

Survey Recommendations  
of Dr. R.L. Brantley

Standard I- Requirements for Admission.

1. Health Certificate and personality data necessary.
2. Director of Admissions should handle all admissions.
3. Registrar should keep records and transfers.
4. Deans must approve courses and requirements for graduation.

Standard II- Requirements for Graduation.

1. Catalog should state hour requirements under "Degrees Offered".
2. Physical Education for evening students should have a home or outside program properly certified.

Standard III- Group or Departmental Instruction.

1. Study of grade analyses should be made.

Standard IV- Faculty Training and Development.

1. Higher percentage of Ph.D's.
2. Faculty participation in the program making of the institution necessary.
3. General Faculty meetings regularly with minutes kept should be held.

Standard V- Teacher Load.

1. Suggested maximum teacher load: 450 student hours.

Standard VI- Remuneration and Tenure.

No comment.

Standard VII- Financial Support.

The Atlanta Division has inadequate state support. \$150 per student required in addition to any income from student sources, based on completed full time enrollment estimated for the scholastic year.

Standard VIII- Instructional Expenditures.

1. Based on (1) teacher's salaries, (2) library- salaries, books, periodicals, (3) classroom and laboratory supplies.
2. A detailed check on enrollment and expenditures, based on full time students for nine month year should be made.

Standard IX- Library.

The Library needs are:

1. Increased seating capacity.
2. Increased staff.
3. Increased expenditures for books.

Standard X- Physical Plant.

Physical Plant needs are:

1. More laboratory space.
2. Additional classrooms.
3. Improved lobby.

Standard XI- Student Personnel Work.

Recommended:

1. Permanent record card with student activities.
2. Counseling program and advisory system.
3. Health services.

Standard XII- Extra Curricular Activities.

Recommended:

1. Audit of financial programs of extra curricular activities.

Standard XIII- Intercollegiate Athletics.

No comment.

Standard XIV- General Administration.

No comment.

Standard XV- Special Activities and relation.

No comment.

Standard XVI- Alumni Records and Contracts.

1. Registrar's office should have complete and careful records on graduates showing (1) all further study, (2) occupations followed, (3) achievements, (4) influence of university on student.
2. The Southern Association will require record of graduates for ten years back.

Standard XVII- Graduate work.

No comment.

Standard XVIII- Professional Schools.

B.B.A. now accredited through the University. It will have to be accredited through Arts and Sciences if the Division is accredited separately.

Standard XIX- Standing in Educational World.

1. Records made by students in other colleges and universities to which they have transferred.
2. Required for all students transferred for at least ten years back.

Standard XX- Maintenance of Educational Ideals.

No comment.

Standard XXI- Extension and Correspondence.

No comment.

Remarks:

1. The Atlanta Division should not be burdened any longer than necessary with details incident to accreditation.
2. Opportunities should be offered teachers to complete their degree in Atlanta.
3. Four years of study in Arts and Sciences should be inaugurated at once. Program should be in effect for at least one year before application is made to the Southern Association for accreditation.
4. The accreditation through the University should not be interfered with until the division is strong enough to earn separate accreditation. This should not delay the inauguration of the A.B. degree work in Atlanta.

REPORT ON VISIT TO ATLANTA DIVISION OF UNIVERSITY OF GEORGIA  
June 26, 27, 28, 1950

At the request of the Director of the Atlanta Division of the University of Georgia, I spent two and one-half days at the school looking over the physical plant, studying the program of the school, talking with administrative personnel and faculty, studying records and doing other evaluative work according to the usual procedure recommended by the Commission on Higher Education of the Southern Association of Colleges and Secondary Schools when a college applies for membership. All persons from whom I received information were most courteous and helpful. Of course, working alone and spending a short time in the school, no exhaustive report is here attempted.

Having been a member of the faculty of the Atlanta Division from 1942-45, I am in a position to appreciate the vast growth of the school and to understand what is involved in the near miraculous expansion of the physical assets and the services rendered the students and the community.

No school without the spirit which has always seemed to characterize the student-faculty relations could have succeeded so well. That spirit which we knew a few years ago is undoubtedly still present in spite of the large numbers now enrolled. Spirit is an intangible, but it is real nevertheless. A student has to feel it in order to do his best in the group situation. He must believe in his school and consequently believe that what he is doing is worthwhile. This feeling is quite evident in the

in the demeanor of the Atlanta Division students.

Since the Arts and Sciences program now at the Atlanta Division is just through the third year of college, a consideration of how this phase of the school's work compares with the standards for four-year institutions set up by the Southern Association is difficult. There is not a typical Junior College program, nor is there a senior college program. Therefore, when evaluating the present program I shall have in mind the present 21 standards of the Commission on Institutions of Higher Education of the Southern Association of Colleges and Secondary Schools, with the assumption that the institution may soon seek admission as a four-year Liberal Arts college.

STANDARD ONE--Requirements for Admission. With the printing of a new catalogue soon, the requirements for admission to the Atlanta Division will be stated as the same requirements now set up by the University in Athens. A statement on p. 20 of the current catalogue under "Special Students" will be deleted. It reads: "Such a student (persons over 21 years of age) may be classified as a regular student, thus becoming a candidate for a degree, after he has completed nine academic courses with at least a C+ average." If the entrance requirements at the University are adequate, then the same should be adequate for the Atlanta Division.

An institution should have as much information as possible on entering students. The Atlanta Division does not now require a health certificate nor personality data. This information could be helpful and should be called for. Even though there is no boarding department, the health report on each student would seem desirable. ✓

The school employs a Director of Admissions who handles the entrance details of all students registering for the first time. This Director also attends to the transfer of credits of all students. There is also a Registrar, who registers and approves the course of all students who have previously attended the school. He is custodian of the permanent records, which are kept in a fire-resistant vault.

Some clarification of the duties of the Director of Admissions and the Registrar should expedite registration. Usually the Director of Admissions handles all admissions, while the Registrar keeps the records and transfers them. The Dean does not now approve the courses of study of all the students. While it may not always be essential for the Dean to approve, it is generally expected because he is the person who must finally approve the student for graduation. There is plenty of work for these three important people to do, but it should be divided differently to correspond with the usual nature of the positions.

STANDARD TWO--Requirements for Graduation. The school requires 186 term hours for graduation with the B.B.A. degree, which more than meets the minimum standard of 180. The catalog should state the hour requirements under "Degrees Offered" or "Credit Hours Required for Graduation," as well as in "Summary of Degree Requirements."

In the Arts and Sciences Department, the requirement of 90 term hours for the completion of a two year program, is standard. There is, however, no recognition given for the completion of two years, such as a Junior College diploma.

Two years of physical education is required by practically all colleges.

The Atlanta Division requires two years of all students in the day school under 25 years of age, but requires none for any evening school students. The evening school students work all day and do not have time in the evening for physical education classes. Some scheduling may have to be made eventually for the evening school students to have an exercise program at the school or a home program, properly certified.

Adequate qualitative requirements for graduation in the B.B.A. department are observed. Candidates for the B.B.A. degree must earn at least a grade of "C" in the following: Economics, 5X and 5Y; Business Administration, 6X and 6Y; Business Administration, 8; the core curriculum; and in at least four of the courses required in the major concentration group. Special permission must be secured from the major professor when a student registers for the second course before achieving the necessary minimum grade of "C" on the prerequisite.

In the College of Arts and Sciences an average grade of "C" or better is required by the University at Athens before graduation. This minimum includes any work taken at the Atlanta Division. For the Bachelor of Science in Chemistry "An average of 'B' or better is required of all freshmen and sophomore work in order to continue in the junior year for this degree."

STANDARD THREE--Instruction. Grade analyses have been made for several years at the Atlanta Division, but apparently the faculty as a unit has not studied the effectiveness of the instruction program in detail. A teacher has the information to study his own grading in comparison with other teachers but no doubt more group study is needed.

Grades for 1949-50 show a general tightening up over the previous

eight-year average of grades. There are fewer A's and more C's, or a distribution nearer the normal curve. A rather comprehensive comparison of Atlanta Division grades with grades at the University at Athens shows relatively fewer A's and B's and more C's in Atlanta.

Of course, there is much more to a good program of instruction than just a consideration of grades. The classroom methods, type, frequency and quality of tests and examinations; faculty and student interest in subjects taught; and faculty and institutional self-analysis of instructional results are all important measures of the quality of a school's procedures.

No doubt any attempt to measure the quality of the instruction is made more difficult by the fact that a large number of teachers are part-time. Varied and competing outside interests make for a lot of know-how and stimulation, but at the same time operate against a more closely united faculty purpose and effort.

STANDARD FOUR--Training and Development of the Faculty. The faculty should have a higher percentage of teachers with the formal training incident to studying for the doctorate. The enrollment certainly makes for a university situation and more Ph.D's are needed. It is recognized that the specialists who come in to teach one or two courses have something which no formal education can give, but if the Atlanta Division is going to apply to an accrediting association that was founded upon and is still largely wedded to the liberal arts tradition, then the Division will have to adjust itself accordingly.

The Dean's report in the Spring of 1950 shows no faculty member on leave, seven doing advanced work or receiving degrees. Some 20 articles and books published, six research achievements, and many speaking and radio



engagements and conferences were attributed to the faculty for 1949-50.

No attempt was made to determine the adequacy of the number of memberships held by the faculty in learned societies, but the impression is that among the fulltime faculty this representation is adequate to indicate a live and growing faculty.

At least one Ph.D. is teaching out of the field of his major, a practice generally frowned upon by the Association.

There is apparently not sufficient faculty participation in the program-making of the institution. General faculty meetings should be held regularly, should be stimulating, and minutes kept.

STANDARD FIVE--Teacher Load. There is not now "one well trained teacher for an average of twenty students." While the student credit hour load per teacher averages normal, there have been recently certain teachers with student credit hour loads of 1665, 1060 and 1018, all entirely too high according to the suggested maximum of 450 student credit hours. The 1949-50 weighted student hours show the highest to be 740 and a trend downward, a proper improvement.

In 1948-49 the number of students per teacher averaged 151 in the College of Arts and Sciences and 200 in the B.B.A. department, while the class averages were 30.2 and 40.1 students, respectively.

STANDARD SIX--Remuneration and Tenure of the Faculty. The Atlanta Division pays full professors a minimum for nine months of \$4000; associate professors \$3100; assistant professors \$2500; and instructors \$1950. This scale now meets adequately the requirements.

Retirement is provided under the State Retirement Fund. Tenure for teachers is permanent after two years.

STANDARD SEVEN--Financial Support. The Atlanta Division has been depending upon student fees to supplement an inadequate support from the state. Association standards require \$150 average income a student "in addition to any income derived from student sources." By September, 1951 it is probable that this minimum will be raised to \$200 a student.

For the Atlanta Division to meet Association standards on income it will be necessary for a much larger appropriation from the State to be made. Just how much will be required may be figured by multiplying the total number of fulltime students by \$150.

STANDARD EIGHT--Instructional Expenditures. With a budget of over a million dollars annually, the institution should be more than meeting the minimum requirements for educational expenditures, which are measured for the regular nine-months session. At least \$150 annually must be spent for each fulltime student in the regular session, based on the totals spent for (1) teachers' salaries; (2) salaries of librarians, purchase of books and periodicals, and binding; and (3) expenditures for classroom and laboratory supplies, but not permanent equipment.

A detailed check on the enrollment for the nine months session and the expenditures for each was not made.

STANDARD NINE--The Library. The present library does not furnish enough seating capacity for 20% of the enrollment at one time. This percentage is desirable. In spite of cramped room for students, the library is

being rapidly improved, more than 4000 volumes being purchased from June 1, 1949 to April 30, 1950. There were 598 bindings not in the accessioned volumes.

The present lack of space is compensated for in part by the fact that all the students are never in the building at one time. With classes running through the day and evening, one group leaves before another comes.

The recent addition of a special library for the B.B.A. department was opened on the sixth floor. Three thousand books were moved to open the new departmental library and the order department for the entire library was moved to the sixth floor.

The library has about 162 seats for some 4000 students, which are inadequate. Several more tables with chairs could be added, especially on the sixth floor.

The staff is composed of five professional librarians, with two assistants. This number is sufficient for the number of books, but too few if based on the total number of students to be serviced.

General circulation for 1949-50 was 11,396, reserve 4,949, and teachers 927. These figures are low when compared to the total enrollment, but the figures are growing.

A random check of the stacks indicated careful purchasing, with not too many out of date volumes. The reference works and periodicals seemed adequate. The ventilation is poor in places.

There are now approximately 29,000 volumes.

If the enrollment now averages 4000 in the regular session, then \$40,000 should be spent annually for books, periodicals, bindings, and salaries. This amount has not been spent, but may be in the 1950-51 session.

STANDARD TEN--Physical Plant and Equipment. The Atlanta Division is almost unique in that it has no campus. The school has recently constructed a most ample gymnasium which is used for recreation and the physical education program.

The six-story former garage building now used to house the entire school, except the gymnasium, has been well laid out for school purposes. The space seems to be well utilized, but the rapid growth of enrollment makes further building imperative. A new building on an adjoining lot, centered around a library, is planned and will add greatly needed space.

There is too little space in laboratories and the library, and additional classrooms are needed. There is insufficient space for student activities.

The buildings are very well kept in spite of failure of students sometimes to cooperate. The lobby is spacious but seems to lack something that is needed to make it more pleasant and collegiate looking. Perhaps some palms, ferns, pictures and modernistic furniture could add just the touch needed. No doubt a redecorated lobby would give faculty, students and visitors a lift and give all a greater pride in keeping it attractive.

The school owns more laboratory equipment than it has room to set it up. Much valuable war surplus is in storage which could be used if space were available.

STANDARD ELEVEN--Student Personnel Work. The treatment of students as individuals should be an important part of a college's program. The Atlanta Division has an estimated student turnover of 50% annually which makes more difficult any effort to know the students well and keep adequate individual records. The academic records are well kept, but the size of the permanent record card does not permit a full listing of the students' activities to be filed. ✓

There should be a more active counseling program set up, probably participated in by all the faculty. Students could be assigned to teachers in a purely alphabetical order, or some other basis of assignment, such as major interest, could be used.

Since the Division is a non-boarding type, the health services rendered students are now cursory. A health certificate should be required upon entrance and studied by the school resident nurse, who could no doubt be helpful to those whose health is below normal.

The school's placement service is most successful and entering students are promised employment. Practically every student is either working full-time or part time and the placement record is remarkable.

STANDARD TWELVE--Extra-curricular Activities. The student activity program in the Division is broad, including honorary societies, scholarship awards and cups, clubs, intra-mural athletics, and publications. The Student Council and a faculty committee supervise all organizations. All social functions must be formally registered with the Dean of Students.

All financial programs of extra-curricular activities are not audited and reported to students and faculty. This is a wise procedure and should be insisted upon.

The Division owns a Lodge and grounds which are a short distance from the city. There is a pool and facilities for picnics and other outdoor and indoor recreation.

STANDARD THIRTEEN--Intercollegiate Athletics. Athletics in the Division are largely intra-mural and are coached by the regular physical education staff. There is some intercollegiate basketball and tennis, but the school

is free from most of the problems concerned with intercollegiate athletics such as finances and scholarships.

STANDARD FOURTEEN--General Administration. The Atlanta Division operates under the Board of Regents, as the other schools in the System. There are, therefore, no board or trustee relations peculiar to the Division.

A budget is prepared annually, which is at present submitted through the University at Athens. Departments are given freedom to work up budgets.

STANDARD FIFTEEN--Special Activities or Relations. As a member of the University system, the Atlanta Division not only is in close cooperation with the University, but has access to reports and plans of every school in the System. The transfer and acceptance of credits from the various branches is standardized.

STANDARD SIXTEEN--Alumni Records and Contracts. The most important single standard for accrediting an institution is the record of the attitudes and achievements of its graduates. The Registrar's office, as well as the alumni office, should have complete and careful records on graduates showing all further study, occupations followed, achievements and other data which tend to measure the institution's influence.

The Division does not have an adequate record of its graduates, but plans to start at once gathering the data. The Southern Association will require the records for about ten years back before considering accreditation.

STANDARD SEVENTEEN--Graduate Work. The Atlanta Division is not offering any graduate work.

STANDARD EIGHTEEN--Professional Schools or Departments. The Atlanta Division's B.B.A. program is now accredited through the University, but if the Division is accredited separately as a senior college of Arts and Sciences the B.B.A. program will have to be accredited through the Arts and Sciences department since the Southern Association does not set up separate standards for professional schools.

STANDARD NINETEEN--Standing in the Educational World. There is no more accurate basis for judging the effectiveness of a school's program than by a study of the records made by its students in other colleges or universities to which they may have transferred. These records will usually be furnished gladly by the institutions, because they will also be asking for similar information on their transfers. The Division should begin immediately to gather these records on all of its transfers for at least ten years back.

STANDARD TWENTY--Maintenance of Educational Ideals. The tone of an institution is an important factor in accreditation. The Division has stated clearly in its catalogue its purposes and objectives. There is no evidence of cheapness or unfairness in the institution's relations to its students, but rather a spirit of helpfulness.

For instance, school principals over the state are written for names of students who cannot finance a college education anywhere else. Then the Division procures a job for the student, enabling him to enroll perhaps in the evening classes. Hundreds have been helped in this way.

The catalogue is not exaggerated and other publications are modest and conservative.

STANDARD TWENTY-ONE--Extension and Correspondence. There are no extension or correspondence courses offered by the Atlanta Division.

#### CONCLUSIONS

The Atlanta Division of the University of Georgia is the result of a logical and inevitable situation--the concentration of population in the Atlanta area. The slogan of the University, "The State is our Campus," is most applicable to the Atlanta Division because about one-fourth of Georgia's population is within commuting distance of the school. These people need to be served and are demanding that opportunity for an education be brought to them, since many of them cannot go away for a boarding school education.

The growth of the Atlanta Division has been similar to that of the University of California at Los Angeles, though the beginning came about in a different way. Established 57 years later than the University at Berkeley, the Los Angeles Division grew rapidly with the concentration of people in the area until it surpassed at one time the enrollment on the Berkeley campus. Thousands have received their education at Los Angeles who never could have gone to Berkeley.

The Atlanta Division should not be burdened any longer than is necessary with the details incident to integration with Athens. Separate accreditation will hasten the coming of many improvements so much needed by the Atlanta Division. The school has earned its independence and, no doubt, contrary to the beliefs of some, will not in any great degree duplicate the work at Athens, nor take away any of the need and demand for similar courses on the University campus. The two schools are so different in their appeals and approaches to education that both



are needed. If the demand by the people is for increased educational service and facilities, then the Regents should provide these services so far as possible. No short-sighted or purely local feelings should prevail. The greatest good to the greatest number should be the aim.

It is reported that teachers in the Atlanta area are already asking about completing their work for a degree in the Atlanta Division. The requirements of the proposed minimum foundation program will put increased pressure on hundreds of teachers in the Atlanta area to complete degree work. Many of these teachers are housewives and cannot go to Athens for their residence requirements.

A fine illustration of the community service being rendered by the Division is seen in the many conferences, lectures, conventions, study groups and musicals which used the facilities of the school from July 12, 1949 through May 31, 1950. There were 100 such meetings attended by a total of 44,860 people. This activity is all a part of the process of educating the people and it is proper that a college participate. The good will achieved makes easier the task of selling education to people so that they will be glad to have a part in furnishing facilities.

It is recommended that four years of study be inaugurated at once in the College of Arts and Sciences. This program should be in for at least a year before application is made to the Southern Association for accreditation.

The institution is not ready immediately to offer majors in many fields. The four-year program could now begin in English, History, Psychology, Languages and possibly in Chemistry. Other majors may be added as the faculties are strengthened and laboratories improved.

The accreditation which the Atlanta Division has received through the University has served a fine purpose and should not be interfered with until the Division is strong enough to earn separate accreditation. However, this should not at all delay the inauguration of A.B. degree work in Atlanta.

The Atlanta Division of the University has grown rapidly, partly because of the quality and vision of its leadership and partly because it has filled a need not served by any other educational institution in the State. If the leaders responsible for educational progress in Georgia wish to broaden their services to the people, perhaps more can be done for the least cost and effort through the Atlanta Division than through any other unit in the system.

Respectfully,

*R. L. Brantley*  
R. L. Brantley

*July 7, 1950*