributions to our Building Fund Campaign including the remarkable support of students, alumni and staff. “Operation ’66”, our code name for the complex and extensive planning necessary for such a gigantic move and the integration of new and existing facilities, is already in the stages of implementation. Each year we are increasingly indebted to countless persons for assistance and support of all of our educational endeavours. To the Chancellor, the Chairman of the Board, the Governors and members of the Corporation, to my colleagues of faculty, staff and student bodies; to the members of the Association of Alumni and to our corporate and personal friends in this community and beyond we offer our deep gratitude. It is a great privilege to be associated with all of those who work and strive for the growth and development of this remarkable institution. We are also appreciative of the courtesy and concern in our welfare as shown by the Ministers and elected representatives of the Government of Quebec, the Director General and staff of the Directorate of Higher Education and other public leaders. We would also thank the executives, reporters and photographers of the Press, Radio, Television and other media for their valued contributions in communicating to our many publics the important happenings of our 1964-65 academic year.

Respectfully submitted,

Robert C. Rae
Principal and Vice-Chancellor

July 29, 1965
General
This has been the second year of operation under the new form of university govern­ment, and the Deans, now including a Dean of Commerce, have taken an increasingly effective hold upon the administration and operation of the academic program and development of the university. Thanks to their able leadership this has been an active year of progress and consolidation.

A satisfactory number of new faculty appointments have been made, strengthening our academic position qualitatively as well as quantitatively, and bringing us into a much more favorable staff/student ratio. Further promising steps have been taken to encourage and enable present members of the faculty to engage themselves increasingly in various forms of scholarly activity. New programs of study, notably the first work at the graduate level, have been established, and the undergraduate program extended or strengthened, particularly in Commerce.

Thirty-seven (37) new members were added to the full-time teaching faculty in 1964-65, and fifty-nine (59) new members were added to the part-time teaching faculty. Against this, there were seven (7) resignations from the full-time faculty.

Two (2) members of the full-time faculty have been absent on a year’s leave of absence: Associate Professor W. F. Black has been doing research in marine biology in Copenhagen, and Professor A. Lamer has been doing research in Economic Planning at The Hague, Paris, and other European centers.

The Committee on Aid to Scholarly Activity had its first year of operation and was given a substantial budget. During the year it has granted financial assistance for research, advanced studies, and other forms of scholarly activity to twenty-eight (28) members of the full-time faculty. It now appears certain that the work of this committee and the use of the funds allocated to it will be effectively instrumental in encouraging and maintaining faculty interest in this sphere of activity. It should be noted that many members of faculty are engaged in research and scholarly activity without support from this source, but for some it has made such activity financially possible.

The Committee is at the same time seeking to get all the information possible about the availability of funds from other sources and to encourage faculty members to apply to these other sources so that its own budget may be stretched as far as possible.

In the meantime, the University Council had an active year considering new programs. Honours programs in French and Sociology were approved; forty-eight (48) new courses were authorized; seventeen (17) courses were discontinued; sixteen (16) courses in the Commerce Faculty were discontinued as credit courses, with the approval of a completely new program in Commerce, but will continue to be offered as non-credit courses. In addition, the University Council recommended the inauguration of courses at the graduate level to the Board of Governors who approved this recommendation.

Among other academic developments of the year was the appointment of Assistant Professor G. A. B. Moore as Instructional Media Officer. He has been most active in all faculties assisting members of the instructional staff to develop resources in this area to aid in the teaching of many courses. A laboratory for Experimental Psychology was established, which, though small, has proved adequate to launch a course in this field pending the facilities provided in the Henry F. Hall Building.

A major concern during the year was the level of teaching at the university and the special problems arising out of the existing conditions in large classes. A Committee on Instructional Problems met frequently during the year and has embarked upon a full-scale study of the role of the university teacher, faculty-student relations, and an examination of new techniques and resources that might be used, especially in large classes, to improve the quality of instruction. Although this committee found the level of teaching here to be fairly high, it is convinced that much needs to be done to maintain and improve it. The committee will resume activities next fall on a more intensive scale.

However, the general results of the year were satisfactory. Among the academic
accomplishments of our students was the winning of a Woodrow Wilson Foundation Fellowship by Josub David for graduate studies in Economics; Maurie S. Alioff received an Honourable Mention for work in English.

The most critical event during the year was the impact of the publication of the second and third parts of the report of the Royal Commission on Inquiry on Education in the Province of Quebec. This Parent Commission Report, as it is more familiarly known, called for immediate and intensive study by many bodies in the University as its recommendations will generate far reaching effects on all levels of education in the province. The Committee on Academic Planning suspended all other activities and met almost weekly to study various phases of the report, especially those parts of the report dealing with the proposed "institutes" and with higher education. Similarly sub-committees of each Faculty Council were set up to study the possible effects on the curriculum of each faculty. The Committee on Academic Planning kept in close touch with these sub-committees and with an ad hoc committee set up by the Principal so that a general attitude of the university has begun to emerge on the basis of which we can plan to meet the changes that will come about if and when the recommendations in the report are implemented.

Another effect of the Parent Commission Report has been a critically growing demand upon the time of the Deans and Professor Whitelaw. The latter has been relieved of many of his duties to carry out a continuing study of the report, the actions taken by the government of the Province in the light of the report's recommendations, and the work and recommendations of the many committees within and without the university. Dean Madras is now a member of the Board of Higher Education and of the Universities Co-Ordinating Committee on Pure and Applied Sciences; Dean O'Brien is a member of the Planning Committee on Teacher Training, of a Sub-Committee on Teacher-Training that reports to the Committee of Rectors and Principals of the Province of Quebec, and of a Joint-Committee established by McGill and Sir George Williams which is responsible to the Principal's Committee in each University; Dean Bordan is a member of the Universities Co-ordinating Committee on Pure and Applied Sciences, and of the McGill-Sir George Williams Joint Committee; Professor Whitelaw is a member of the Pre-University and Vocational Planning Committee, the Committee of Rectors' Sub-Committee on Teacher-Training, the Policy Committee of English-Language Institutions of all levels, the Working Committee on Institutes and of the McGill-Sir George Williams Joint Committee. All this in addition to many committees within the universities working on the same problem. All of this, put together, has made it a very busy year, but it can be said with simple justice, that it has been a year of effective results although many of these will not show until the not-too-distant future.

Graduate Studies
The University Council established a Board of Graduate Studies to make recommendations on the offering of Graduate Studies by various departments and to govern the programs authorized by the University Council. This board, under the Chairmanship of Dean S. Madras, recommended the inauguration of graduate work leading to the Master of Arts degree in English and in Fine Arts Education, and leading to the Master of Science degree in Chemistry and in Theoretical Physics. These last two were postponed for one year in keeping with the spirit of the recommendations of the Parent Commission Report. It was judged that the M.A. in Fine Arts Education was completely new in Quebec so that the University was fulfilling an unmet need, while the M.A. in English would be given in a field broad enough to permit the University to render a service by offering graduate studies in that discipline.

During the year, the Board also drew up the administrative regulations concerning admission to graduate studies, curricula, standards to be attained, thesis requirements, residence requirements, financial assistance, and fees. Careful scrutiny was given to all programs proposed by interested
departments, paying special attention to the competence of the departments to offer graduate programs.

Five (5) students were admitted into the graduate program in English, and four (4) in Fine Arts. Of these nine (9), one will be studying full-time. In all cases, the academic records were consistently high and, no doubt, a new pioneer class is in process of formation recalling that of some thirty (30) years ago which launched the undergraduate programs at this university.

**Commerce**

After a considerable amount of study, both of the existing program of studies in our own Faculty of Commerce, and of major trends in business education, the Faculty of Commerce presented recommendations, which were approved by the University Council, establishing a complete and new curriculum for the degree of Bachelor of Commerce. This new program, consisting of twenty-three (23) courses in place of the previous twenty-one (21), was developed in accordance with four (4) propositions:

1. Business education should educate for the whole career, and not primarily for the first job.
2. It should view the practice of business professionally, in the sense of relating it to what we have in the way of relevant, systematic bodies of knowledge.
3. It should emphasize the development of basic problem solving and organizational skills and socially constructive attitudes, rather than memorization of facts, or training in routine skills.
4. It should recognize that businesses in the decades ahead will need a higher order of analytical ability, a more sophisticated command of analytical tools, a greater degree of organizational skill, and a wider capacity to cope with the external environment of business than has been true in the past.

Their recommendations stressed that academic preparation for business should develop along three broad lines:

1. Study in certain basic disciplines and tool subjects.
2. Study of the application of these disciplines and tools to a few broad functional aspects of the firm.
3. Study of the initiating-coordinating- implementing process within the firm at different levels of management.

As a result of the implementation of these recommendations, a new curriculum was devised, many courses were dropped and new courses were added.

A number of courses of particular interest to professional societies or to Montreal firms, while dropped from the curriculum will continue to be offered as non-credit courses to meet the needs of these organizations. The numerous business organizations and professional groups that have maintained an interest in our courses, have indicated that they are anxious to develop or revise the academic programs leading to their certificates. The Faculty of Commerce is, therefore, planning a Special Programs department to look after their needs.

**Engineering**

Advances were made in the Faculty of Engineering, this year, particularly with respect to the approval of a new third year curriculum as part of the development of the five-year degree pattern. The Computer Center was expanded by the addition of extra memory capacity and two disk drives.

**Special Summer Programs**

The Faculty of Arts inaugurated two (2) new day-time programs for the Summer of 1964.

The Geography Summer Session offered a program especially designed for teachers from schools in the Montreal Area, under the direction of Associate Professor Harry Clinch and Mr. Brian Slack, and staffed by members of the Geography Department. Guest speakers from other departments joined the students at special luncheons, and five field trips were made to include Mount Royal, Lachute, Historical Development of Montreal, Port of Montreal, and the Eastern Townships.

The Special Summer Session in Sociology took advantage of the presence in Montreal of the American Sociological Association, and invited four (4) outstanding American sociologists to participate as lecturers in the
six (6) weeks program. These were: Lewis A. Coser, Ph.D., Brandeis University; Rose Laub Coser, Ph.D., Harvard Medical School and Boston University; Rev. Joseph H. Fichter, S.J., Ph.D., Loyola University of the South; Robin M. Williams Jr., Ph.D., Cornell University. Courses were offered in Sociological Theory, Medical Sociology, Religious Institutions, American Minorities, and Race Relations. Seventy-five (75) students enrolled for these courses.

Television Course
Again, this year, one course was offered via television on C.B.M.T., Saturday and Sunday mornings from 9:30 to 10:00 a.m. The course offered this year was English 221 (Introduction to English Literature) with Assistant Professor Michael Brian, M.A. One hundred and twenty-nine (129) students took this course for credit, and there were three hundred and sixty-five (365) other viewers who subscribed to the lecture material.

However, after two and a half years of offering credit courses via television, it has been found that relatively few outside viewers are taking these courses for credit; the major part of those registered for these courses has been registering concurrently for courses in the university. The real service of these courses appeared to be for those who took it for general non-credit purposes. Accordingly, it was decided to offer a course, "Asia, Africa, and the West" by Associate Professor Martin Lewis, in 1965-66 as a non-credit course only.

French Department
A major change took place in the Faculty of Arts when the Modern Languages Department was divided into two: the French Department, and the Foreign Languages Department. Professor James Whitelaw remains as Chairman of the French Department, and will continue to supervise the Foreign Languages Department for the time being.

An important service was given by the French Department in the Summer of 1964 when it conducted an intensive "crash" program in French for members of the faculty and administration. A second course was conducted, for the same purpose, during the winter session of 1964-65.

Courses in the French Language
For a second year, the University experimented, in the evening division, with the offering of introductory courses in various disciplines, through the medium of the French language. These courses were primarily intended to make it easier for French-speaking students to make a transition to university studies in their first year.

The courses offered were: Physics 211 (General Physics—Introductory), Chemistry 211 (General Chemistry), Sociology 211 (Introduction to Sociology), Economics 211 (Introduction to Economics), Mathematics
213 (Algebra), Mathematics 223 (Analytical Trigonometry and Geometry). One hundred and sixty-four (164) students were registered for these courses, although Chemistry 211 (in French) had to be cancelled for lack of sufficient registration. Although the Committee which has been responsible for setting up this program is not yet convinced, in the light of the numbers registered, that this program is as effective as was anticipated, it has been decided to continue the program for a further year.

Canadian Studies
Under the chairmanship of Associated Professor Wynne Francis, a Major in Canadian Studies was established this year, with eight (8) students approved for the initial venture. A gift of one thousand dollars ($1,000.00) was received from the Alumni Association for the purchase of Canadiana for the library to extend the present collection, and further money was used from the McDougall fund for the same purpose. In addition to the major program, a special series of six (6) lectures was inaugurated for the general public. Due to lack of space, tickets for one hundred (100) people, roughly one-half of those interested, were available. Speakers at this series, "Aspects of Montreal", were: Mr. Leslie Roberts, editor, writer, and radio commentator; Mr. Brian Slack, Geography Department, Sir George Williams University; Professor R. W. G. Bryant, Institut d'Urbanisme, Université de Montréal; l'Abbé Norbert Lacoste, Département de Sociologie, Université de Montréal; Mr. Thomas Plunkett, Municipal Affairs Consultant; Professor J. Bland, Director, School of Architecture, McGill University.

Community Service
A number of departments were active during the year in the performance of various services to the community at large. Conspicuous among these activities were those of the Fine Arts, Geography, and Applied Social Sciences Departments. From the Fine Arts Department, Assistant Professor Leah Sherman gave an in-service seminar series for High School Specialists, and Mr. Stanley Horner gave a series of in-service seminars for teachers in Cornwall. The Geography Department has been active in working with teachers and in assisting teachers in public and high schools in the Montreal area. Members of the department helped teachers organize field trips around the Montreal Area for their classes, and visited several public school classrooms at the invitation of class teachers. Equipment, such as wall maps, sheet maps, etc., were borrowed from the Department by teachers in the local school boards, to help in the improvement of Geography teaching. A number of guides on "Historic Montreal", prepared by the Department, were published by teachers in the Protestant School Board, and distributed to Geography teachers throughout the Montreal area.

Montreal; the Abbe Norbert Lacoste, Department of Sociology, Université de Montréal; Mr. Thomas Plunkett, Municipal Affairs Consultant; Professor J. Bland, Director, School of Architecture, McGill University.

The Applied Social Sciences Department continued the operation of the "Centre for Human Relations and Community Studies". Its projects ranged across Canada, from Nova Scotia to British Columbia, and its clients were community-serving organizations, the Federal Government, professional associations, industry, and universities. Specific clients included: Vancouver Boys Clubs, McGill University, Canadian Library Association, Toronto Community Program Branch (Ontario Camp Directors), Northern Electric, Indian Affairs Branch (Department of Citizenship and Immigration). University of Alberta, Dawson Boys Club, National Council of Y.M.C.A.'s Maritime Camping Association, and the Verdun-LaSalle Y.M.C.A. (Montreal). Most of the projects were human relations training programs, or organizational consultations, but the Centre also accepted its first community development project which is with the Indian Affairs Branch, and is the first of its kind in the Province. The major project is with the Mistassini Indians south of Chibougamau, and a similar project is with the Caughnawaga Indians of Montreal.

The Art Collection
With the zealous and selfless participation of Mr. Samuel Schecter, in the past year, considerable gains were made in the acquisition of works of art and the collection doubled in size. The collection now includes one hundred and fifty-nine (159) pieces.
The same year saw the publication of a catalogue of recent acquisitions and the organization of responsibility for more efficient control of the collection. The Collection continues to gain in stature and prestige, and has become more widely known to the art-world and the general public. Works from the collection were borrowed for exhibition by the Junior Associates of the Montreal Museum of Fine Arts, the Musée d'Art Contemporain, and St. Joseph's Teachers College.

Cultural Program
The Committee on Cultural Development, under the Chairmanship of Associate Professor L. E. MacLean, organized a program of outstanding concerts by singers, and instrumentalists, and two (2) appearances of the Canadian Players. These programs were primarily for the student body and faculty, but were also greatly enjoyed by the general public.

Visiting Professors and Lecturers
The university was graced this year by the presence of Helen MacGill Hughes, M.A., Ph.D., Research Consultant at the Florence Heller School for Advanced Studies in Social Welfare, who was appointed Visiting Professor in Sociology and who, in addition to teaching a course on Social Change in African Multiracial Societies made active and rich contributions to seminars in Sociology.
Professor Robert Iglehart, Chairman of the Department of Fine Arts, the University of Michigan delivered a public lecture at the Montreal Museum of Fine Arts under our sponsorship, and led a seminar at the University.

Professor Leslie A. Fiedler of Montana and Buffalo Universities, author of "Love and Death in the American Novel", presented a paper on "Minority and Protest Fiction", and Professor Philip Stratford, author of "Faith and Fiction" presented a paper on "Graham Greene's Humor" under the auspices of the English Department.

New Appointments to Full Time Faculty 1964-65

Alan H. Adamson,
B.A. (Manitoba)
Ass't Professor of History.

Thomas J. Adley,
B.Sc. (S.G.W.U.), Ph.D., D.I.C. (Imperial College) – Ass't Professor of Chemistry.

M. Mobin Ahmad,
M.A. (Punjab), M.A. (Chicago)
Ass't Professor in Philosophy.

Paris J. Arnopoulos,

Léandre H. Bergeron,
B.A., B.Ped. (Manitoba), Doctorat of the University of Aix
Ass't Professor of French.

Frederick W. Black,
B.Sc. (M.E.) (Manitoba), M.A.Sc. (Toronto)
Ass't Professor of Engineering.

Gabriel R. Breton,
B.A. (Manitoba), M.A. (Mtl.)
Ass't Professor of Psychology.

Gunther Brink,
B.Com. (S.G.W.U.), M.B.A. (Western)
Associate Professor of Administration.

Ninette Camins,
B.A. (Hunter)
Lecturer in Anthropology.

Frank R. Chalk,
B.S., M.S. (Wisconsin)
Ass't Professor of History.

Jean C. Chalk,
B.S., M.S. (Wisconsin)
Sessional Lecturer in Mathematics.

Edwy F. Cooke,
B.A. (Toronto), M.F.A. (Iowa)
Associate Professor of Fine Arts.

André N. Deland,
B.A. (Montreal), B.Sc., M.Sc. (McGill), Ph.D. (Yale)
Ass't Professor in Geology.

Alma N. Dobson,
B.Sc. (Manchester)
Sessional Lecturer in Mathematics.

W. Anthony Dummett,
B.A., B.A. (U.B.C.), M.S. (Toronto)
Ass’t Professor of Economics.

Howard R. Fink,
B.A., M.A. (McGill)
Ass’t Professor in English.

Fernand Fontaine,
B.A. (Bourget), M.A. (Montreal)
Ass’t Professor of Sociology.

Lewis N. Greer,
B.Com. (Sask.), M.B.A. (Chicago),
C.A. – Dean of Commerce.

James C. Hayes,
B.Sc. (Alberta), M.Sc. (McGill)
Ass’t Professor of Mathematics.

Abraham Hoffer,
B.Sc., M.Sc. (Toronto), Ph.D. (Chicago)
Ass’t Professor of Physics.

William R. Hooper,
B.A. (Toronto)
Ass’t Professor of Psychology.

Voyo Kovalski,
B.A., M.A. (McGill)
Ass’t Professor of Economics.

George Lermer,
B.Sc. (M.I.T.), M.A. (McGill)
Sessional Lecturer in Economics.

Betty B. Macleod,
B.A. (McMaster), A.M. (Duke)
Ass’t Professor of Economics.

Michael Marsden,
B.A., M.A. (Cambridge), M.Sc. (McGill)
Sessional Lecturer in Geography.

Sheila McDonough,
B.A., M.A., Ph.D. (McGill)
Ass’t Professor of Religion.

G. A. B. Moore,
B.A. (Western), B.D. (Emmanuel), M.A. (Syracuse) – Instructional Media Officer.

Stanley P. Morris,
B.Sc. (McGill) Ass’t Professor of Physics.
Eugen A. Politzer,  
B.Sc. (St. John's), M.Sc.  
(Rutgers) — Ass't Professor of Mathematics.

Abraham Ram,  
B.A. (S.G.W.U.), M.A. (McGill)  
Lecturer in English.

Robin T. B. Rye,  
Ass't Professor of Chemistry.

Gershon D. Sheps,  
B.A. (Manitoba), M.A. (Cornell)  
Lecturer in English.

Angelika-Tatiana Sidorow (Mrs.),  
Baccalaureat (Germany), M.A. (Montreal)  
Ass't Professor of English.

Adolph E. Smith,  
B.S. (City College of N.Y.),  
M.S. (Illinois), Ph.D. (Michigan State)  
Ass't Professor of Physics.

Manfred E. Szabo,  
B.A., M.A. (Oxford)  
Lecturer in Mathematics.

Mete Valcin,  
B.Sc. E. (Robert), M.S.C.E. (Kansas State)  
Ass't Professor of Engineering.

James W. Young,  
B.Sc. (Econ.) (London)  
Sessional Lecturer in Geography.

Retirement  
C. C. Sparling, B.A.,  
Associate Professor of Mathematics.

Resignations  
Frederick W. Black, B.Sc., M.A.Sc.,  
Assistant Professor of Engineering.

Ninette Camins, B.A.,  
Lecturer in Anthropology.

Michael Davenport, M.A.,  
Lecturer in Economics.

Abraham Hoffer, B.Sc., M.Sc., Ph.D.,  
Assistant Professor of Physics.

Muhammad Iqbal, B.A., B.Sc.Eng., M.Eng.,  
Assistant Professor of Engineering.

Frank M. Molnar, B.Sc., M.Sc.,  
Lecturer in Biology.

New Courses Authorized 1964-65

- Biology 413 Plant Physiology
- Biology 414 Mycology
- Biology 442 Genetics
- Biology 443 Cytology
- Mathematics 261 Fundamental Mathematics
- Mathematics 450 Algebra and Continuation of Elementary Calculus
- English 265 Introduction to European Drama
- Fine Arts 257 History of the Film
- Fine Arts 281 Studio Course in Graphics (Introductory)
- Fine Arts 451 Seminar in the Teaching of Art
- Fine Arts 455 The Art of Play Production (Intermediate)
- Fine Arts 456 The Art of Play Production (Advanced)
- French 412 History of the French Language
- French 413 French Phonetics (Half-Course)

- German 422 Advanced German Language and Study of Literature from 1750 to 1830
- Philosophy 281 Scholastic Philosophy
- Philosophy 461 The Logic and Epistemology of History
- Religion 261 Religion in Canada
- Religion 263 Eastern Christianity
- Religion 462 The Reformation
- Economics 454 Public Finance, Federal and Provincial Taxation Policies (Half-Course)
- Economics 462 Theory of International Trade (Half-Course)
- Geography 221 Geography of the Oceans
- Geography 436 Regional Studies
- Geography 422 Historical and Political Geography of Ontario and Quebec
- History 442 History of Modern France and Germany
- Political Science 422 International Organizations
- Psychology 421 Learning and Motivation
- Psychology 431 Perception and Thinking
- Sociology 427 Area Studies in Demography
- Sociology 462 The Sociology and Control of Deviance with Special Reference to Drug Addictions
<table>
<thead>
<tr>
<th>Applied Social Science 481</th>
<th>Introduction to Social Gerontology</th>
</tr>
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<tbody>
<tr>
<td>Administration 421</td>
<td>Production Management</td>
</tr>
<tr>
<td>Administration 432</td>
<td>Human Relations and Personnel Management</td>
</tr>
<tr>
<td>Administration 433</td>
<td>Labour Relations</td>
</tr>
<tr>
<td>Administration 451</td>
<td>Social Aspects of Enterprise</td>
</tr>
<tr>
<td>Administration 452</td>
<td>Administrative Theory</td>
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<tr>
<td>Administration 453</td>
<td>Business Policy</td>
</tr>
<tr>
<td>Finance 423</td>
<td>Financial Analysis and Interpretation</td>
</tr>
<tr>
<td>Finance 424</td>
<td>Financial Management</td>
</tr>
<tr>
<td>Management 411</td>
<td>Managerial Uses of Accounting Data</td>
</tr>
<tr>
<td>Marketing 441</td>
<td>Marketing Channels and Retailing</td>
</tr>
<tr>
<td>Marketing 471</td>
<td>Retail Merchandising Techniques</td>
</tr>
<tr>
<td>Marketing 481</td>
<td>Retail Management</td>
</tr>
<tr>
<td>Qualitative Analysis 411</td>
<td>Operations Research</td>
</tr>
<tr>
<td>Statistics 242</td>
<td>Introductory Statistics</td>
</tr>
<tr>
<td>Courses Discontinued</td>
<td></td>
</tr>
<tr>
<td>Mathematics 241</td>
<td>Statistical and Graphical Methods Report and Precis Writing</td>
</tr>
<tr>
<td>English 214</td>
<td>Religious Education</td>
</tr>
<tr>
<td>Religion 222</td>
<td>History of Medieval Civilization</td>
</tr>
<tr>
<td>History 212</td>
<td></td>
</tr>
<tr>
<td>Courses Continued as “Non-Credit Courses”</td>
<td></td>
</tr>
<tr>
<td>Accounting 441</td>
<td>Internal Auditing</td>
</tr>
<tr>
<td>Administration 221</td>
<td>Office Management</td>
</tr>
<tr>
<td>Administration 442</td>
<td>Purchasing (Introductory)</td>
</tr>
<tr>
<td>Administration 443</td>
<td>Purchasing (Advanced)</td>
</tr>
<tr>
<td>Commercial Law 221</td>
<td>Industrial Legislation</td>
</tr>
<tr>
<td>Commercial Law 431</td>
<td>Company Secretarial Practice</td>
</tr>
<tr>
<td>Executive Training 211</td>
<td>Supervisory Training</td>
</tr>
<tr>
<td>Executive Training 421</td>
<td>Analysis of Business Conditions</td>
</tr>
<tr>
<td>Executive Training 422</td>
<td>Business Planning and Budgeting</td>
</tr>
<tr>
<td>Executive Training 431</td>
<td>Administration</td>
</tr>
<tr>
<td>Executive Training 441</td>
<td>Developing Effective Systems and Procedures</td>
</tr>
<tr>
<td>Finance 251</td>
<td>Credits Collections International Trade</td>
</tr>
<tr>
<td>Finance 252</td>
<td>Transportation and Traffic (Introductory)</td>
</tr>
<tr>
<td>Marketing 241</td>
<td></td>
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<td>Marketing 251</td>
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<td>Marketing 252</td>
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<tr>
<td>Marketing 262</td>
<td></td>
</tr>
<tr>
<td>Courses Continued as “Non-Credit Courses”</td>
<td></td>
</tr>
<tr>
<td>Accounting 441</td>
<td>Internal Auditing</td>
</tr>
<tr>
<td>Administration 221</td>
<td>Office Management</td>
</tr>
<tr>
<td>Administration 442</td>
<td>Purchasing (Introductory)</td>
</tr>
</tbody>
</table>
Additions and Alterations to the Library

In the summer of 1964, the fifth floor area previously occupied by the School of Art was allocated to the library. The addition of this new space permitted a general shifting of offices for more effective services. The Technical Services departments which for years were located in different areas were moved to one locale. The Head of Public Services secured an appropriate office on the sixth floor, which is this division's operating area. The university librarian and the Reference Office moved to the seventh floor, a less desirable but still workable location. Space was freed for the eventual enlargement of the Periodicals Room and the extension of its services to include documents and microforms. The Circulation Department's work area was enlarged, and a separate area in the adjacent stack was provided for valuable books.

In May 1965, the final stage of alterations commenced. The card catalogue alcove was enlarged to accommodate the great number of students using it, and a direct entrance to the Reference Room was provided. The Reference Room was separated from the main Reading Room by a partial glass partition, and shelf capacity was enlarged somewhat. Fortunately, we were able to absorb the study spaces displaced from the Reference Room in the main Reading Room, leaving us still with a seating capacity for three hundred and fifty (350) students.

Finally, the partition in the Periodicals Room was removed. The collection of current issues can now be expanded, and space is available to house the documents collection.

Planning for Library Expansion

The changes just outlined provide for the present. Planning is also under way for the near future (two years) and the more distant future (four years). With the assistance of the Science and Engineering Library Planning Committee, the layout of the Science and Engineering Library in the Henry F. Hall building has been completed, as well as the layout of the Reserve Room. The planning of the library's extended area on the fifth and fourth floors of the Norris building has begun. It is estimated that these areas will accommodate the collection only until 1968-69. With this deadline in view, planning for a new main library has been proceeding apace during the year.

The Library Planning Committee has been active gathering information on the needs which the new main library must meet. Dr. Stephen A. McCarthy, the Director of Libraries, Cornell University, has agreed to act as chief consultant on behalf of Library Building Consultants Inc., and met in February with the committee and the library staff. He will prepare a written program outlining the space requirements for the varied and complex services which the new main library will have to provide. When completed and approved by the university, this will provide the guide to the functional requirements of the building needed by the architects when they prepare sketches and plans. Mr. Robert Blackburn, Chief Librarian, University of Toronto, and Dr. Maurice F. Tauber of the Columbia University School of Library Service are assisting Dr. McCarthy in the capacity of critic consultants.

Consultation with Faculty

With the availability of a substantially larger book budget, the library has been working toward closer consultation and liaison with faculty, for the purpose of developing policies and procedures in book selection appropriate to the increased scale of operation. We have been concerned that adequate attention be directed by faculty councils to the adequacy or inadequacy of library holdings to support new courses being proposed. We are equally concerned to check our holdings in fields where courses are already offered and to fill gaps that presently exist. This latter task, which is of major importance, will be undertaken over the next year or two.

With respect to examining library holdings as they relate to new courses, we are currently working out a procedure for this with the Faculty of Arts. Once established, such a procedure will make possible a realistic assessment of holdings as the
academic program advances, and provide a realistic estimate of the cost of needed additions to the collection for budget purposes. This is time-consuming work but of the utmost importance if courses are to be adequately supported.

To assist the university librarian in developing a sound policy and practice in the selection of books and other library materials, a Selection Committee of senior library staff members, under the chairmanship of Mrs. Howard, Head of Public Services, was appointed to gather necessary information. Members of faculty, department heads and any other interested persons were invited to submit recommendations on selection policy, or for the purchase of monographs, sets, back runs of journals, for consideration by the committee.

Growth of Enrolment and the Collection

This year has witnessed further growth in student enrolment. This was paralleled by a growth in the collection of a slightly higher proportion, with the result that the library holdings per student have begun to rise, albeit slowly. With the reorganization of Technical Services and the increasing book budget, we look forward to further progress in the year ahead. Table 1 summarizes the statistical picture of this growth.

<table>
<thead>
<tr>
<th>Enrolment</th>
<th>1963-4</th>
<th>1964-5</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time students (day)</td>
<td>2,995</td>
<td>3,401</td>
<td>+13.5%</td>
</tr>
<tr>
<td>Part time students (evening)</td>
<td>7,598</td>
<td>8,439</td>
<td>+11.0%</td>
</tr>
<tr>
<td>Converted to equivalent full time students (1)</td>
<td>3,039</td>
<td>3,376</td>
<td></td>
</tr>
<tr>
<td>Total equivalent full time</td>
<td>6,034</td>
<td>6,777</td>
<td>+10.7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection as of May 31</th>
<th>1964</th>
<th>1965</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library collection (volumes)</td>
<td>67,000</td>
<td>81,054</td>
<td>+21.0%</td>
</tr>
<tr>
<td>Vols. per full time student</td>
<td>20.7</td>
<td>23.8</td>
<td>+ 3.1</td>
</tr>
<tr>
<td>Vols. per equivalent full time student</td>
<td>10.3</td>
<td>12.0</td>
<td>+ 1.7</td>
</tr>
</tbody>
</table>

Recommended standard

Canadian Association of College and University Libraries
75 volumes per student

American Library Association
50 volumes per student

Part time students at Sir George Williams University during 1964-5 took, on average, 40% of a full time course load.
Library Staff Development

In an attempt to create a better understanding of the policies and procedures of the library, we established in the spring an in-service training program for all levels of library staff. After an initial period of orientation in his/her own department, a new staff member spends several weeks in other departments to gain some insight into their operations, then returns to his/her own department for more intensive training in his/her regular work. Early evaluation suggests that this is a practical and useful plan, though a final judgement will have to await further experience.

It is impossible to gather all members of the staff together for periodic general meetings because of the need to cover a six (6) day operation on a two (2) shift basis. Consequently, keeping the library staff informed of developments in the library and the university which will affect them or their departments has been extremely difficult. To help overcome this problem, we established a library newsletter, "MEMO", edited by Miss Carol Calder, to convey information to staff on library planning, new policies and procedures, staff changes, notable acquisitions, etc.

In January, several librarians from Technical Services and Public Services attended a short course sponsored by the Montreal Chapter of the Special Libraries Association and IBM, dealing with the application of data processing techniques to library operations. This continues our policy of encouraging librarians to broaden their understanding of new developments in librarianship, and in particular to become more familiar with this field which will have important implications for libraries.

Parent Report

Examination of the Parent Commission recommendations as they affect the university has been under way throughout the spring. The university librarian has taken part in these discussions. In addition he and one of the library staff have been active in the University and College Library Section of the Quebec Library Association in a program aimed at investigating interlibrary cooperation, its possible scope, and its practical limits. These are questions which must be carefully examined by librarians if sound recommendations for practical interlibrary cooperation are to be made to the provincial government.

Noteeworthy Acquisitions

During the year the library acquired a nearly complete collection of books by and about Henry Miller and his works. The collection included French and German editions as well as those in English. At the end of the year we made arrangements to acquire a collection of some one thousand and five hundred (1,500) letters written to Irving Layton by a wide range of writers, critics and publishers. These two collections will give some added breadth and depth to our resources for the study of Canadian, American and English literature.

We have acquired in microform the New York Times from 1851 to 1956 and its printed indexes. The microfilm of Confederation papers, covering the years 1862-1873, being published by the Canadian Library Association has been ordered. Finally, we have acquired the British Parliamentary debates, 1066 to 1918.

Gifts and Donations

The library has again received generous support from many individuals, organizations, and government bodies. This support has taken the form both of gifts of books and of money to be applied to the purchase of books in subjects where we have a need. We express thanks and appreciation for this interest shown by friends of the university.

Public Services

Under the direction of Mrs. Howard, who joined the staff in October, the use of the public services of the library has steadily increased. The overall circulation of material from the collection rose by 11.9%. The use of periodicals rose by 27.5%, and the use of slides dropped by 10.7%. Toward the end of the year, the library's slide collection was transferred to the Fine Arts Department and integrated with their collection.

Mrs. V. L. Thomson joined the staff on June 1st as senior reference librarian and
has guided the activities of the Reference Department throughout the year. The reference collection was expanded, and checked for gaps. New titles were added, yearbooks and handbooks brought up-to-date and placed on standing order. Periodical indexes and abstracts were shifted to the Reference Room where more effective direction in their use could be given to students. The current issues of certain of the more heavily used legislative publications were moved to the Reference Room to provide greater accessibility. A statistical record was commenced for classifying and recording the number of inquiries for information. With respect to interlibrary loan, it is worth noting that, while our borrowing from other libraries increased by 37%, our lending to other libraries rose by 104%. The work of the reference department in book selection was greatly hampered by a prolonged period of staff shortage, but despite this, some fourteen thousand (14,000) selection slips were checked against our holdings. In addition, the staff prepared several reports analysing our holdings in several fields in which honours programs were under consideration.

Some limited efforts toward library orientation were undertaken. A more extensive program is under consideration for the coming year. Under Mrs. Thomson’s direction a pamphlet “Library Service to Students” was prepared and distributed to all new students in the day division.

The central record of periodicals was shifted to the Technical Services division where work with duplicate lists and gifts could be handled more effectively. The establishment of an organized documents collection was delayed until March, when Miss Olga Gil joined the staff as documents librarian.

Technical Services
With the move to larger quarters on the fifth floor of the Norris building, the Acquisitions Department joined the Catalogue Department to form the Technical Services division of the library. Further reorganization and improvement of output is recorded for the year in Table II.

With his appointment as acquisitions librarian in July, Mr. Van den Berg assumed responsibility for organizing the work of the Acquisitions Department in its new location. He carried through an examination and revision of large parts of the records of the department, set up a standing order file, and integrated periodical order accounts with the standing order records. In addition, several staff changes meant that he was almost continuously training new staff members. These changes are now mostly completed.

As the staff of the Catalogue Department became settled in their new quarters, they began the steady job of cataloguing the backlog of gifts in addition to new incoming books. By the year end the backlog was cleared and current acquisitions were flowing through the system steadily. Besides this, some progress was made on reclassification. The addition of Miss Dolores Deckinger and Miss Lois Côté to the staff of cataloguers contributed to this progress.

Governors, Faculty and Staff
The understanding, support, and cooperation which has been forthcoming from members of the Board of Governors, faculty and university staff have made the task of developing the library’s collections and services a pleasant, if at times hectic, one.

Table 2
Statistics of the Collection June 1964 to May 1965

<table>
<thead>
<tr>
<th></th>
<th>Books</th>
<th>Books</th>
<th>Records</th>
<th>Microfilm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Titles</td>
<td>Volumes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 1, 1964</td>
<td>43,205</td>
<td>67,000</td>
<td>855</td>
<td>12</td>
</tr>
<tr>
<td>added</td>
<td>7,483</td>
<td>14,054</td>
<td>0</td>
<td>558</td>
</tr>
<tr>
<td>May 31, 1965</td>
<td>50,688</td>
<td>81,054</td>
<td>855</td>
<td>570</td>
</tr>
</tbody>
</table>

| Percentage change | 17.0% | 21.0% |

* included in book count
As society moves evermore quickly towards an automated technological existence, as specialized vocational opportunities multiply, as special educational programs develop to provide individuals with new skills, the student's need for guidance and counselling increases. As competition to enter and to remain in advanced educational programs intensifies, the individual's need to carefully plan and to evaluate progress and also to alleviate anxiety in a one to one relationship becomes more critical. Over this past year the Student Guidance Services has had reflected in its appointment schedules the forces and needs identified brief above.

It is the role of this office to offer the student an opportunity to discuss freely in a confidential and professional setting any matter that may be of concern to him. Such concerns may include difficulties in studying or uncertainty about academic plans and career goals or a student may wish professional assistance with concerns of a more personal nature which seem to be impairing his performance at the University or in the Schools. The focus is on helping the student understand himself better, to increase his competency in establishing realistic goals and in choosing rational means of attaining them.

For the period under review, Guidance Services was fortunate in having a competent and hard working staff. Two appointments to the counselling group contributed substantially to the Guidance program. Mr. James Fraser joined the staff on June 1st, 1964 while Miss Pat Dunton, formerly Director of Sir George Williams School of Retailing, joined on August 1st, 1964. The Mental Hygiene Consultant, Dr. Guy da Silva, was able to increase the number of psychiatric consulting hours from three hundred and twenty-four (324) per annum to approximately five hundred (500) hours per annum. This increase enabled him to run a schedule of group therapy sessions over a twenty-six (26) week period with an average attendance of about five (5) people in addition to extending his schedule of individual appointments. Mention should be made here too of the competent service given by members of the Guidance staff who work as part-time counsellors primarily with students of the Evening Division of the University and Schools. The extensive operation conducted would be impossible without their loyal contribution.

The statistical summary for the period under review shows a total of approximately four thousand, nine hundred and eighty-nine (4,989) individual counselling appointments with members of the staff. In addition, some six thousand, six hundred and thirty-nine (6,639) appointments were made on either an individual or group basis for psychological testing, visual examination or reading training. The Placement Office reports four thousand, nine hundred and twenty-nine (4,929) interviews with students, one thousand, six hundred and forty-three (1,643) graduating student interviews with employers recruiting on campus and seven hundred and thirty (730) placements. Finally, seventy-five (75) campus visits from employers were made to interview students at the University. This was an increase of fourteen (14) companies recruiting on campus over the previous year.

Special note can be made of the following programs and projects.

Applicant Testing Program
Freshmen applicants to Day University for classes commencing in September 1964 were required to complete admissions tests. Three thousand two hundred and four (3,204) applicants were tested from January to August 1964. Test results were evaluated and recommendations were forwarded to the Registrar for use in conjunction with high school leaving results in deciding admissibility. In addition, approximately one thousand and six hundred (1,600) mature matriculation applicants were tested. These applicants were primarily for Evening classes. Research is presently under way to establish the validity of these two testing programs.

Orientation Program
Orientation Program for Freshmen 1964 consisted of the "Meet the Principal" event followed by tours of the building led by members of the Garnet Key and the Big Brothers group. A week after classes began, freshmen students were invited by letter to attend a Study Skills Seminar conducted by
### Guidance Services

Summary of Program June 1, 1964 - May 31, 1965

<table>
<thead>
<tr>
<th>Formal Testing Programs (Group Testing)</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day University Testing Program (Freshmen 1964)</td>
<td>3204</td>
</tr>
<tr>
<td>Day Business School Testing Program</td>
<td>265</td>
</tr>
<tr>
<td>School of Retailing Testing Program</td>
<td>36</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3505</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Individual Testing Appointments</th>
<th>Number of Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Students (Day and Evening)</td>
<td>560</td>
</tr>
<tr>
<td>Evening High School Students</td>
<td>600</td>
</tr>
<tr>
<td>Business School Students</td>
<td>35</td>
</tr>
<tr>
<td>School of Retailing</td>
<td>12</td>
</tr>
<tr>
<td>Mature Matriculant Applicants</td>
<td>1600</td>
</tr>
<tr>
<td>College Transfer (Testing and Interviews Combined)</td>
<td>180</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2987</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Counselling (Individual Appointments)</th>
<th>Number of Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Students (Day and Evening)</td>
<td>4327</td>
</tr>
<tr>
<td>Evening High School Students</td>
<td>430</td>
</tr>
<tr>
<td>Business School Students</td>
<td>46</td>
</tr>
<tr>
<td>Psychiatric (all units) individual</td>
<td>166</td>
</tr>
<tr>
<td>(In addition, group therapy—26 one hour sessions with average of five individuals per session)</td>
<td></td>
</tr>
<tr>
<td>Retailing School Students</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4989</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Programs</th>
<th>Number of Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselling and Testing Non-Students</td>
<td>46</td>
</tr>
<tr>
<td>Effective Reading Training Programs</td>
<td>101</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>147</strong></td>
</tr>
</tbody>
</table>

Guidance Services. On a voluntary basis, three hundred and sixty (360) freshmen students met in groups of twenty (20) for three (3) sessions, each group session conducted by a member of the Guidance staff. Topics such as listening skills, note taking and study skills were discussed and practiced. These seminars provided opportunity to acquaint students with some basic learning skills and also helped establish relationships with Guidance staff. On an experimental basis one group continued to meet over most of the year to further develop various study skills. This approach to freshmen students was found effective and Guidance Services intends to continue beyond this pilot project with the intention of involving the majority of the 1965 freshmen class.

**“Success ’65”**

Guidance Services was asked by the Georgian Business Club to act as consultant in planning a career seminar. The program consisted of three (3) topics including (a) Self-evaluation, (b) Occupational Information and Vocational Preparation, (c) Interviewing and Job Seeking. Personnel from business and industry and members of the Alumni Association made presentations and served as resource persons. This pilot project was evaluated as effective in reaching its objectives.

**I.B.M. 1230 Scoring Machine**

Machine scoring procedures were updated.
by acquisition of the latest I.B.M. automatic test scoring machine. Faculty made use of the 1230 at both mid-term and final examinations. Nineteen (19) final examinations were of the objective type and were scored at the Testing Center. The I.B.M. 1230 scores at the rate of one thousand and two hundred (1,200) answer sheets per hour with automatic feed and print out of raw scores.

Sir George Williams University Testing Center

The Sir George Williams University Testing Center was established in March 1965. While the Student Guidance Services is student-centered and provides educational, vocational and personal counselling to students, the Testing Center is Institution-centered and through it, services are provided to the Registrar, other offices and faculty members requiring objective test scoring. Various projects were completed including assignments for the Royal Commission on Bilingualism and Biculturalism, the West Island School Commission, the Protestant School Board of Greater Montreal, other schools and some companies. Unlike Guidance Services, the Testing Center charges a modest fee to cover operating costs.

Freshmen Orientation Program Committee

In the past the Guidance Services Office has been largely responsible for designing the Orientation Program for freshmen students. With larger numbers of students and with faculties now established, the assumption was made that other University personnel should be involved in planning future orientation programs. A recommendation was made to the Principal and approval received to create a formal Freshmen Orientation Program Committee which has now been established by appointment from the Deans of faculties and the heads of other departments. Membership on the Committee consists of representatives from the four faculties, the Student Affairs Office, the Guidance Services as well as the Student Undergraduate Society.
The past year has produced some of the most significant developments in the history of student life at Sir George Williams University with many hours of staff research study and discussion resulting in the formation of the University Council on Student Life, the Overseas Advisory Committee, the Chaplains Advisory Committee on Religious Life, the Study Committee on the Evening Students' Association, the Student Discipline Committee, and many other projects which saw students, faculty and staff discussing mutual concerns and developing recommendations to the University. This spirit of consultation, deliberation and opportunity for disagreement, is very important for a healthy and productive climate in the student life of the University.

A considerable portion of staff time was devoted to planning for the extensive facilities which will be available to students in the new Henry F. Hall building. With these elaborate facilities, it has been necessary to study new administrative techniques, and to assist the student leaders in the development of policies to govern the programme facilities which will be made available for the fall of 1966.

Student Co-Curricular Programmes

At Sir George Williams University, the student, working through elected bodies, has total freedom in planning and carrying out programmes. The staff role is to create the atmosphere making it easy for students to use the resources of the Student Affairs Office. Thus the functions of the programme staff include, among others:

- Sharing with students the thinking of the other segment of the University regarding the purpose and goals of the co-curricular programme.
- Helping them find resources needed for their various activities.
- Helping them set up leadership and training experiences, including human relations, club officer training, problem solving workshops.
- Counseling, as required, for "normal" social and personal development.
- Programme consultant and help in evaluation.

Our biggest challenge is to mobilize all available resources, and to work in partnership with students that they may have opportunities to strive for the highest form of development.

The wide range of programmes during 1964 included the weekly meetings of sixty (60) clubs, demonstrating many different and varied activities. Such clubs required eight hundred (800) sessions, and used the equivalent of one thousand (1,000) rooms. Along with the ongoing activities mentioned, there were among others the following special events: The Annual Debating Tournament, Winter Carnival, International Seminar, Science and Commerce Weeks, United Nations, International Week, leadership development, and drama productions.

Overseas Students

During the 1964-65 academic year, two hundred and sixty-one (261) overseas students were registered in the day division of the University, representing twenty-eight (28) countries. It might be of interest to note here that fifty per cent (50%) of the overseas students came from the West Indies, and a further twenty per cent (20%) from Hong Kong.

The goals of the Office of Student Affairs in working with overseas students are similar to that of all students, that each contact with the student is being educative in nature and every ensuing action should be towards the enhancement of his educational environment or experience.

An Overseas Advisory Committee composed of two members from each of the ethnic clubs on campus met regularly to discuss and plan programmes, reception of new students and special studies.

Housing needs for Overseas students are fundamentally the same as those of other non-residents, except that their limited budget often restricts the choice of accommodation. A Housing Registry was maintained by our office and circulated to those students who had some difficulties in this area.

Religious Activities

Every effort is made by the University to have available specific resources for students as they face the pressures and challenge of
higher education. Included in this area is the service offered by the Chaplains.
Approximately two thousand (2,000) day students voluntarily filled in religious affiliation cards distributed at the time of registration. This is the first year that the Chaplains have officially grouped together to plan and coordinate their efforts through a committee responsible to the Student Affairs Office.

Student Financial Aid
Statistics from 1964-65 continue to reflect a pattern of increased financial assistance and has necessitated a realignment of staff responsibilities. Miss Joan Richardson has now assumed complete responsibility for this segment of student aid. During the course of the year, the University Scholarship Committee decided to increase the membership to include a faculty representative from each of the four faculties.

a. Government Assistance

1. Province of Quebec
   - 745 Day Students Received $298,310.00
   - 68 Reconsiderations $ 24,810.00
   - 89 Evening Students $ 5,478.00
   - $328,598.00

2. Province of Ontario
   - 10 Students Received $ 3,000.00
   - $ 3,000.00

3. Canada Student Loan Plan
   - 70 Students Received $45,000.00
   - $45,000.00

b. University Scholarships, Bursaries, Loans

1. Bursaries and Loans
   - 90 Students Received $13,825.00
   - $13,825.00

2. Student Emergency Loan Fund
   - 126 Students Received $6,640.00
   - $6,640.00

   Total of a. and b. $397,063.00

Medical Services
The medical center was staffed from 9:00 a.m. to 10:00 p.m. Monday through Friday during the academic year. It was attended by patients from all groups in the University and Schools, staffs and students. Once again the overseas students followed by the varsity athletes were most fully represented on a percentage basis. We dealt with one thousand, two hundred and forty-three (1,243) visits, of whom the medical officer saw four hundred and seventy-four (474). The others were dealt with by our three (3) registered nurses. This was an increase of ninety-one per cent (91%) in the number of visits over last year's total.

The Royal Victoria and the Montreal General Hospitals received fifty-eight (58) referrals to their clinics or wards, ten (10) were referred to other hospitals. Other referrals were made to private physicians, to dentists and in some cases to our Office of Guidance Services or to the Physical Education Department. The commonest cases were anxiety states, followed by athletic and other injuries, and by upper respiratory infections, in that order.

Athletics
The University athletic programme for the 1964-65 season was more extensive than any other year and equally as successful. Statistics show that two hundred and sixty (260) were active in eighteen (18) intercollegiate sports. The programme offered to the student body included some forty-four (44) different activities on the intercollegiate intramural and recreational levels of competition.

Sir George Williams University was represented in fifteen (15) Ottawa-St. Lawrence Athletic Association (OSLAA) activities. There was a total of fourteen (14) sports offered to the student body in the intramural programme, a total of twelve (12) activities on the recreational level. Co-recreational activities numbered eleven (11). The women's athletic programme offered eight (8) activities.

The intercollegiate teams played in a total of one hundred and seventy-five (175) games or tournaments and travelled a total of fifty-five thousand (55,000) miles in the United States and Canada. The teams that represented Sir George in athletic competition in 1964-65 have continued to further the excellent reputation
Ottawa—St-Lawrence Athletic Association (OSLAA) Hockey Champions.

Photo by David Bier Studios.
enjoyed by Georgians in the past. Much of the credit for this must be given to the fine coaching staff who contribute time and effort to make the programme a worthwhile one and an excellent educational experience for the students who compete in the programme. The faculty and administration are also to be commended for their excellent support. The students are to be congratulated on their accomplishments and for their contribution to the Sir George Williams University.

Staff Appointments and Changes
In June 1964, Mr. Jack Hopkins, B.A., B.S.W., was appointed to the staff as an Administrative Assistant relating to the student co-curricular programmes and Miss Joan E. Richardson, B.A., was appointed as a Staff Assistant with responsibility for the administration of provincial and federal aid to students. She was also appointed to the position of Advisor to Out-of-Country students. In August, Mr. Lowell Gifford, B.F.A., M.S., joined the staff as Advisor to Evening Student Activities and immediately began a major study of student needs in that important aspect of university life.

In March 1965, Mr. Donald F. Young resigned as an Administrative Assistant to assume the position of Dean of Men at Loyola College. Subsequently, Mr. Jack Hopkins was promoted to Assistant Dean of Students at Sir George Williams University.

Students' Undergraduate Society
by Vernon Eccles, President 1964-65

The Students' Undergraduate Society attempted, through its activities, to reflect a student body intent upon developing the skills of responsible social action through group effort. It was unhesitant to offer a student point of view in varied matters relating to students. It found that its ideas were granted courteous and due consideration by other sectors of the university, and thus feels that it was given ample opportunity to play an integral role in the healthy development of the university community. The organization sought, in a positive manner, to project the student body into the Quebec and Canadian Society, for it felt that its members have a valid contribution to make to this society from which they have a good deal to benefit. These were the goals of the two hundred (200) student leaders who planned this year’s student activities, and it is true that they, and the students who participated in the many organs of the Students’ Society, executed their plans with a significant measure of success.

The major public representative role of the governing Council of the Students’ Undergraduate Society this year was its dialogue on behalf of the students with the Quebec Government on the subject of the Sir George operational grant. This grant was assessed at thirty-eight thousand dollars ($38,000) for 1964-65, an action which was concurrent with a second consecutive tuition fee increase. The representations by the Student Council were sober, measured, maturely handled and treated with the utmost respect by all concerned. The Council was pleased, by the end of the year, to note an increase in the operational grant for 1965-66 to four hundred and fifty-three thousand dollars ($453,000) and the concurrent absence of a tuition fee increase in the Day division for 1965-66.

There can be little doubt that the Students’ Undergraduate Society this year did its part to give life to the educational philosophy of Sir George: “...the development of persons through formal education and its correlated activities”, so that its students “shall grow in character and personality as well as those techniques and appreciations which may be required in full and satisfactory living”.

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The Honourable Paul Gérin-Lajoie laying the corner-stone of the Henry F. Hall building. Photo by Graetz.

Henry F. Hall Building
The construction of the Henry F. Hall building on Burnside Street officially started on March 27th, 1964. Since then, thirty-five thousand, two hundred and ninety (35,290) cubic yards of earth, fifty-eight thousand and thirty (58,030) cubic yards of rock were removed from the site, six thousand, six hundred and eighty-six (6,686) tons of steel were erected, and twenty-five thousand, one hundred and thirty-eight (25,138) tons of concrete were poured. Due to the rapid erection of the structural steel and the early beginning of the installation of the pre-cast concrete window panels, the contractor, Perini Quebec Inc., working on a Critical Path Schedule, was able to gain a few days of valuable time.

The design of laboratory furniture and equipment (such as lab benches and fume hoods), both for undergraduate and research laboratories, was done by the Central Scientific Company and the contract for the construction and installation was awarded by public tender to the Wilson Science Equipment Ltd. for one million, forty-four thousand and five hundred dollars ($1,044,500).

The total cost of the project, including furnishings, is estimated at twenty-six million, six hundred and thirty-nine thousand, and six hundred dollars ($26,639,600). The Government of the Province of Quebec has agreed to furnish nineteen million and five hundred thousand dollars ($19,500,000) and additional funds are expected from
Federal Grants, a Canada Council Grant, the rebate on federal sales tax and the University Building Fund Campaign.

In anticipation of the opening of the Henry F. Hall building in September 1966, a special committee was set up to consider problems related to the move of the teaching and administrative staff, as well as the setting up of operations of the University in the Hall and in the present Norris buildings.

An important public ceremony took place on May 8th: the Honourable Paul Gérin-Lajoie, Minister of Education of the Province of Quebec, officially laid the cornerstone of the Henry F. Hall building. This marked a further step towards the completion of this very important undertaking.

Long Range Planning

The implications of the recommendations proposed in the Parent Report on student enrollment were considered and after analysis it was found that even with "Institutes" offering at least the equivalent of the Freshman year, the undergraduate enrollment of the University will continue to grow. Shortly after the Hall building is opened, the number of day students will reach five thousand (5,000). The fixed facilities in the Hall building, such as the Science and Engineering laboratories, the theatre and the auditoria, the TV services and the cafeteria are sufficiently large to accommodate this number, but the University will lack an adequate library, classroom space and Faculty offices and will also require an Athletic facilities building and perhaps a student residence. These are all considered necessary to complete the needed facilities for the University. However, it was agreed that the planning of these projects should be based on a day enrollment of eight thousand (8,000) and sixteen thousand (16,000) in the evening in order to allow for as much expansion as is desirable.

The Library Project

The firm Library Consultants Incorporated was hired to help plan and design the University Library building. This project received high priority because of the present inadequate condition of the library and the increasing student enrollment in both the day and evening divisions. Basing the enrollment on eight thousand (8,000) day and sixteen thousand (16,000) evening students and an academic program such as offered at Sir George, a book collection of one million (1,000,000) volumes seemed most reasonable. Reading and study space for forty per cent (40%) of the eight thousand (8,000) students and a staff of one hundred and fifty (150) were deemed necessary. The gross floor space required to house such a library would amount to about two hundred and sixty thousand (260,000) sq. ft. or at a maximum of twenty-six thousand (26,000) sq. ft. per floor, a ten (10) storey building on a site of about thirty thousand (30,000) sq. ft. The cost of such a building, including architects fees, but excluding cost of land, could amount to five million and five hundred thousand dollars ($5,500,000). The location of the Library must be central to the Arts Faculty students and within easy walking distance of all Faculties.

Other Projects

An Athletic Facilities building and a Student Residence are also receiving serious consideration. Furthermore, a survey is being prepared for the physical needs of the Arts and Commerce Faculties.
In developing a public relations programme, our office had to establish a number of priorities. High on this priority list was our communications process, for we believe that this is a most important function in the development of good relations. During the past year we concentrated our activities at improving our communications with the many groups in the university community. Throughout the year we searched for, we studied, we proposed and we developed various instruments, numerous means and methods of reaching those who have an interest in the growth and development of our institution. We have continuously tried to interpret this university to its many publics in order to gain a better understanding of our endeavors and to enlarge our circle of friends. We have continued to evaluate and assess the effectiveness of our techniques and we can safely report that progress has been made but, we have yet a long way to go to achieve our ultimate objectives.

Annual Report
Most of our summer was spent preparing the annual report. For the first time it was printed in a booklet form with a relatively wide distribution. This necessitated a new approach and, of course, brought about several difficulties. As we were progressing with this important task, we noticed a number of technical and editorial weaknesses and we hope that this year's report will rectify many of these shortcomings. We also benefited greatly from the many comments offered by colleagues at the university. Furthermore, we initiated an appraisal survey which was most helpful in the planning of this year's report.

External Communications
After a careful study of the coverage and the placing of news stories in local papers, we embarked on a campaign to achieve recognition for the outstanding service which this university renders the local population. We met with officials of the local media and engaged in fruitful discussions. In the course of these meetings, we learned a great deal about the communication industry, its problems, its difficulties, its weaknesses and, perhaps most important, we devised better ways of co-operating with the industry to our mutual satisfaction. These exchanges of viewpoints were of great assistance to our office as well as to the university as a whole and they will, of course, be furthered in years to come. These important negotiations, plus striking developments at the university and in the world of education generally, plus a well planned and varied co-curricular programme, plus a great deal of hard work on the part of the publicity department of the students undergraduate society, plus the good co-operation of the local media representatives and officials resulted in very good coverage of our activities throughout the year. We hesitate in singling out one news story, however, we must draw attention to the feature on Sir George Williams that appeared in "Week End" Magazine in the fall. Many comments were expressed: some favorable, some unfavorable. The point that should be made is that this story was written for an audience that did not, in most cases, know anything about our institution. This story introduced Sir George Williams University to thousands of people "ad mare usque ad mare". In years to come we need to improve our contact with those who now know what we are, where we are, and the opportunity we provide for the Montreal community.

Internal Communications
A great deal of emphasis was given to internal communications. We believe that those who are making this university a reality need to be well informed about their institution. The Principal's Bulletin was introduced in October and proved a valuable addition to our community. It brought members of the faculty and staff in closer contact and provided a much needed information media for part-time faculty. Representatives of the faculty and administrative offices participated in a communications seminar which was held in the spring. They contributed their experience, knowledge and wisdom to the success of this venture and many of their valuable suggestions have already been incorporated in certain documents and others will be
given further thought and study in the fall. The general consensus of opinion was that our people are generally well informed and that efforts to sustain and improve this trend should be maintained.

An attempt was made to establish communications between the Principal’s Office and the general body of students. It had been noted that although communication was very good with student leaders, the individual day or evening student could be better informed. The letters from the Principal were a step in the right direction, but more needs to be done. We cannot leave the communication with our students to chance. We must improve our relationship with existing student medias and we may well have to devise new means of reaching this very important and significant group in our community.

Appreciation
This office would like to express its appreciation to faculty and staff members for their co-operation and collaboration. Public relations is a team effort and we proudly acknowledge the fact that more and more people are joining the team and actively participating in it. For this and much more we are very grateful to all our colleagues.

Annual Meeting
The Annual Meeting for the year 1963-64 (fourteen (14) months) was held at the Windsor Hotel on June 11th, 1964.

Grad Receptions
As in the past, the Association sponsored the Fall and Spring Graduate Receptions at the Windsor Hotel. Total attendance to both Receptions was just over four thousand (4,000). Due to the lateness of the Spring Convocation, the number of people attending dropped below the number expected. However, the two programmes were successful.

K. E. Norris Memorial Lecture Series
The fourth Annual Kenneth E. Norris Memorial Lecture Series were held on Monday, November 30th, Tuesday and Wednesday, December 1st and 2nd in the Salvation Army Citadel on Drummond Street. The Speaker was Dr. Harry Gordon Johnson, a leading Canadian Economist who has taught at Canadian, British and American Universities. He is at present Professor of Economics at the University of Chicago. His topic was, “The World Economy at the Crossroads”.

Financial Campaign
The Alumni Division of the Sir George Williams University Building Fund Campaign, which started last year, is going ahead.

At this writing the University has received ninety-four thousand, two hundred and fifty-five dollars (94,255) from one thousand, six hundred and thirty-five (1,635) Graduates. These figures include monies received through other areas or divisions of the Campaign. Space does not permit us to name the hundreds of people involved. Ted Lande was Chairman for the first year and Mel C. Zwaig was appointed Clean Up Chairman. To both of these gentlemen and their committees and also to the individuals that have contributed, we express our heartfelt thanks.

Donations
During the year the Alumni has continued to support the University in any way possible. Two contributions worthy of note were: a donation of one thousand dollars ($1,000) towards the acquisition of Library Holdings for the Canadian Studies Programme leading to a Major in Canadian Studies and the purchase of a painting for the University’s Collection of Contemporary Canadian Art.

Conclusion
In closing, I would like to express my appreciation to the President, Nick Grycan, and the members of the Board of Directors for their continued support; to the Faculty and Staff of the University; and to all members and friends of the Association who have supported us throughout the year.
Operations
The only basic change in operations was the introduction of Day Division classes during the summer of 1964. Special Summer Sessions were offered in Sociology and in Geography. Classes were scheduled on a five-day-per-week basis for six (6) weeks, and students were limited to two (2) course credits. The programme was successful, and will be continued in these two (2) areas for the summer of 1965.

Admissions
There were no basic changes in admission policy nor in the selection of applicants for acceptance. However, the whole system of operation of the Admissions Office was revised with a view to increasing the efficiency of processing the large number of applications. More than four thousand (4,000) applications were received and there was room for only one thousand and seventy-five (1,075) new students.

Records
The Records Office is still in the process of converting from a manual system to a machine system of operation. The necessity for maintaining both systems in at least some areas means that the burden of work in the office is heavier than normal, and will remain so until the change has been completed.

Registration
Registration for classes in the 1964-65

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<th>Academic year 1964-65</th>
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<tbody>
<tr>
<td></td>
<td>Day</td>
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<tr>
<td>Arts</td>
<td>1,054</td>
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<tr>
<td>Science</td>
<td>478</td>
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<td>Commerce</td>
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<td>Engineering</td>
<td>26</td>
<td>229</td>
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<td>Partial</td>
<td>428</td>
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<tr>
<td><strong>Totals</strong></td>
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Degrees and Certificates Awarded by Faculties in the University

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<th>Degrees</th>
<th>Fall '64</th>
<th>Spring '65</th>
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<tr>
<td>Bachelor of Arts</td>
<td>100</td>
<td>314</td>
<td>414</td>
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<tr>
<td>Bachelor of Science</td>
<td>47</td>
<td>120</td>
<td>167</td>
</tr>
<tr>
<td>Bachelor of Commerce</td>
<td>38</td>
<td>194</td>
<td>232</td>
</tr>
<tr>
<td><strong>Total Degrees</strong></td>
<td><strong>185</strong></td>
<td><strong>628</strong></td>
<td><strong>813</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Certificates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts</td>
<td>4</td>
</tr>
<tr>
<td>Associate in Science</td>
<td>3</td>
</tr>
<tr>
<td>Associate in Commerce</td>
<td>1</td>
</tr>
<tr>
<td>Certificate in Engineering</td>
<td>8</td>
</tr>
<tr>
<td>Diploma in Association Science</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Certificates</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>
session marked the first full-scale use of machine data processing for this purpose. The results were very satisfactory. Because of the time saved in handling clerical details, the period allocated to registration has been reduced by one week. This has made it possible to reschedule the whole calendar for the academic year, implementing changes which have been under consideration for some time. Basically, the changes include starting classes one week earlier, an increase from thirteen (13) weeks to fourteen (14) weeks for each term, and the elimination of the formal two-week schedule of progress examinations in January. The new plan will become effective for the 1965-66 academic year. In addition, new first year students in the Day Division will register at the beginning of the registration period instead of the end, thus providing time to offer them a full week of orientation and introduction to the University.

Examinations
For the first time, reports of final examinations were posted, by student number, on various notice boards throughout the University. There was general approval, since students obtained grades earlier than would otherwise have been possible. Members of the full time teaching staff were relieved of the responsibility for invigilating their own Evening Division examinations in order to allow them more time to grade papers and submit examination reports.
before the stipulated deadline. Examination schedules were prepared from data made available at registration, and were posted during the first week of classes in both the first and second terms. External examination centers were established in various universities across Canada to make it easier for our students to write supplemental examinations in the vicinity of their homes or their summer jobs.

Convocation
For the first time in its history, the University awarded Honorary Degrees at this year's spring convocation. When Dr. Roberts announced this important development he said: "It gives the University great pleasure and satisfaction to recognize and honour four (4) distinguished individuals as the first recipients of this University's honorary degrees". A Doctor of Laws Degree, honoris causa, was conferred upon:
Mr. Jean Lesage
Mgr. Alphonse-Marie Parent
Dr. H. I. Ross
Dr. Evan H. Turner
The Honorable Jean Lesage delivered the Convocation Address on Friday, May 28th in beautiful Place des Arts. Six hundred and twenty-eight (628) degrees and thirty-two (32) certificates were presented on this memorable occasion.

General Comments
The 1964-65 year has been a satisfactory one with respect to the specific needs cited in last year's report. The basic personnel organization of the Registrar's Office has been determined, as indicated by the appointments and promotions indicated later in this report. An exhaustive review and revision of job descriptions for the major areas of the Registrar's Office has been accomplished. This was done by the individuals concerned in consultation with the Registrar, and indicated a real understanding of the problems and responsibilities faced by the administrative staff of the Registrar's Office. The increased space necessary for efficient operation is in sight. The Registrar's Office will remain in the Norris Building, on the first and second floors, when the Hall Building is ready for occupancy in June 1966. The basic plan for the design of the new area has been determined, and detailed planning is proceeding.

A look ahead indicates that the 1965-66 year will involve consolidation of our position with improved efficiency in all areas. We must be better prepared to meet the demands of a much larger physical plant and an expanded academic programme brought about by occupancy of the Hall Building in June 1966.

Personnel
Mr. Donald E. Ayre resigned his position as Director of Examinations, effective June 25th, 1964, to accept the appointment as Registrar at Lakehead University in Port Arthur.
Mr. Kenneth D. Adams was promoted to Assistant Registrar and Director of Examinations, effective May 1st, 1965.
Mr. Thomas E. Swift was promoted to Acting Director of Admissions, effective June 1st, 1965.
Mr. Ronald J. McCarthy was appointed to the staff of the Admissions Office as an Admissions Officer, effective June 1st, 1965.
Mrs. Patricia Thivierge was appointed to the staff of the Admissions Office as an Admissions Officer, effective June 1st, 1965. There has been a small increase in the clerical staff of the Office of the Registrar. Due to the increased number of applications for admission, and to the added work load resulting from our programme of admission tests, several of these people were assigned to the Admissions Office. The Director of Examinations also needed additional staff to carry out his new responsibilities as Assistant Registrar. In spite of increased registration, the staff of the Records Office has remained about the same size as last year. However, a considerable amount of clerical work of an appropriate nature is done for the Registrar by the clerical staff of the Computer Center.
The fiscal year ending May 31st, 1964, showed a marked increase in the financial growth of the University. The comparative statement which follows certainly exemplifies this.

### Sir George Williams University

<table>
<thead>
<tr>
<th>Income</th>
<th>1963/64</th>
<th>1964/65</th>
<th>Amount of Increase</th>
<th>% of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Income</td>
<td>$2,254,771</td>
<td>$3,119,747</td>
<td>$864,976</td>
<td>38.36%</td>
</tr>
<tr>
<td>Government Grants</td>
<td>654,902</td>
<td>673,743</td>
<td>18,841</td>
<td>2.87%</td>
</tr>
<tr>
<td>YMCA Allocation</td>
<td>28,000</td>
<td>28,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>60,310</td>
<td>108,886</td>
<td>48,576</td>
<td>80.54%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>35,269</td>
<td>35,752</td>
<td>483</td>
<td>1.36%</td>
</tr>
<tr>
<td>Ancillary Services</td>
<td>63,257</td>
<td>75,756</td>
<td>12,499</td>
<td>19.75%</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>3,096,509</strong></td>
<td><strong>4,041,884</strong></td>
<td><strong>945,375</strong></td>
<td><strong>30.53%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional (Academic)</td>
<td>1,884,481</td>
<td>2,222,372</td>
<td>337,891</td>
<td>17.93%</td>
</tr>
<tr>
<td>Administration</td>
<td>474,486</td>
<td>678,893</td>
<td>204,407</td>
<td>43.07%</td>
</tr>
<tr>
<td>Library</td>
<td>277,327</td>
<td>414,608</td>
<td>137,281</td>
<td>49.50%</td>
</tr>
<tr>
<td>General</td>
<td>147,078</td>
<td>384,681</td>
<td>237,603</td>
<td>161.54%</td>
</tr>
<tr>
<td>Maintenance</td>
<td>513,828</td>
<td>679,767</td>
<td>165,939</td>
<td>32.29%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>3,297,200</strong></td>
<td><strong>4,380,321</strong></td>
<td><strong>1,083,121</strong></td>
<td><strong>32.84%</strong></td>
</tr>
<tr>
<td><strong>Deficit</strong></td>
<td><strong>200,691</strong></td>
<td><strong>338,437</strong></td>
<td><strong>137,746</strong></td>
<td><strong>68.63%</strong></td>
</tr>
</tbody>
</table>
Income

The Tuition Income in the University increased by 38% or eight hundred and sixty-four thousand, nine hundred and seventy-six dollars ($864,976). This increase is due to the over-all increase in the registrations in the Day and Evening Divisions of the University including the Summer Term.

The Government Grants, including the Per Capita and Deficit Grants, were increased by eighteen thousand, eight hundred and forty-one dollars ($18,841) or 2.87%. The Per Capita Grant of six hundred and thirty-five thousand dollars ($635,000) was the largest in the history of the University. This grant was based on the 1962-63 registration period.

Other Income items including Investment Income and Ancillary Services increased by sixty-one thousand, five hundred and fifty-eight dollars ($61,558).

Expenses

Due to the re-allocation of expense items, the General University expenses show a marked increase of 161.54%, but the over-all percentage increase of the University amounted to 32.84%.

1963/64

1964/65
Almost seven thousand (7,000) students were enrolled in the Sir George Williams Schools during the summer term of 1964 and the normal academic year of 1964-65. This continuing service to the educational needs of this community, and beyond it, merits serious consideration and deserves praise.

May I direct your attention to the reports of each of the schools which follows. I am very grateful to the Directors for their loyal, devoted and effective services and their continued concern for the growth and development of their students. The institution is also most appreciative of the distinguished instruction offered by a great many well-qualified teachers and instructors who are maintaining the fine educational record of the Sir George Williams Schools.

Robert C. Rae,
Principal and Vice-Chancellor.

Statistics
In the Summer School of 1964, we registered one thousand, three hundred and ninety-six (1,396) students taking two thousand, three hundred and thirty-six (2,336) subjects in fifty (50) classes. Some further expansion in the Summer School could take place in Tenth and Eleventh Years if classrooms were available.

It has been the practice for some years now for the Admissions Office to hold the applications of our students who can qualify for University entrance in September by taking one or two subjects in the Summer and thus complete the requirements for University entrance. This policy is a great asset to our Summer School and we hope that it will be maintained.

When school opened for the Fall Term on Monday, September 21st, we had registered three thousand, four hundred and eighty-three (3,483) students in the High School and ninety (90) students in the Elementary School. Since that time we registered three hundred and six (306) additional students in the High School and forty-seven (47) in the Elementary School making a total of three thousand, seven hundred and twenty-three (3,723) students.

It is interesting to note that demand and registration increased again in our school, although most School Boards in Montreal and vicinity are now offering free tuition evening high school classes. After the official opening of classes, we get numerous requests from institutions, parents, principals, teachers, guidance counsellors, etc. for help in placing students. It is our policy to be helpful and understanding to all who come to us for assistance.

Professor D. B. Clarke, Vice-Principal of Sir George Williams University, was the Guest Speaker at our Graduation ceremony in October 1964. Three hundred and twenty-one (321) diplomas were presented to High School graduates while seventy-nine (79) students graduated from our Elementary School. This was the first time that the combined total has reached four hundred (400). Mr. E. P. Zimmerman, of the Board of Governors of Sir George Williams University and Schools, chaired this most impressive event.

Administrative Changes
On Thursday, April 24th, we received special forms from the Ministry of Education that were to be completed by all Eleventh Year students in the Province. Although all classes, except Friday and Saturday classes, had finished for the Session, through the cooperation of teachers, students and office staff, we were able to get four hundred and sixty-two (462) forms com-
pleted and sent to Quebec. These forms meant a great deal of extra work at a very busy time of registration and examinations. In addition to getting the forms completed, a compilation of the students’ three (3) choices of career had to be done by our staff. The Ministry of Education, this year, introduced a number of changes in the registration of students for High School Leaving Examinations. Application forms had to be completed in such a way that they could be processed on I.B.M. machines. We had a record number of ninety-seven (97) students registered for these examinations.

Plans
While a good many changes are forecasted as a result of the recommendations of the Parent Commission, it would be a pity, indeed, if these changes resulted in any curtailment of the functions of this school, which is a great influence for good in this community. I hope that the future will see evening students of Elementary School, High School, Institute and University all carrying the name of Sir George Williams, so that the philosophy and purposes of this institution will not be diminished. It would be a great shame if the continuity at this institution could not be maintained. To be part of Sir George Williams has meant so much to so many thousands of students.

Sir George Williams Schools

<table>
<thead>
<tr>
<th>Income</th>
<th>1963/64</th>
<th>1964/65</th>
<th>Increase or Decrease</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>322,750</td>
<td>379,352</td>
<td>56,602 +</td>
<td>17.53%</td>
</tr>
<tr>
<td>Elementary School</td>
<td>6,800</td>
<td>6,955</td>
<td>155 +</td>
<td>2.27%</td>
</tr>
<tr>
<td>Business School</td>
<td>130,345</td>
<td>118,691</td>
<td>11,654 –</td>
<td>8.94%</td>
</tr>
<tr>
<td>Art School</td>
<td>27,561</td>
<td>27,577</td>
<td>16 +</td>
<td>.05%</td>
</tr>
<tr>
<td>Retail School</td>
<td>20,376</td>
<td>22,789</td>
<td>2,413 +</td>
<td>11.84%</td>
</tr>
<tr>
<td>Less cancellations</td>
<td>45,590</td>
<td>35,407</td>
<td>10,183 +</td>
<td>22.12%</td>
</tr>
<tr>
<td>YMCA Allocation</td>
<td>462,242</td>
<td>519,957</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td>507,832</td>
<td>555,364</td>
<td>47,532 +</td>
<td>11.84%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>201,537</td>
<td>198,248</td>
<td>3,289 –</td>
<td>1.63%</td>
</tr>
<tr>
<td>Business School</td>
<td>127,846</td>
<td>114,159</td>
<td>13,687 –</td>
<td>10.70%</td>
</tr>
<tr>
<td>Art School</td>
<td>26,635</td>
<td>27,193</td>
<td>558 +</td>
<td>2.09%</td>
</tr>
<tr>
<td>Retail School</td>
<td>20,462</td>
<td>22,058</td>
<td>1,596 +</td>
<td>7.79%</td>
</tr>
<tr>
<td>Schools General</td>
<td>31,943</td>
<td>48,692</td>
<td>16,749 +</td>
<td>52.43%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>408,423</td>
<td>410,350</td>
<td>1,927 +</td>
<td>.47%</td>
</tr>
<tr>
<td>Surplus</td>
<td>80,819</td>
<td>136,607</td>
<td>55,788 +</td>
<td>69.02%</td>
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</tbody>
</table>

Income
The Income of the Schools less the adjustment for cancellations amounted to $519,957. In addition to this, the only other source of income for this unit is the YMCA Allocation of $27,000 which brought the gross income for the Schools to $546,957.

Expenses
The expenses of the Schools show an increase of .47%. While the registration and income appreciably rose, we were able to keep costs down to a low figure thus giving an operating surplus of $136,607.
Owing to the decision of Mr. R. N. Elliot to retire in the autumn of 1964, his successor Miss Helen D. Byers was appointed as his Associate effective April 1st, and was officially appointed Director, July 1st, 1964. Mr. Elliot remained with the Business School to assist Miss Byers in her duties until October 31st. It was a tragic shock to all who had been associated with him when he died suddenly four days after his official retirement. Mr. Elliot served the Business School devotedly for forty-five (45) years and his loss has been felt keenly.

Statistics
The Evening Division of the Business School opened in May 1964 with two hundred and forty-two (242) students. The majority of students continued throughout the summer and successfully passed examinations in early September. The summer registration for the Day School was eighty-four (84). For the 1964-65 term, we registered two hundred and twenty-nine (229) students in the Day Division and five hundred and ninety-seven (597) students in the Evening Division.

The annual Business School Graduation Ceremony was held the evening of June 29th, 1964. Mr. F. N. Dundas, of the Board of Governors of Sir George Williams University and Schools, presided and Mr. Lucien G. Michel, of Manpower Services Ltd., addressed the convocation. Eighty-three (83) students in the Evening Division were presented with Certificates in Shorthand, Typewriting, Bookkeeping, Business Correspondence, English Conversation and French Conversation. The Day Business School had the highest number of successful candidates in the School's history as one hundred and seven (107) students received Diplomas in General Office, Bookkeeper's, Stenographic and Secretarial courses.

Administrative and Curriculum Changes
Owing to the high registration in September and to the lack of typing room space, it was agreed by the Administrative Office and the Instructors that no classes should be started in January. In addition to the space problem this decision was motivated also by the generally low standard of the students who registered in January 1964. Furthermore, it was decided to eliminate a May registration as only seven (7) students registered and this small number of new students represents a considerable amount of time on the part of the Instructors which they can ill afford to give without jeopardizing the individual attention required by the large classes. Persons who wished to register in May were accommodated in the July courses.

The office of Guidance Services was referred to for assistance to a far greater extent than formerly. While no precise figure is available the office of Guidance Services estimated that appointments were made for between sixty (60) to seventy-five (75) of the Business School students. The assistance of this Office was most helpful. In addition to advising students, the Guidance Services Office also collaborated with the Business School in devising Admission Tests in order to eliminate the fairly high proportion of students who have been registered in past years and who did not have either the right motivation or the ability to follow a business course. While it has not yet been found possible to make the Admission Guidance Tests a requirement for all students, a start was made in testing fifteen (15) persons on May 29th, and another test will be held on August 17th. If these experimental tests prove helpful, a complete Admissions Test program will be inaugurated next year.

In the Evening Division, it was found that the autumn registration dropped considerably in the language courses. This is no doubt due to the emphasis being given to bilingualism and the fact that concentrated courses are being made available by companies to their employees. Owing to the lack of interest in beginners conversation at the Business School over the past twelve (12) months, it has been decided to drop this as a subject. Consideration is being given to a revision of the curriculum of the other language classes to see where modern needs might be met more adequately.
Administrative Changes
This year the School dispensed with the services of an assistant director and instead of courses that consisted of guest lecturers, it appointed a lecturer for each course and made him responsible for its conduct. On the whole these changes proved satisfactory.

Statistics
Due to restrictions on instructional and field work space, the School continued to operate with a maximum of sixty-one (61) students. Of these, twenty-eight (28) were in second year and thirty-three (33) in first. Because the School received over a hundred (100) qualified applications, the criterion for selection was based on academic qualifications plus retail motivations and potential. Most of the applicants were interviewed by the Director so that some judgment could be made as to their personalities and their real desire to enter merchandising fields. The National composition of the student body is worth noting. 45.5% of the first year and 50% of the second year were domiciled beyond daily transportation to the School. These students came from as far east as Newfoundland and as far west as B.C.

Field Work Changes
Eight (8) large stores in the Montreal area continued to co-operate with the School by employing students for a minimum of twenty-four (24) hours per week during the School term. Considerable changes were made in the field work program in order to better integrate practice and theory. Although the program is still not ideal, it is a marked improvement over those of previous years and there is every indication that further progress will be made in the years to come.

Employment
Competition for graduates among the co-operating stores was very keen and most graduates were offered more than one position. As the School received requests for graduates from stores and other merchandising industries across Canada, we feel that the name of the School and the calibre of its graduates is becoming of major interest not only to the co-operating stores in Montreal, but to other merchandising institutions across the country. Another interesting feature is that any first year student who wanted a summer job was able to obtain one in the store of his choice. We believe that this reflects the reputation of the School.

Curriculum Changes
Because credits could not be obtained for University 200 courses in English, Economics and Marketing by the students of the School who passed these subjects, the Director placed all these courses under his own jurisdiction. They were taught by university-calibre instructors who, on the whole, followed the course outlines of the University but who related the subject matter to retailing wherever possible. The School also introduced an advanced French course in retail advertising and sales promotion. This was the first course of its type offered in Canada.

Beginning with the academic year 1965-66, the School curriculum will be revised to permit graduates to apply to Sir George Williams University as second year commerce students. Thus it will become possible for a student to enter Sir George Williams and in five years receive a Diploma in Retailing as well as a Bachelor of Commerce degree.
Statistics
Seventy-four (74) students were enrolled in the day division and one hundred and twenty-three (123) followed their program in the evening. New students were registered for a two (2) year course only, owing to the fact that the School will be discontinued in May 1966.
An informal closing was held at the Arts Club on Tuesday, May 25th. Eleven (11) students received Diplomas, and three (3) of these were awarded special prizes.

Activities
A number of visits were made by the First Year students to the Montreal Museum of Fine Arts, the McCord Museum and the Botanical Gardens. The students made drawings of plant and animal life while at the Botanical Gardens and the McCord Museum. These students were also taken on a conducted tour of the National Gallery and the Government Mint. The students of the Fashion Illustration class visited many dress manufacturing companies during the term as well as viewing several fashion shows.
An exhibition of the students work was on view at the Arts Club Exhibition Hall from May 25th to May 28th.