

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION

1962 - 1963 EXECUTIVE COUNCIL

Meeting, May 25-26, 1962

Minutes of First Session, May 25

C. C. Dunsmoor, Presiding

I. CALL TO ORDER

The meeting was called to order by President Dunsmoor at 9:15 a.m. at the Headquarters Office in Washington, D.C. Members in attendance were: Dr. Dugan, Dr. Roeber, Dr. Farwell, Mr. Benson, Mr. Bowman, Dr. Cottingham, Dr. Hardee, Dr. Holmes, Dr. Houghton, Dr. Miller, Dr. Patterson, Dr. Proff, Dr. Reed, Dr. Trueblood, Dr. Dunsmoor, and Dr. Hitchcock.

A. Review of Minutes

Following the submission of the minutes of the previous Executive Council meeting, it was moved by Dr. Cottingham and seconded by Mr. Bowman that: The minutes of the last Executive Council meeting be approved as presented. Motion passed.

II. REPORTS OF OFFICERS, COMMITTEES, AND DIVISIONS

A. Officers

1. Executive Director. The Executive Director reported on the handbook that was given to each Council member at the beginning of the meeting. The work on this handbook was started by Mrs. Mary Ann Boyd who worked on this until the time when she left the Association. Then Mr. Stephen Friedheim took the responsibility for this over and Mrs. Lessie Wakeman and Miss Lucia Hansell, of his office, completed the handbook. Items will be sent to the Council members from time to time with an indication as to where they are to be placed in this handbook. This is to be a continuing book, and it is hoped that the presidents of the Divisions will pass the book on to their successors at the time of the Convention, when they are going out of office, to enable them to have at hand all the information on previous action by the Council, etc. Attention was brought to the section in the handbook on personnel. Carl McDaniels has been promoted to the position of Associate Director of APGA and will be in charge of the machine records unit, specifically dealing with the membership part of machine records.

The Executive Director stated that Mr. Conant was in our office a week ago and we are going to help him with some materials that he needs. This year he is studying teacher education, and next year he is going to go into the library and counseling areas.

There have been several discussions with the IBM people and other foundations. IBM is very interested in some of our ideas on the possible revision of the guidance curriculum on educational and vocational planning at the junior high school level and they also are interested in further development in training of the area of technological futures.

The Executive Director concluded by stating that Dr. Dunsmoor has accepted yesterday a contribution of \$3,000 from the U.S. Steel Foundation. This money is not to be used for housekeeping, but it is to be used for special items in the professional area. The giving by a corporate foundation is a little different from other contributions, because they have to see that there is some value to the corporation or industry even indirectly.

a. Legislation. Mr. McDaniels reported on this and he stated that he and Dr. Hitchcock work very closely on this. Attention was brought to the mimeographed sheet which gave a review of some of the projects and a list of some of the proposed items for the months ahead. Dr. Roeber wanted to know what the projected plans were for getting at the problem of the junior college and college level as far as finding out what their interests and needs are. Dr. Hitchcock stated that ACPA will be called upon to give testimony on higher education bills which are of prime interest in this field.

Mr. McDaniels stated that there is a stalemate here because there are so many items and so few people and it is turning out to be a bad time to get action through. Dr. Trueblood added that in the Kennedy administration, more and more work is being done outside of the sessions.

b. Peace Corps. Mr. McDaniels reported that we have been working with the people in Washington since the planning of the Peace Corps began. They are setting up a unit in Costa Rica to include people in the guidance field, and they are recruiting for people to come in in October and they will then go to the University of Kansas for training and to Costa Rica for two years. There is now a program liaison officer who will go overseas with their unit and act in a student personnel position. This officer will not stay overseas but while in the states will keep in complete touch with their unit. Dr. Trueblood stated that this is of interest to ACPA because this person should have some experience in working in higher education in a student personnel setting. Mr. McDaniels stated that persons who are interested should communicate here to the Peace Corps Office and they are interested in males between 28-35 years of age.

c. Membership. Mrs. Mary Janicke reported that the increase in dues does not seem to have affected the amount of members coming in. As of April we had an increase of 2,330 members over that time last year. They are in the process of redesigning the IBM cards, and it is now possible to include first names of all members rather than simply two initials as in the past. This process of adding first

names is expected to cover a period of one year. Mrs. Janicke reported that they are in the process of making a physical check of the IBM files against the master file maintained in the Membership Department. Within the next two months, there will be a mail sampling of 1 per cent of the membership to verify the accuracy of the files. In doing this there will be a form showing the complete information that we have on the particular member and the member will be asked to make any necessary changes. Also, they expect to add to the monthly membership report, within the next month or so, a more complete Divisional breakdown to show the different categories of membership within each Division. Procedures are also being worked out so that they can provide an accurate weekly count of the current membership rather than the monthly count that is now made.

Dr. Hitchcock stated that on the new billing forms there will be a short statement reminding the members of the Building Fund. Mr. Bowman asked if the presidents and presidents-elect of the Divisions would be provided a membership tape, and Mrs. Janicke stated that such a tape could be sent out to them. Dr. Houghton wanted to know if the tapes are run off in geographical order and it was stated that this is the procedure with the life subscribers put at the end of the tape also in geographical order. Dr. Dunsmoor stated that a vote of thanks should go to Mary Janicke for her great work on membership.

B. Committees

1. American Board on Counseling Services, Inc. Dr. Byrne reported that one of the concerns that the Board faced in its reorganization last year was permission to change their name and, of course, this was granted. He stated that the change in the criteria is in his report to the April Senate. There are three areas in which the Board centers primarily on the total developmental or guidance process, and they are: 1. Counseling about education progress; 2. counseling about occupations and careers; and 3. counseling about other personal concerns not requiring prolonged and intensive psychotherapy. They only approve counseling agencies without any specific designation as to the kind of counseling. If an agency limits its function, they must still be qualified as a general counseling agency. Dr. Byrne made two recommendations to the Council: 1. the Council submit a new roster of names of nominees to the Board to replace the person who expired on April 30, and he feels that there should be someone on the Board who specializes in rehabilitation; 2. they request that the Council authorize a loan of \$400 to the Board for a display board that would explain the Board's functions. They hope to have this board ready for the APA Convention.

Dr. Byrne stated further that the Board has two problems: 1 To find the persons that are qualified and interested in being field persons for the Board. In areas where there are a lot of counseling agencies, they have come across the problem of having to ask the same persons over and over to check into these agencies; 2. Number of agencies. The Board is not in a position to go to agencies and ask them to apply to

the Board but rather it is the APGA Branches that hold the key here. Dr. Byrne stated that the Directory will be published January 1, 1963, and October is the last time for agencies to apply in order to be included in this Directory. Mr. Benson stated that the Board might be interested in submitting an article to their Journal to publicize the Board. Dr. Byrne stated interest in this and maybe Anna Meeks would be interested in writing this article since she is on the Board and an active member of ASCA. Dr. Dunsmoor complimented Dr. Byrne on his excellent work as President of the Board.

2. Membership. Dr. Miller reported that for the past three years the Membership Committee meeting has been held in the Headquarters Office after the Convention. This has been very helpful in strengthening APGA activities as a unit, and he feels that the rapid growth of the APGA membership in recent years is directly related to the cooperative effort of the Membership Committee. They are going to strive for a 15% membership increase in each Division, with a goal of 18,000 members for APGA by the 1963 Convention. One of the big problems this year is that of retaining present members. There is a big danger this year that we will lose members who do not understand what the organization has to offer. This year they have a plan which is a thorough and extensive follow-up on delinquent members to prevent an undue loss of membership. This year is a crucial year to convince people that they are wanted and are an important part of APGA. After this year, it will not be as crucial.

Dr. Miller presented recommendations for the Executive Council to act upon. The first recommendation was: re-affirmation of the policy that all cost of the annual meetings of the Membership Committee be charged to the Membership Committee budget of APGA rather than to the budgets of the respective Divisions. Dr. Houghton asked why didn't the Committee meet before the Convention, and Dr. Miller stated that the Committee members did not want to meet anywhere else because of the value of coming to the Headquarters Office and seeing what really goes on the procedures for various items rather than having someone try to explain this to them. Dr. Roeber stated that he felt some Divisions would be willing to pay for their person attending, and this should be considered in light of APGA's present cash problem. Dr. Dunsmoor stated that he felt that this is an APGA responsibility, and we should leave the matter the way it is on the books and suggest to any of the larger Divisions that if they wish to pay for their own person this would be greatly appreciated. Mr. Bowman stated that out of these meetings come a great deal of understanding of what goes on and unless you have been apart of this you do not have the full understanding. He further stated that ASCA has budgeted for this person and would be willing to pay his expenses. It was moved by Dr. Patterson and seconded by Dr. Roeber that: We continue the present policy for this year and that it be reviewed next year. Discussion followed and Dr. Miller stated that we should have something more definite at this time so that the chairman of this Committee next year will know how to plan his meeting. Dr. Dunsmoor stated that APGA should pay these expenses because we should not economize on something as

vital as membership. At this point, Dr. Patterson withdrew his motion and Dr. Roeber withdrew his second. It was moved by Dr. Patterson and seconded by Dr. Roeber that: Recommendation No. 1 of the Membership Committee be adopted. Motion passed. It was moved by Mr. Bowman and seconded by Dr. Patterson that: The Divisions which are able to finance the trip of their membership chairmen to the Membership Committee meeting should do so. Motion passed.

The second recommendation was: the Committee strongly supports the reorganization of the Headquarters Office to provide a high priority on IBM equipment for membership processing and reporting. Dr. Hitchcock stated that membership has priority over other items in regard to machine records and that a letter is being written to go out to all new prospective members telling them of the status of their applications. Dr. Dunsmoor asked why couldn't the set up of Professional Membership process be changed to make it quicker, and Dr. Hitchcock stated that it involves heavy expenses for NVGA with the two meetings each year that they already have. Dr. Cottingham stated that they must revise this problem of too long applications and too long to wait for the Professional Membership evaluation. Dr. Miller reminded the Council that in previous action it was decided that there would be a thirty-day screening limit and the Divisions should look at this matter of how long it does take to screen these applications.

Recommendation three is as follows: the Committee completely supports the recommendation for the addition of a new staff member who would free Mrs. Janicke from the many demands of non-membership activities and we urge the appointment of this new staff member as soon as possible. Dr. Dunsmoor stated that this recommendation is a matter of internal assigning of personnel and also this recommendation might be delayed until consideration of the budget. It was moved by Dr. Roeber and seconded by Dr. Cottingham that: Recommendations two and three be referred to the Executive Director and that he consider them in light of our vital situation and that we move as rapidly as feasible toward the goal that is set up here and that he report back at the next Council meeting on this. Motion passed.

Recommendation four was read: The Committee recommends the development and publication of a membership brochure to re-emphasize the services of APGA. This is a pamphlet that would go with a personal letter from Dr. Dunsmoor welcoming them as members of APGA. It was moved by Dr. Cottingham and seconded by Dr. Holmes that: The Council reaffirms the plan to send appropriate materials to new members and recommends action within the budget framework. Motion passed.

Recommendation five was read: The Committee recommends that the major focus of an early fall issue of the GUIDEPOST be placed on membership. Dr. Hitchcock stated that this has been done and this is a reaffirmation of using the GUIDEPOST in this way. He stated also that they are planning an issue in the fall to emphasize Divisions.

Recommendation six was read: A supply of cardboard displays be produced and distributed to each State Membership Coordinator, and recommendation seven was: that a minimum budget of \$2500 be assigned to the Committee for 1962-63. It was moved by Dr. Roeber and seconded by Dr. Trueblood that: Recommendations No. 6 and 7 be tabled. Motion passed.

Recommendations eight through eleven required no action and it was moved by Dr. Roeber and seconded by Mr. Benson that: Recommendations No. 8, 9, 10, 11 be accepted. Motion passed.

The meeting recessed at 12:10 to have the presentation of the bound copy of STUDENT FINANCIAL AID presented to Dr. Babbidge.

The meeting resumed at 1:15, continuing with the Committee reports.

3. Ethics. Mr. McDaniels reported in the absence of the Chairman, Dr. Magoon. He stated that the Ethics Committee is suggesting that the Ethical Standards be enclosed with the mailing of membership cards, etc. to make known the ethical standards of APGA to their members. This is a year of education of trying to get the word out to the Branches. He stated that the Committee wanted some consideration given to the need to inform the general membership about the use of membership affiliation on personal or business stationery. Dr. Hitchcock stated that we handle this stationery by saying that the use of the name of APGA is not in accordance with policy and there is action on the records concerning this. Mr. McDaniels stated that the Committee felt something should be in the Constitution or By-Laws concerning this. Dr. Farwell stated that it should come under Section 2 of Article 1, and he felt that this should be referred to Dr. Riccio, Chairman of the Constitution Committee and this should be a By-Law and not a Constitutional amendment. It was moved by Dr. Roeber and seconded by Mr. Bowman that: This matter be referred to the Constitution Committee with the general consensus that we agree to this principle. Motion passed.

4. Professional Preparation and Standards. Dr. Hitchcock reported and called attention to the memorandum that was sent out to the members of this Committee in accordance with instructions of the Executive Committee which gives the mission of the Committee. Dr. Dugan stated that this should be an APGA-wide concern since it is a matter of policy and the Committee, composed of seven members, represents all Divisions. Dr. Robert Stoughton is the Chairman and there is one representative from each Division. He further stated that it is a three phase project this year: 1. The Professional Preparation and Standards Committee would not revise the old policy statement but would develop a new policy statement with reference to standards for counselor education; 2. ACES will proceed with its only vital concern, namely criteria. (This ties in with the work of NCATE.) These are criteria by which graduate institutes can look at their program; 3. ASCA's Committee will look at the role and functions of counselors on the job. They are also involved in the graduate institutions looking at their programs.

Dr. Dunsmoor stated that the consensus of the Executive Committee meeting was that this Committee could become one of our most important Committees. We need to move ahead on a broader basis and need to get more of an influence coming from this Committee particularly from a policy standpoint, and, also, a better relationship between APGA and its Divisions. Dr. Houghton stated that it is important that the membership understand that each Division is represented on this Committee, and this should be stated in conjunction with the statement. Dr. Dugan stated that the Divisions that do not have a Professional Preparation and Standards Committee are probably the ones who are confused about the roles of this Committee. Dr. Trueblood stated that this report should be given to the

Long-Range Committee to see the concept of it toward membership.

Mr. Bowman wanted to know if any particular plan had been made for the recorded tapes made at the Chicago Convention in terms of their being feed back in to this Committee. Dr. Roeber stated that he has been collecting these and he is planning to turn them over to the Professional Preparation and Standards Committee. Dr. Dunsmoor stated that this indicates the urgent need to activate this Committee as soon as possible. We are working on dates for the meeting now and will have to move immediately following the Council meeting here to get this Committee underway. He asked about the finances on this. Dr. Hitchcock stated that budgetary provisions have been made for at least one physical meeting of the Committee.

Dr. Dugan stated that ACES and ASCA are planning to publish their eighteen papers for general distribution, this consists of six position papers and twelve reaction papers. It would be hard to publish the transcript of the recorders. Mr. Bowman asked what should we do about these audience reactions; should we make an effort to keep these in some way? Dr. Hitchcock stated that when the material is pulled off, it is the understanding that all of the material will be given to the Role and Functions Committee and to the Professional Preparation and Standards Committee. The discussions should not be published unless they are edited. Dr. Miller stated that we might pull out of these discussions discussion topics to follow up in grass roots committees because alot of the material is a waste of time to print. Dr. Patterson reminded the Council that the Senate had approved the Executive Council appointing an ad hoc committee. Dr. Hitchcock stated that this was considered at the Executive Committee meeting and it was decided that right now the commitment should be to get this in operation with the Professional Preparation and Standards Committee. Dr. Dunsmoor stated that we can get the Professional Preparation and Standards Committee moving in this next month, then the matter of machinery will more or less fall in place by their contacting the Divisions and Division Presidents.

5. Convention Committee for 1963. Mr. Friedheim reported and he stated that he and Dr. Hitchcock were in Boston last week for a session with the Committee. The Statler, Sheraton, and Bradford are the three hotels we are going to be using in Boston, and we are having a difficult time on meeting rooms. We are going to have to use other rooms in the vicinity of the hotels. The exhibits, registration, sale of speeches, etc. will be in the Armory. The Convention Committee is complete except for the person in charge of the stenographic service. He explained the handbook that was being made up for the Convention people. Dr. Dunsmoor stated that he would like a handbook to be sent out to all the members of the Executive Council. Dr. Miller wanted to know if it wouldn't be better to have the speeches on a list where people could leave the list at a certain point and have the speeches they indicated they wanted sent to them. He felt that persons might even be willing to pay a bonus to have the speeches sent to them instead of wasting so much time standing in long lines. Mr. Friedheim stated that we have made some progress in this area. Where the stencils at one time came to the office in all different forms they now have to be sent in on Gestetner stencils and a design was made for the cover sheet of the speeches to indicate the time of the speech, where it was given, etc. The long speech lines will be erased some by having several lines in Boston, each line for just one day. It is impossible to make a list of the speeches prior to the Convention because we never know how many speeches there will be. Dr. Trueblood wanted to know if there will be a time set when speeches will be sold. Mr. Friedheim stated that this has been worked out and Monday speeches will be available at 8:00 o'clock Tuesday morning, etc.

6. Placement. Mr. McDaniels stated that this year they are looking forward to rendering greater service and they are trying to carry out a clearing house function. He read a letter from a member expressing the wonderful service they have received from the Placement Service. Dr. Leslie Carlin had suggested that APGA compile and publish a professional directory of APGA members who wish to make known their long-range placement desires. Mr. McDaniels stated that this directory would change the entire policy that they have and he further stated that they do not try to recommend jobs for people but try to bring the two together in the best means possible.

a. USES Relations. Mr. McDaniels reported that this group is stating that they can handle the convention placement service and would like to involve themselves in our placement service. He further stated that he would not like to see USES take over our service. It was moved by Dr. Roeber and seconded by Mr. Benson that: Both the USES and the Carlin proposal be referred to the Placement Committee for consideration and then report back at the Executive Council meeting in Boston. Motion passed.

Dr. Hitchcock stated that it would be a good idea to bring the college people and the employment people together in a small conference called by the Department of Labor and through this conference try to come to an end point of the understanding on this. He further stated that the college people want to join in with ACPA and if we could come out with a good statement, then we would have some ground to stand on. It is possibly going to evolve in some action very soon. Dr. Hardee agreed that the meeting of the two groups is good. Dr. Reed stated that we should think about a statement of this nature. Dr. Roeber asked if there should be someone from NVGA included in this, if just as an observer. It was stated that both ASCA and NVGA should have observers here. Dr. Cottingham wanted to know if a motion was needed to pick the representatives from the Divisions. Dr. Roeber stated that no motion was needed because Dr. Hitchcock and Dr. Dunsmoor would be in charge of the representatives. It was moved by Dr. Cottingham and seconded by Dr. Proff that: The Executive Council authorizes the Executive Director and President to take steps to initiate a conference with the Department of Labor and such other Divisions and organizations that may be appropriate. Motion passed.

Dr. Patterson stated that the Placement Bulletin provides a great service to a number of members and the members should contribute enough money to pay for this service. Dr. Hitchcock stated that the budget calls for an increase in the price of the Bulletin, from \$2.00 to \$4.00. Dr. Farwell stated that this still would not completely support the Placement Service but would be a step forward. Mr. McDaniels added that many members join APGA for the service that the Placement Service offers and this new price is very reasonable. It was moved by Dr. Miller and seconded by Mr. Benson that: The Placement fee be increased from \$2.00 to \$4.00. Motion passed with one negative vote. Dr. Proff stated that he felt the fee should be \$5.00 and maybe 1% of a person's first year salary when they have been placed. This would let us have a self-supporting service and also have income from it. Dr. Trueblood stated that this would be a very bad time because of the raise in dues. Dr. Farwell stated that we should keep Dr. Proff's suggestion in mind as a long-range item.

7. International Relations. Dr. Hitchcock reported that there was a great deal of concern expressed by this Committee on the matter of what is going to be done with the money from the Hayes-Fullbright Fund. Dr. Lipp, Chairman of this Committee, has been invited to serve with the NAFSA and she is important to all of us particularly in the college

matters. She will represent APGA at a meeting being called by CEEB on foreign student matters.

C. Divisional Presidents

1. American College Personnel Association. Dr. Hardee reported that in April, Dr. Craig urged a study of ACPA and its relationship with APGA. Seventeen members of APGA and ACPA convened in the Headquarters Office to consider this, and now a study has been launched with Dr. Kathryn Hopwood and Dr. Gordon Klopf as Co-chairmen of this Committee. The Chairmen will work with groups in the New Jersey and New York area. Dr. Hardee stated that her platform this year is: "To strengthen ACPA within APGA which means to improve ACPA communications internally and work to improve communications between ACPA and APGA and other organizations with whom we work." She further stated that this year ACPA is going to emerge with their third monograph. A group of ACPA members are getting together to prepare material when called upon to give testimony. It was further stated that they are getting started on their 1964 program with Dr. Donald Robinson as chairman. Dr. Trueblood stated that the Executive Council of APGA should examine various facets of APGA working with Divisions.

Dr. Dunsmoor stated that Dr. Hardee and Dr. Trueblood had done a marvelous job in handling a very serious problem. Also, our Long-Range Advisory Committee will be of great assistance in an overall study of our connections with Divisions and also we should encourage other Divisions to study themselves.

2. Association for Counselor Education and Supervision. Dr. Houghton stated that their primary project is the cooperative study of counselor education standards and they have enlarged their original committee and they now have representatives from state supervisors and school guidance. They are increasing the number of grass roots committees. He stated that if it were not for the APGA subsidy and for advertising, their Journal would have shown a deficit even though they published only two Journals last year. He asked that APGA give to ACES a subsidy in the amount of \$1,000. ACES has four new committees this year: 1. Regional Program Liaison Committee; 2. Committee on Experimental Design through which they hope to provide guidelines for research by schools in guidance; 3. Division Liaison Committee and representatives of this Committee are prominent members of all prospective Divisions; and 4. Committee on Guidance for Girls. This year ACES is aiming for 1100 members. Mr. Bowman asked how many members would be added by the city directors of guidance joining ACES. Dr. Miller stated that there would be approximately 100.

3. National Vocational Guidance Association. Dr. Cottingham reported that NVGA will have two newsletters per year and the Quarterly has been taking on a different look. They are working on some other prospects for a new leaflet on NVGA and on trade schools. One of their goals for this year is an NVGA handbook similar to the APGA handbook but not as extensive. The Boston Convention will be the Fiftieth Anniversary of NVGA and they are working a lot on the program with Dr. Donald Super as Chairman.

a. Plans for Structure and Organization. Dr. Cottingham stated that NVGA needs to clarify its purpose and to attempt to serve a broader group of persons in various areas, all of whom are concerned with the total process of vocational counseling. He further

stated that to some extent business and industry may be interested in NVGA and NVGA's unique strength lies in becoming an association open to all individuals concerned with vocational counseling as a process regardless of setting rather than a homogeneous group of persons in common job situations where status of recognition is a large motivating factor in membership. Dr. Cottingham further stated that NVGA must continue to work closely with APGA. Dr. Roeber stated that both NVGA and ACPA should feed these various items into the Long-Range Committee, through the Executive Director.

4. Student Personnel Association for Teacher Education. Dr. Holmes reported that they have been discussing ways in which they might contribute to the membership of APGA. One of the methods decided upon was the publication of a Journal. At present one copy of the Journal has been published and the second will be out this fall. Also they should have their monograph printed by this fall. It was further stated that SPATE has another monograph underway. They are forming a special committee to analyze their membership with the idea of studying what other divisional commitments are, what their needs are, what their commitments are, and the needs for SPATE. Another committee is studying the statement of functions of SPATE and the membership of SPATE. A third special committee is working to attempt to discover ways SPATE might coordinate efforts with NCATE. They are in the process of asking that evaluation be made of their Convention program. Their goal is that they would like to know whether they have a unique function and if so what it is and how the members should be served.

5. American School Counselor Association. Mr. Bowman reported that Mr. George Murphy is responsible for having established a procedure whereby the President and President-elect of the Division send copies of all letters to each other in order that they will know what is going on. Dr. Hummel is the chairman of their program for the 1963 Convention and he has appointed six school counselors from the Boston area to work with him. He is sending a letter out to all APGA Branches asking them to submit to him all the people who would be willing to work for ASCA and they are calling this list "Able ASCAns". They are planning a handbook of guidelines for each of their committees so that all new persons will know what their jobs are. The March issue of the School Counselor will mark ASCA's tenth anniversary. Mr. Benson is in charge of a committee to work with NVGA to publish a brochure on trade schools.

a. Report on Counselor Role and Function. Mr. Bowman stated that this is a proposal for the preparation of a statement concerning the counselor role and functions. He stated that the Division Presidents are meeting with ASCA after the Council meeting to study this. He further stated that APGA might wish to work with them on this. They would like to use the same five regions that ACES used in their study and ACES has given them a great deal of assistance on this. They wish to have reactions from the other Divisions on this proposal and would like to know what Divisions wish to be involved in it. Dr. Dugan had suggested to Mr. Bowman that they might involve NASSP in a try to change their perceptions of the school counselor. Dr. Roeber stated that someone has to come up with the functions of the counselors straight across the board. Dr. Patterson stated that he felt every Division should be involved from the beginning on this.

6. American Rehabilitation Counseling Association. Dr. Patterson stated that ARCA is going on a budget this year of \$1600 of which \$1400 would be used for the printing of

their bulletin. He requested a subsidy of \$600 from APGA for this year. They have a small increase in membership and they have a new name and constitution. Their program committee has been working several months on the program for the 1963 Convention and they are stressing quality not quantity. They hope that the other Divisions will follow this idea. ARCA is interested in the professional preparation and standards and the role and functions of counselors. They have selected their committee now with Dr. McGowan as Chairman.

The meeting adjourned at 4:30 p.m. for a tour of the building next door.

Meeting of Second Session, May 26

C. C. Dunsmoor, Presiding

The meeting was called to order by President Dunsmoor at 8:45 a.m. Members in attendance were: Dr. Dugan, Dr. Roeber, Dr. Farwell, Mr. Benson, Mr. Bowman, Dr. Cottingham, Dr. Hardee, Dr. Holmes, Dr. Houghton, Dr. Miller, Dr. Patterson, Dr. Proff, Dr. Reed, Dr. Trueblood, and Dr. Hitchcock.

II. B-5 Committee on College Admissions. Dr. Hitchcock reported that Miss Carolyn Steel is Chairman of the ASCA Committee. They (Dr. Hitchcock and Miss Steel) met with Dr. Ellsworth Tompkins, Executive Secretary of NASSP, to see if the Committee would be involved in any research or revision of the NASSP Secondary School Transcript form. (See Appendix A for full report)

III. UNFINISHED BUSINESS

A. Joint Study with NEA Drop-Out Project

Dr. Hitchcock reported that at the April Council meeting it was passed that we continue further exploration of this matter. He stated that he has worked with Dr. Shreiber and between them have worked out a plan to carry this out. He further stated that the Drop-Out Project is willing to pay the expenses, but it is difficult to be on an equal basis without paying some of the expenses and, therefore, foundation assistance is being sought. It was moved by Dr. Hardee and seconded by Dr. Proff that: APGA wishes to join with the NEA Drop-Out Project in a joint study relating to the counselor and the drop-out. Motion passed. (It was the consensus that no money can be taken from the budget on this.)

B. APGA Monograph Series

Dr. Hitchcock stated that APGA has a manuscript from Dr. Anne Roe on the study of the origin of interest that is a stellar document and would be appropriate for the first of a monograph series. The Executive Committee could serve as the Editorial Board for the first monograph and then an editorial board should take over. This would leave the format

of the series in the hands of the Executive Committee. Dr. Roeber suggested that Dr. Dunsmoor appoint an ad hoc committee to work on this instead of the Executive Committee. He further stated that there were some members of the Executive Council that he felt should be on this Committee and furthermore the Executive Committee had enough responsibility now without adding anything else. Dr. Dunsmoor suggested a combination of two members of the Executive Committee and two members of the Council. Dr. Patterson felt that one committee should not set up the format and then turn it over to another. It should be given in the beginning to the Editorial Committee. He further stated that he couldn't understand why APGA was going into a monograph series when they were able to publish manuscripts in other ways. Dr. Dugan wanted to know what the over-all role of the APGA publications committee was in reference to the Division publications and those publications that are generally APGA's. Dr. Trueblood wanted to know how we relate this monograph series to the ACPA monograph series. Dr. Patterson stated that there was a need for one group to look at the publications and study them. Dr. Houghton stated that he felt that APGA was trying to keep the Publications Committee powerless. Dr. Dugan stated that maybe this is all part of the problem of budget because these committees cannot meet without the money to do so. The root of the problem is lack of finance and lack of ability to carry it out. Dr. Trueblood stated that in the next couple of years we should put in the budget the idea of a workshop on publications. This would strengthen the Divisions and APGA and also would help on obtaining a format. Dr. Holmes stated that some of the Divisions might like some ideas on conformity so that all publications are similar in format. There was feeling expressed on numerous occasions that the series should not be entitled monograph but maybe a special study or research study, No. 1. Dr. Hitchcock stated that this should be ready by September for distribution. Dr. Dugan stated that ASCA and ACES have wasted a good deal of time in trying to figure out how to print their eighteen papers and that if there was a standard monograph series they would put these into that if it designated from what Divisions this monograph was coming from. Dr. Holmes and Dr. Roeber stated that there should be an editorial board to handle this and it should not be done by the Executive Committee. It was moved by Dr. Cottingham and seconded by Dr. Miller that: The Executive Council goes on record as authorizing this publication subject to an editorial board made up of members of the Executive Committee and Executive Council. Motion passed with two negatives.

It was moved by Dr. Patterson and seconded by Dr. Roeber that: The Publication Committee make a study of the publication policies and procedures and make recommendations for an integrated plan and policy on publications and report at the Boston Convention. Discussion followed and Dr. Proff stated that there should be an item in the budget to enable them to carry out this study. Dr. Roeber was wondering if there was any way we could tie this in with the editor's meeting. Dr. Trueblood was wondering if the same arrangements could be made for this meeting as was planned for the editors' meeting. Mr. Bowman stated that if this could be done in any way, ASCA would support it. The question was called for and the motion passed.

C. Position Paper on Guidance Relating to Vocational Education.

Dr. George Mowrer was not present but it was reported that he was appointed by Dr. Roeber along with Dr. Roe and Dr. Keller to work on this. They have prepared a couple of drafts and they would like to have any suggestions that members of the Council could offer. This paper has to be submitted very early in June. The final draft should be cir-

culated immediately to the members of the Executive Council. Dr. Dunsmoor stated that Dr. Mowrer and the Committee should submit their draft as soon as possible to the Council members and the Council members should have 48 hours to read it and then submit their comments to Dr. Mowrer.

IV. NEW BUSINESS

A. Request of Social Security Administration, Department of HEW, for Joint Committee with APA.

Dr. Hitchcock reported that the Social Security Administration is seeking APGA's assistance in establishing criteria for and contracting with vocational experts who will appear and testify at hearings before Hearing Examiners of that office. He further stated that several persons from this group went to Chicago to meet with several persons from our Association to talk about how to get the right people involved from various states and regions. It was suggested that it be a joint committee of APGA and ACPA to work on this. Dr. Patterson stated that it would take considerable time of the Committee to work on this. The Committee would have as its function deciding what criteria should be applied in selecting people throughout the country who could serve as consultants. The first problem is setting up the criteria. Dr. Hitchcock stated that the reason the Social Security people came to APGA was because they felt that this was a primary concern with vocational guidance. Dr. Patterson stated that this should be an ad hoc committee of APGA and not a Divisional committee. It was moved by Dr. Farwell and seconded by Dr. Proff that: The President of ARCA represent APGA as chairman of a committee composed of members to impliment the position of APGA in cooperation with the Social Security Administration. Motion passed.

B. Nominations for Editorial Board

Dr. Hitchcock reported and called to the Council's attention the present members of the Board. He stated that a replacement was needed for Dr. Salvatore DiMichael. He submitted to the Council the following persons who were recommended to replace Dr. DiMichael: Dr. William Gellman, Dr. James Garrett and Dr. Lloyd Lofquist. It was moved by Dr. Farwell and seconded by Dr. Proff that: Dr. Lofquist be nominated to replace Dr. DiMichael. Motion passed.

It was reported that Dr. Francis Robinson and Dr. Leona Tyler are completing their second terms on the Board and the following persons were recommended to replace these persons: Dr. Leo Goldman, Dr. Julius Seeman, Dr. Paul Polmantier, Dr. Hugh Bell, Dr. Thomas Magoon, Dr. C. Harold McCully, Dr. Merle Ohlsen. Dr. Trueblood stated that there were no members of this Editorial Board who deal with student personnel administration. He felt that if this Board is to serve the entire membership of APGA there should be some person with this background on the Board. Dr. Dugan suggested that Dr. George Pierson be added to the list of nominees. It was moved by Dr. Roeber and seconded by Dr. Proff that: The Council members rank these names of nominees and the votes be counted and the top four names be then voted upon to pick the two replacements. Motion passed. The ballots were checked and the top four names were presented and they were: 1. Dr. Pierson; 2. Dr. Ohlsen; 3. Dr. Polmantier; 4. Dr. McCully. It was suggested that the vote be taken on one person at a time. It was moved by Dr. Trueblood and seconded

by Dr. Holmes that: Dr. Pierson be nominated to fill one of the vacancies: Motion passed. It was moved by Dr. Holmes and seconded by Dr. Roeber that: Dr. Merle Ohlsen be nominated to fill the second vacancy. Motion passed.

C. Proposal of Public Affairs Pamphlets for Sponsorship of Publication on Prevention of Failures

Dr. Hitchcock reported that the Public Affairs Committee, Inc. in New York has proposed that APGA sponsor the publication that they would like to bring out on preventing school failures. There would be no financial advantage in this. The pamphlet would be sold for 25 cents a copy. The essential point would be the identification of APGA with the pamphlets which are highly reputable and that would bring the name of APGA in connection with this project to parents, teachers and counselors throughout the country. It was further stated that the cover and inside cover would be done in the way we designated. It was moved by Mr. Bowman and seconded by Dr. Trueblood that: APGA will join with the Public Affairs Committee, Inc. as sponsor of the pamphlet on school failures and will agree to appoint a committee to work with the editor and will agree to take 25,000 copies of the pamphlet. Motion passed. Dr. Dunsmoor stated that he and Dr. Hitchcock would have to work out the size of the committee. Dr. Roeber wanted to know if there could be an approach in terms of a guidance and counseling committee and then we might be consulted on other occasions of other publications that they bring out.

D. Appointment of IVGA Delegates

Dr. Hitchcock reported and stated that we have reserved a section of a plan to carry the delegates to this conference. We would like to have these persons who are going appointed as delegates, and we can have up to 29 delegates. Dr. Dorothy Lipp has been suggested as the chief of the delegation. This would be the first Congress at which APGA has been a member. It was moved by Dr. Farwell and seconded by Dr. Cottingham that: The Council approves the list of delegates as developed by the President and Executive Director and appoints Dr. Lipp as chief of the delegation. Motion passed.

There was discussion on the possibility of the Executive Director or President attending the Conference and it was the general consensus that this would not be advisable at this time.

E. American Educational Research Association Issue of Review of Research on Guidance

AERA has invited APGA to cooperate in bringing out an issue of Educational Research in April 1963 on Research in Guidance. Dr. Steffler of Michigan State has been appointed as Editor of that issue. We would have to appoint a small planning committee to work with Dr. Steffler. The members of this committee must be members both of APGA and AERA. This committee would work out what the content of the chapters would be, and who would write the chapters, but they do not have to be members of AERA but of APGA. We will take a certain number of copies of this publication and they would be offered at a reduced rate to members of APGA. This is a good service to our members and beyond that there is no financial involvement. It was moved by Mr. Bowman and seconded by Dr. Proff that: APGA join with the American Educational Research Association in the publication of the April 1963 issue of Research on Guidance in accordance with the provisions that were worked out for the 1960 publication. Motion passed.

F. Cotabato, Philippines, Project

Dr. Hitchcock reported that the Asia Foundation has been requested by Mrs. Ramona Fenix and the Notre Dame Colleges of Cotabato City, Philippines, to help finance a Guidance Center to serve public and private schools and colleges in Cotabato Province and the Island of Mindanao. Mrs. Fenix is a counselor-educator at the Notre Dame Colleges and she visited the United States and spent several days in the APGA Headquarters. The center would be for training, for conducting workshops, for providing information about tests and other guidance material. It would be a guidance center serving a large area of the Philippines. There would be no expense for APGA because the Asia Foundation would underwrite the costs. The International Relations Committee would have a sub-committee for the purpose indicated and would have several specialists who would help in the work. Dr. Roeber wanted to know what the age level would be and Dr. Hitchcock stated that it would be for elementary, secondary and college levels. It was moved by Dr. Cottingham and seconded by Dr. Trueblood that: APGA designate the International Relations Committee as the group to assist in the selection of suitable Guidance Program and Research Materials and that APGA offer to give to the Center each of its publications that would be suitable, for a three-year period, or such other period of time during which the Asia Foundation supports the project, but not to exceed three years, and that APGA offer to help in assembling other materials, gratis, for the Center. Motion passed

G. Emeritus Membership

Dr. Cottingham reported that NVGA recommends to the Council the following persons who have requested Emeritus Membership and they have met the qualifications and have been checked out by Mrs. Janicke: Dr. Elsa Becker and Dr. Archibald Taylor. Dr. Dunsmoor stated that he thought that Miss Susan B. Ginn was eligible also. Dr. Dunsmoor stated that maybe we should sell emeritus life memberships to those persons who are over 65 years of age and maybe the Membership Committee should look into this. Dr. Miller stated that it would take a constitutional amendment to do this. He further stated that this membership should not be of any cost to the member but maybe in the very near future the Executive Council should decide upon how many emeritus memberships each Division could have. This does not require a constitutional amendment. It was moved by Dr. Dugan and seconded by Mr. Benson that: This matter be referred to the Membership Committee. Motion passed. It was moved by Dr. Cottingham and seconded by Dr. Miller that: The Council approves Dr. Becker and Dr. Taylor for Emeritus Membership. Motion passed. It was decided to have Miss Ginn checked by Mrs. Janicke and then submit her name to the Executive Committee at their next meeting if she is qualified.

H. Resolutions

Mr. Friedheim reported that the National Association for Better Radio and Television has proposed a resolution that they would like the Executive Council to endorse. The resolution is as follows:

WHEREAS, The foundations have been slow to sponsor any large scale definite research study of the effects of the mass media upon the youth of the nation, but have supported only fragmentary less definitive studies which are not designed to form a total picture that will help formulate intelligent policy making;

THEREFORE, be it resolved that the National Association for Better Radio and

Television urge the Federal Communications Commission and other government agencies to encourage the foundations to take the initiative in large scale and imaginative research. The kind of research which should be especially encouraged would be: 1. That which studies the unconscious effects of the mass media as well as the conscious effects; 2. That which studies the effects of the mass media on values as well as upon segments of behavior; 3. That which studies the postponed and delayed and indirect effects of the mass media as well as the direct, immediate ones; and 4. That which studies the difference in values between the mass media writers and their products from the values of those adults; the parents and teachers, who are responsible for our nation's youth.

Dr. Houghton stated that he did not like the wording at the beginning of the resolution but the remainder was fine. Dr. Hitchcock stated that this group wanted to attach the name of APGA to this resolution as supporting it. It was moved by Dr. Dugan and seconded by Dr. Holmes that: APGA endorses the principle of long range research on the effect of mass media on youth. Motion passed.

I. Proposal to Join in a Conference on Educational Processing Standards

From the Advisory Committee of the Educational Testing Service on the Processing of Student Personnel Data, there emerged a recommendation for consideration of two large areas of concern: 1. The problem of a common language for educational communication; 2. The problem of a common language for processing educational data. The idea is for the Executive Officers of the six associations: American Personnel and Guidance Association, National Association of Secondary School Principals, American Association of School Administrators, the Chief State School Officers, the Association of College Admissions Counselors, and the American Association of Collegiate Registrars and Admissions Officers to meet together and prepare a letter to Commissioner McMurrin asking him to convene a meeting of these six associations. They would then endeavor to create a board from this group. Dr. Trueblood expressed his feelings that ACPA should be involved with this. Mr. Bowman wanted to know if this came under the APGA professional preparation and standards, and Dr. Hitchcock stated that at the present time it did not. Dr. Roeber wanted to know if there should be something parallel maybe to the Ethics Committee and there should maybe be a very forthright statement on where we stand on this. We probably should refer this to Dr. Magoon to work with Dr. L. Davis. It was moved by Dr. Roeber and seconded by Dr. Trueblood that: The Executive Council accepts the invitation to join with this group. Motion passed. Dr. Roeber stated that we had to be sure not to leave any Divisions out that should be involved in this.

J. Ruling on Reimbursable Travel

Dr. Hitchcock stated the policy was first written in 1958 and revised in 1960 and it is completely out of date. It was proposed that the previous statements of travel policy be rescinded and the following substituted therefore: That the lowest possible cost of transportation be utilized compatible with the needs of the individual and the Association; that room and meals be kept as close as possible to the level permitted for travel of U.S. Government employees and that, where it is necessary to utilize a private automobile, reimbursement be at the rate of 10¢ per mile. There is no policy at present concerning

travel by car. It was moved by Dr. Dugan and seconded by Dr. Proff that: The Council accepts this proposed statement on travel. In the discussion that followed, Dr. Farwell stated that he felt the cost for travel by car should be 8¢ per mile, but it was pointed out that the 10¢ figure is the standard recommended by AAA. Dr. Dunsmoor called for a vote on the question and the motion passed with one negative.

K. Change on Employee Medical Benefits

Dr. Hitchcock reported that the required number of employees in the Association that must be members of this plan in order to continue the plan is 25 and we now have 16. This is partly contributed to the fact that the persons in the lower salary levels do not feel that they can afford this. At the present time, the Association pays the same amount for all members. This proposed change would cost the Association \$845.00 per year and this is included in the budget. It was moved by Dr. Trueblood and seconded by Dr. Miller that: The Council approves this proposed plan. Motion passed. The increase is: 1. No increase for employees in the D Grade; 2. 25¢ more per week for employees in the C Grade; 3. 50¢ more per week for employees in the B Grade; 4. 75¢ more per week for employees in the A Grade.

L. Action of Budget (Appendix B)

Dr. Farwell presented the proposed budget to the Council. This budget is built on the basis of the dues increase and membership figure of 15,000. A major amount of our income is from dues and the rest based on publications, rent, contributions, convention income, etc. Dr. Farwell stated that the proposed increase in the Directory is \$3 for members of APGA and \$5 for non-members. Dr. Farwell explained all the items in the budget and he stated that APGA has operated for seven years on deficit. Mr. Bowman wanted to know what would happen if the Divisions that had loaned money to APGA would happen to need this money. Dr. Hitchcock stated that this would create a problem but we would first see how the plan of payment to creditors for the next couple of years could be altered to get money from this part of the budget. Dr. Farwell stated that we should have at the end of this year \$29,295 in non-obligated funds. Dr. Patterson asked about the bids on the printing of the Directory and it was stated that the Radio Cooperation of America had submitted the best bid. After further discussion on the budget it was moved by Dr. Miller and seconded by Dr. Cottingham that: The Council authorizes a subsidy of \$1,000 to ACES for the publication of their Journal. Motion passed. It was moved by Dr. Dugan and seconded by Dr. Roeber that: The Council authorizes a subsidy of \$600 to ARCA. Motion passed.

Dr. Dunsmoor stated that we had increased the number of Guidepost issues from 4 to 6 per year. Dr. Roeber stated that in September another look should be taken at the Membership Committee budget to see if enough funds were appropriated. It was stated that also in September another look should be given to the budget of the Professional Preparation and Standards Committee and submit the findings to the Executive Committee to study. On the new person for the Headquarters Office, it was stated that this is not in the budget and the Executive Committee has a right to approve this new person, if financial conditions permit. It was moved by Dr. Proff and seconded by Dr. Trueblood that: The Council accepts the new budget. Motion passed.

It was reported by Dr. Farwell that there is in the Savings and Loan \$14,000 in reserves

and to withdraw this money the President and Treasurer have to sign for it. It was moved by Mr. Benson and seconded by Dr. Roeber that: Authorization be given to the President and Treasurer to withdraw funds from the reserve account. Motion passed.

Dr. Hitchcock reminded the Council of the request of the American Board on Counseling Services for a loan of \$200-\$400 and it was moved by Dr. Miller and seconded by Mr. Bowman that: Authority is granted to extend a loan to the American Board not to exceed \$400. Motion passed.

The item of the person to be added to the Board was taken up at this point and the nominees were: Abraham Jacobs, Herbert Coburn, and Thomas Skelley. It was moved by Dr. Roeber and seconded by Dr. Farwell that: The Council nominates to the Board a slate of three persons: Abraham Jacobs, Herbert Coburn, and Thomas Skelley. Motion passed.

It was moved by Dr. Farwell and seconded by Dr. Cottingham that: The Council gives authorization to the President and Executive Director to name additional substitutes for this Board in the event that these persons do not wish to serve. Motion passed.

M. OTHER

The Convention registration fee was taken up. It was suggested by the Boston Convention Committee that this fee be raised \$2.00. Dr. Patterson stated that we should not run a Convention with the thought in mind to make a profit and he further stated that there are some organizations that do not even have a registration fee. It was the consensus that there should be no increase in the Convention registration fee. It was moved by Dr. Roeber and seconded by Dr. Proff that: The allotment for Division programs be increased beyond the \$150 and the Executive Director work with the Boston Convention Coordinator and Program Coordinator to determine how much it should be raised. Motion passed.

There was discussion on the amount of money given to each Division, and some recognition to the likelihood that the amount should vary with Divisions. Dr. Patterson stated that we should avoid doing anything that would call for a larger program. It was stated that this should be discussed at further meetings of the Council.

There was discussion on the Directory and the possibility of raising the price from \$3.00 to \$5.00. It was moved and seconded that: The price of the Directory be increased from \$3.00 to \$5.00. Motion passed.

The meeting adjourned at 1:30 p.m.