



BOARD OF OVERSEERS OF HARVARD COLLEGE

To Walter Deane, Esq.

DEAR SIR: —

In accordance with the Rules and By-Laws of the Board of Overseers of Harvard College, I have the honor to inform you of your appointment as a member of the Committee *to visit*

The Botanical Museum

and

The Gray Herbarium

for the academic year of 1925-26, and to request that you will accept the appointment.

The Chairman is requested to call a meeting of the foregoing Committee at an early date, as required by Section 29 of the Rules and By-Laws hereinafter quoted.

It has seemed expedient that the fewest possible fixed rules should be laid down specifying the way in which the

Visiting Committees should do their work or make their reports. The endeavor has been to devise a visiting system which would bring the University into direct and active sympathy and communication with the outside world through the greatest possible number of connecting links. If persons who have an interest in the success and usefulness of the University are selected for service upon committees, that interest may safely be left to work out results in the way most natural to it without the aid of hard and fast rules laid down by this Board. The following observations may, however, be made:—

The Visiting Committees are the instrumentality through which the Overseers keep themselves informed of what work the University is doing and the way in which it is done. Nothing tends more directly towards holding the several departments up to a high standard of activity and efficiency than a consciousness among those in charge of them that their work is sure of intelligent appreciation if good, and of equally intelligent criticism if poor.

It is largely through these committees that the University can keep in touch with the outer world; and it is through them that the legitimate interest of the public in the conduct of the University can be most effectively expressed for purposes of criticism, suggestion, coöperation, and support.

I am further directed to call your attention to the following Sections of the Rules and By-Laws of the Board of Overseers:—

Sect. 28. — The several Visiting Committees of the Departments of the University and those appointed to visit and examine into the Courses of Instruction may employ paid experts or specialists to aid them in the performance of their duties when authorized so to do by a vote of the Board of Overseers. Any Committee desiring such expert assistance shall first submit for approval a written applica-

tion to the Board, setting forth the nature and estimated cost thereof.

Sect. 29. — The several Visiting Committees shall report at least once in three years. Their reports may be in writing or made orally to the Board of Overseers through some member of the Board. Their written reports and any oral reports or recommendations subsequently reduced to writing shall in the absence of discussion or after it, unless otherwise disposed of, be referred to the Executive Committee.

Each Committee shall hold, as early as may be in the academic year, at least one meeting with members of the teaching staff in the Department or Course of Instruction such Committee is appointed to visit, in order to receive suggestions, inquire into defects and needs, hear complaints, and give encouragement and counsel.

The names of the members of your Committee will be found upon the accompanying list. The first named is Chairman.

Respectfully yours,

WINTHROP H. WADE, *Secretary*,
321 SHAWMUT BANK BUILDING,
BOSTON, MASS.

SEPTEMBER 29, 1925.



Harvard College. 1925. "Harvard College Sept. 29, 1925." *Walter Deane correspondence*

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