

23rd June 1927.

Dear Miss Rundle,

In reply to Miss Cowlin's letter of to-day, the Principal has asked me to send for the information of your Committee a copy of the minutes of the informal meeting of the New Committee held at Bedford College last Friday.

It is noticed in section 4 of Miss Cowlin's summary that the new officer is described as "Assistant". Though this officer is described in our minutes as "Education Officer" this is only for convenience, as her title has not yet been discussed. "Tutor for the Nurse Administrator Students" is the title which the Principal thought of proposing at the next meeting.

With reference to sections 1 and 2 of Miss Cowlin's summary, the actual amount of the grant as mentioned by the League of Red Cross Societies is £1,122

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not £1,200, and in the words of their letter of March 30th

"the League is willing to subsidize the salary of the nurse appointed by the College of Nursing, provided that this does not exceed the sum of £200 a year and that it can be taken out of the Fund which is already available to your Committee for the development of the Courses."

I regret it was not possible to send these notes sooner and trust they will arrive in time for your meeting.

Yours very truly,

Secretary.

Miss Rundell,
The College of Nursing,
Henrietta Street.

Committee for the Organisation of Courses for
International Students.

An informal meeting of the newly constituted Committee for the organisation of the Courses for International Students, due to take office from the beginning of the session 1927-28, was held at Bedford College on Friday the 17th June 1927 at 4.30 p.m.

P r e s e n t The Principal in the Chair
Miss Baggally
Mrs. Carter
Miss Cowlin
Professor Edgell
Mrs. Reid
Mrs. Williams
The Secretary.

Apologies for absence were received from:- Dr. Brincker
Miss Darbyshire
Miss Lloyd-Still.

The business of the meeting was to have a preliminary discussion on points of organisation and procedure under the proposed new system.

Before proceeding with the work of the Committee the Chairman made a short statement as to the constitution of the new Committee, and its powers both financially and academically. She made special reference to the fact that out of the £1,122 allotted by the League of Red Cross Societies for the development and improvement of the Nurse Administrator and Public Health Worker Courses a sum of £200 had been specially mentioned as authorised for the salary of a special officer appointed in connection with the practical training undertaken for Nurse Administrators/by the College of Nursing.

- a. Nurse Administrators Course - work to be undertaken by the
College of Nursing -

The question of what share of the work would be undertaken by the College of Nursing under the new scheme was discussed in considerable detail and the following arrangement was generally agreed upon: that the College of Nursing would be responsible for arranging the training on the practical side for all the students entering for the Nurse Administrator Course, such arrangements to include the practical work in Hospitals and coaching of students, details for which had formerly been arranged by Mrs. Carter.

b. Appointment of Staff.

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The Committee next considered the question of the appointment of the Education Officer responsible for the practical side of the work referred to above. It was stated that under the terms of the agreement between the Council of Bedford College and the League of Red Cross Societies the Council of Bedford College would be finally responsible for the appointment of any officer whose salary was to be paid out of the fund provided by the League of Red Cross Societies for the development of the Public Health Workers and Nurse Administrators Courses; that the status of the Education Officer would be that of a member of the Staff of the College of Nursing appointed by the Council of Bedford College on the recommendation of the Advisory Committee; that the College of Nursing would send in nominations for such a post and in connection with such appointments it was proposed that the College of Nursing should be asked to invite a representative from the Advisory Committee to sit on the Appointment Committee. It was agreed that the work should be sufficient for a full half-time appointment.

c. Appointment of Lecturers for special courses of lectures.

With regard to the appointment of Lecturers for special courses of Lectures the following points were generally agreed upon; that in the case where a course of Lectures were specially instituted by the College of Nursing for the International Students the names of the Lecturers appointed should come up before the Advisory Committee for ratification; that in the case of existing courses of Lectures being utilised for International Students, the Committee would not be responsible for approving the appointment of the Lecturers concerned, but would be responsible for including or not including such Lectures in the Students' curricula.

d. Practical Work of Nurse Administrators for 1927.

Mrs Carter informed the Committee that she had made, or was making, the necessary arrangements for the practical work for 1927 in August and September and the Committee agreed that such arrangements should be left in the hands of Mrs. Carter and Miss Cowlin and be confirmed by the new Advisory Committee at their first meeting in October.

e. Sub Committees for Practical work etc.

The suggestion was put forward that Sub Committees should be formed to make arrangements for the practical work and for other business such as admission of students. The question was discussed and there was not a consensus of opinion as to the usefulness of such Sub-Committees. The matter was deferred for fuller discussion at the

next informal meeting on July 11th at 11.15 a.m. In connection with this question Mrs. Reid spoke strongly of the usefulness of a small sub Committee which was in existence to assist her in connection with the practical work of the Social Studies Students and asked that if it was agreed to have such sub-committees, Miss Baggally might be associated with that for public health.

f. Dates of the next meeting.

The Committee were informed that a meeting of the original Joint Advisory Committee at present in office was being called for 10.30 am. on July 11th and Mrs. Carter stated that at that meeting it would be proposed that the original committee should hand over their powers to an interim Committee which would hold office until the new Committee officially came into force in October 1927; that it would further be proposed that the new Committee should be appointed as the interim Committee. It was agreed that a second informal meeting of the new Committee be called for 11.15 a.m. on July 11th; when the agenda would be:-

1. Curricula for the International Students.
2. Admissions for 1927-28.
3. Sub Committees for different sections of the work of the new Advisory Committee.

It was also agreed that Mr. Kittredge the Secretary General of the League of Red Cross Societies be invited to attend the meeting of the Interim Committee at 11.15 a.m. on July 11th.