



7 de julio de 1955

Srta. Teófila V. Gamarra
Directora y Catedrática Auxiliar
Centro de Educación Audiovisual
Universidad de Puerto Rico

Estimada Srta. Gamarra:

Por la presente se le autoriza a ausentarse de Puerto Rico a los Estados Unidos, por la vía aérea, en viaje oficial durante el período aproximado del 21 de julio al 1 de agosto de 1955 con el propósito de asistir a la Convención Nacional de Educación Audiovisual que se celebrará en el Hotel Sherman, en Chicago, Illinois del 22 al 31 de julio de 1955.

Por consiguiente queda usted autorizada a visitar la ciudad de Chicago, Illinois, debiendo salir de Puerto Rico alrededor del 21 de julio y regresando a la Isla aproximadamente el 1 de agosto de 1955.

Los gastos que por la presente se autorizan son necesarios para el servicio público. Recibirá usted para gastos de transportación--utilizando las rutas más cortas, incluyendo la vía aérea--gastos misceláneos y dietas (a razón de \$15.00 diarios), la cantidad de \$450.40 que se cargará a la partida "Gastos de Viaje", Facultad de Pedagogía, 1000-345-011.2, mediante transferencia de la partida "Gastos de Viaje-General", 1000-301-018.2, ambas consignadas en el presupuesto de la Universidad de Puerto Rico para el año fiscal 1955-56, Facultades de Río Piedras.

A su regreso deberá usted someter a esta oficina un informe completo de las actividades relacionadas con la misión que por la presente se le encomienda.

Para obtener crédito por las cantidades que tenga que desembolsar deberá someter a la Secretaría de Hacienda, Servicio de Contaduría, a través de esta oficina, lo siguiente:

1. Una relación de la fecha y hora en que salga de Puerto Rico y llegue a Estados Unidos y viceversa;
2. Recibos en duplicado, debidamente firmados, de todos los gastos en que incurra, excluyendo transportación ferroviaria;
3. Una relación de los gastos de transportación ferroviaria con las cantidades que pague en cada caso;

lele



- 4. Una copia del informe al Rector que se menciona antes; y
- 5. Esta carta, sin la cual no puede prepararse ningún comprobante.

Cordialmente,
Jain Benítez
JAIN BENÍTEZ
Rector

OPD-19
3-18-52

UNIVERSIDAD DE PUERTO RICO
Decanato de Administración
Oficina de Personal Docente

*Desto de
Maye 1955*



SOLICITUD DE AUTORIZACION DE VIAJE OFICIAL

Direcciones: Para implementar la Circular Número 19 de la Oficina del Rector expedida el 4 de octubre de 1951, someta este formulario en original y dos copias al Rector, a través del Decano de Administración, siempre que se solicite autorización para un viaje oficial. Deberá radicarse, por lo menos, quince días antes de la fecha señalada para el viaje. Use la hoja adicional que se incluye para completar la información de cualquiera de los apartados del formulario.

1. 16 de mayo de 1955
Fecha de solicitud
2. Dra. Teófila V. Gamarra
Nombre de la persona que va a efectuar viaje oficial
3. Directora y Catedrática Auxiliar
Cargo que ocupa
4. Centro de Educación Audiovisual
Departamento
5. Pedagogía
Facultad

6. Propósito del Viaje: (Explique detalladamente las actividades y encomiendas que va a realizar, y los beneficios y ventajas que derivará la persona y la institución como resultado del viaje).

Asistencia a la Convención Nacional de Educación Audiovisual,
Hotel Sherman, Chicago, Illinois. Julio 22-31

7. Duración del Viaje:

- a. Número de días fuera de Puerto Rico 11 días
- b. Fecha de salida de Puerto Rico 21 de julio de 1955
- c. Fecha de regreso a Puerto Rico 1ro. de agosto de 1955



8. Itinerario completo:

Ciudades a visitar:

Estadía en cada una de ellas
(dé número de días)

Chicago, Illinois

Julio 21-31

9. Asignación de fondos que se solicita:

a. Gastos de Transportación:

(El funcionario deberá obtener recibos de todos los pagos que efectúe, excepto aquellos hechos a entidades que no acostumbran expedir recibos, como las de taxímetros y ferrocarriles).

1. Boletos de Avión o Barco:

		Importe	Total
1. De	<u>San Juan, P.R. A Chicago, Ill.</u>	<u>\$125.95</u>	
2. De	<u>Chicago, Ill. A San Juan, P.R.</u>	<u>125.95</u>	
3. De	_____ A _____	_____	
4. De	_____ A _____	_____	
5. De	_____ A _____	_____	
6. De	_____ A _____	_____	<u>\$ 251.90</u>

2. Transportación Ferroviaria:

1. De	_____ A _____	_____	
2. De	_____ A _____	_____	
3. De	_____ A _____	_____	
4. De	_____ A _____	_____	
5. De	_____ A _____	_____	
6. De	_____ A _____	_____	<u>\$ _____</u>



3. Gastos de Taxi:
(Someta estimado englobado)

Total

\$ 24.00

4. Otros gastos misceláneos:
(Someta estimado de gastos adicionales que considere necesarios. El Decano de Administración determinará si proceden a tenor con la reglamentación del Auditor de Puerto Rico).

Registration Fee EFLA	\$2.50
NAVA Trade Show	6.00
Other fees	10.00

\$ 18.50

5. Dietas:
(La dieta empieza a computarse desde la hora de llegada al país visitado y termina cuando se aborda el avión o barco de regreso a Puerto Rico. No será necesario presentar recibos).

Número de días fuera de Puerto Rico	A razón de \$15 diarios para viajes a Estados Unidos. Para viajes en países extranjeros se determinarán en cada caso.	\$165.00
<u>Once (11)</u>		

GRAN TOTAL

\$459.40

10. Partida o partidas presupuestales con cargo a la cual se solicita la autorización:

Gastos de Viaje Fac Per 1000-345-011.2
medte transj. partida Gastos de Viaje - Car
1000-301-918.2

Fecha 18 de mayo de 1955

Firma del Decano [Signature]

Recomendación: 6/22/55

Firma del Decano de Administración [Signature]

Fecha _____

Firma del Rector _____

Fecha _____



November 8, 1954

Indiana University
Bureau of Teacher Recommendations
School of Education
Bloomington, Indiana

Dear Sirs:

Enclosed please find booklet containing confidential information regarding Miss Teófila Gamarra.

We wish to thank you very much for your valuable assistance and beg you to forgive us for the delay in returning these papers to you.

Very truly yours,

JOSE RAMON ORTIZ, Director
Office of Academic Personnel

By: Alicia Gordero de González
Research Assistant

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Enclosure

1952-1953 REPORT

AUDIO-VISUAL CENTER
Indiana University, Bloomington



The Audio-Visual Center continued to devote its efforts to the accomplishment of the three basic purposes which were outlined in the 1951-1952 Annual Report: (1) to develop undergraduate and graduate education and research in the audio-visual area and to provide assistance and leadership to state, national, and international mass media programs; (2) to provide to faculty members and students of all schools and departments professional assistance, audio-visual materials, and facilities for the production of all types of audio-visual materials; and (3) to serve school and community groups in Indiana and over the nation to the extent necessary to maintain professional staff, a general and specialized library of all types of materials, and the specialized equipment and facilities in production for discharging the first and second functions described above.

Research and Training. During the 1952-1953 fiscal year Indiana University continued its interest and activities in the area of graduate training and research. At the present time there are 25 doctoral candidates majoring in audio-visual materials, 64 doctoral candidates pursuing a minor in audio-visual education. During the year 11 doctoral dissertations dealing with some aspect of mass media of communication were completed. Over 400 students were enrolled in audio-visual education classes on the I.U. campus and over 260 were enrolled in the audio-visual education classes in the extension centers. A number of visitors from various parts of the United States as well as over 50 foreign visitors from such countries as India, Egypt, Germany, France, Thailand, Brazil, Mexico, Uruguay, Bolivia, Denmark, and Austria observed and studied the processes involved in administering the audio-visual program at Indiana University.

Monthly audio-visual education departments in three professional journals  The National Education Association Journal, The Indiana Teacher, and Educational Screen---were prepared by members of the staff. The Audio-Visual Center's monthly department in Educational Screen was rated the most valuable feature of the magazine in a 1952 Reader-Interest Survey as it had been in the last similar survey five years ago.

Staff members cooperated with the Department of Audio-Visual Instruction of the National Education Association in establishing Indiana University as the National Center for preparing and maintaining a bibliography of research in the field of audio-visual education.

The Executive Committee of the Association of American Law Schools on December 28, 1952, unanimously approved the designation of the Law School and the Audio-Visual Center of Indiana University as the National Audio-Visual Center for the Association. The primary function of the National Center will be to serve as the central administrative organization with respect to the production, preservation, distribution, and evaluation of legal audio-visual materials.

Several joint staff-graduate student colloquiums have been held during the year for the purpose of stimulating an interest in research, to define needed research, and to review and evaluate recent research. Several recognized leaders in the field have been invited to participate in these sessions and have added immeasurably to the value of the meetings.

Staff members have also made an effort to become personally acquainted with graduate students. They have entertained many of them in their homes and have taken them on trips to professional meetings and workshops.

The staff and facilities of the Center have been employed not only in doctoral investigations and research primarily in the field of audio-visual education but also in studies in other fields which have relevance to audio-visual education. For example, the audio laboratory staff provided technical assistance and facilities



in the completion of three studies in the field of music--a study of vocal Chords and their operation, a study of articulation, and the effects of resonance activities on vocal tones.

During the past academic year, the Audio-Visual Center presented a series of television programs entitled "Film Forum Weekly" for the basic purpose of experimenting in the area of effective utilization of films for television. The programs, produced in cooperation with the Indiana University Radio and Television service, and broadcast over WTTV, Bloomington, consisted of discussions revolving around films which were telecast. The discussion panels were made up of Indiana University staff members and community leaders. A variety of subjects was presented including home economics, driver safety, travel, international relations, and political science.

A television workshop was conducted during the summer session at Indiana University by the Audio-Visual Center in cooperation with the Indiana University Radio and Television service. Teachers who had previously never seen a television receiver were actually operating TV cameras after only several days of instruction. Workshop members served as the production crew members for the A-V Center "Film Forum" which is telecast weekly.

Off-Campus Service. For the first time the circulation of educational motion pictures reached and exceeded 100,000 reels. This circulation figure represents nearly a 500% increase during the past 10 years. Film service was used by all counties in the state, all states in the United States, and several foreign countries.

Both campus and off-campus groups had the use of a library of approximately 23,000 reels of over 4,600 titles of educational motion pictures, over 2,500 titles of filmstrips and slide sets, and 394 recordings. A printed supplement and three mimeographed supplements listing new titles of motion pictures were mailed to all



users. A new service of providing the more frequent users of films with a monthly list of new titles was initiated during the year and seems to be proving very satisfactory.

Universities, colleges and state departments of education in several states have for some time been providing a tape recording service to the schools in their respective states. Indiana University recognizing that this service was not being provided schools and organizations in Indiana and having received requests for such a service initiated a tape recording service early in 1953. Approximately 300 titles of recordings including primarily I.U. School of the Sky radio programs have been selected and are now available for re-recording on tapes provided by the customer. Educational Tape Recordings, a mimeographed catalog, describes the service and the recordings.

For the third year in cooperation with the State Department of Public Instruction and the Indianapolis News and Star Indiana University circulated monthly issues of The News Magazine of the Screen to 200 junior and senior high schools in Indiana.

For the fourth consecutive year the annual Institute for Audio-Visual Selling, sponsored by the National Audio-Visual Association, was held on the I.U. Campus. Over 85 members of the trade association enrolled in the courses. The courses were taught by 36 of the more important national leaders in the production, utilization, and distribution of audio-visual materials and 10 Indiana University faculty members. They brought to the campus thousands of dollars worth of equipment and materials. Both materials and staff were generously shared by the Institute with I.U.'s regular staff and students. The Institute unanimously selected Indiana University to be host to its next annual Institute.

A quarterly mimeographed bulletin--October, 1952, 10 pp.; December, 1952, 12 pp.; February, 1953, 11 pp.; April, 1953, 10 pp.--describing the activities and services of the Audio-Visual Center has been published this year and mailed to

over 2,500 users, and many interested individuals and organizations. The Center has been gratified by the number of items carried in the bulletin which have been reprinted in national professional magazines. Letters from users and former students indicated much interest in such items as the report on an experiment with motion picture sound test film, an analysis of the possible uses of Library of Congress motion pictures and filmstrip catalog cards, and a report on the films in the Indiana University library which were used most widely during the 1951-1952 fiscal year.

Staff members of the Center continued to cooperate with state and national educational organizations in increasing the effectiveness of communications on all maturity levels through the use of audio-visual materials. Conscientiously a persistent effort was made on the adult education level. The Center cooperated with the Ford Foundation's Fund for Adult Education in promoting the use of films dealing with current affairs for discussion purposes. The Center conducted a survey of over 2,000 film libraries to collect data on educational film parcels, post shipments to be used in support of the Equitable Postal Rates for Educational Films Bill (which was later passed by Congress and signed by the President). Two members of the staff served as film evaluators for the UNESCO International Catalog of Educational Films and in May, 1953, attended a meeting in Washington, D.C., called by the United States Commission for UNESCO to consider the problem of international standards for film cataloging. Members of the staff took an active part--attending meetings, participating on action committees, serving as officers, etc.--in such organizations as the Educational Film Library Association, the Department of Audio-Visual Instruction of National Education Association, Audio-Visual Instruction Directors Organization in Indiana, the University Film Producers Organization, the Society for Motion Picture and Television Engineers, the Association for Education by Radio and Television, the Indiana State Teachers Association,





Phi Delta Kappa, Pi Lambda Theta, the Association for Supervision and Curriculum Development, etc.

Staff members were invited by county school systems, city school systems, and other universities and colleges to speak at professional meetings and to assist in various other ways. During the course of the year more than 20 groups and organizations requested and received such help from the Center.

Campus Service. The Audio-Visual Center provided audio-visual materials, equipment and/or operators for all university departments and conferences requesting such services. This service, the Center feels, could be improved by increasing the amount and condition of equipment. During the 1952-1953 fiscal year the Center furnished operators and equipment for approximately 2,500 campus appointments and equipment only for 500 appointments. The faculty used from the Center's library 4,800 film titles and 353 bookings of other types of audio-visual materials. In addition to the above services the Center also assisted faculty in locating, selecting, and using audio-visual materials in their classes and with student organizations.

Sound motion pictures and other types of audio-visual materials needed and requested by the faculty and administration of Indiana University were produced by the Center. Most noteworthy and experimental among these productions were 9 seven-minute films for telecast during the 1953 basketball half-time periods. These 9 films were produced in cooperation with representatives from the Radio and Television Department, the Speech Department, the News Bureau, and the administrative offices. Over 500 members of the I.U. faculty, student body, and administration had some part in the production of the films. Each of the nine films dealt with a specific aspect of Indiana University. They covered Indiana University's (1) health services and activities, (2) libraries, (3) science instruction and research, (4) extension division, (5) student housing and guidance,



(6) resources for the education of women, (7) cultural activities, (8) teacher education program, and (9) student employment opportunities. Other campus productions included a one-reel synchronous sound, color motion picture of the 1953 Indiana University Commencement which highlighted Dr. William Lowe Bryan's charge to the graduating class and two student produced films covering The Little 500 and Girls' State.

The annual Indiana University Audio-Visual Education Conference concentrated its attention on the use of audio-visual materials in science education on the elementary, secondary, and university levels. The University planning committee included a representative of each of the departments of science, the teaching of science, and the Audio-Visual Center. The conference brought over 100 teachers of science and directors of audio-visual education to the campus. In addition many I.U. summer school students attended the conference. This conference was exploratory in the sense that it was I.U.'s first audio-visual education conference to deal with instruction through the use of audio-visual materials in a specific subject-matter level. Its success led to plans to pattern the 1953 conference along the same lines in the field of social studies.

The photographic services to the campus included 6,454 identification pictures, 2,467 lantern slides, 18,827 paper prints involving 1,876 camera appointments, 12,908 frames of filmstrips, 4,959 application pictures, 7,227 negatives, and 600 photomicrography negatives.

Audio services to 12 university departments and numerous Indiana University faculty and students included 1,081 recordings, 197 original recordings, 271 dubbings, and 118 reels of tape.

The graphic arts service provided by the Center included a variety of work requiring art and design. For example, the Center designed three-dimensional displays for the Athletic and Music Departments as well as illustrations, layout,

and cover designs for I.U. publications requiring such. Consultant service on problems relating to graphic arts was also provided.



Production. Educational production for the year totaled twenty-seven reels or sixteen motion pictures, two were specifically designed for classroom use, THE ELEMENTARY TEACHER: BEGINNING STUDENT TEACHING is the first in a series of four films which will present the education program for prospective teachers in the elementary school and the continuing educational program through in-service training. CONSPIRACY IN KYOTO is an unusual art film utilizing medieval Japanese scrolls for the theme of the film story.

The remaining fourteen subjects consisted of the nine seven-minute film shows for telecast during the basketball half-time periods, and three silent and one sound version of the IHSAA state basketball finals and one silent version of the IHSAA state track and field meet.

In addition footage was taken of the 1953 Indiana State Legislature sessions. This footage will be used in a film designed for use in high school social studies classes to show how state legislatures function.

Progress is being made in the series of films dealing with plant and animal reproduction, square dancing, marching band formations, and inexpensive teaching materials. Experimentation in effective animated sequences is being carried on in connection with the films in these series. Planning for future productions include materials about voting machines and group dynamics.



DECANATO DE ADMINISTRACION
UNIVERSIDAD DE PUERTO RICO
Oficina de Personal Docente

15 de septiembre de 1954

Sr. Rafael del Valle
Ayudante Secretario Ejecutivo
Junta de Retiro
Universidad de Puerto Rico

Estimado Sr. del Valle:

El día 27 de agosto de 1954

se recibió en esta oficina el Certificado de Nacimiento de
Teófila V. Gamarra.

De acuerdo con la misma, dicha persona nació el día
29 de octubre de 1925, lo que informamos
para los fines pertinentes.

Cordialmente,

JOSE RAMON ORTIZ, Director
Oficina de Personal Docente

Por: Alicia Cordero de González
Auxiliar de Investigaciones



30 de agosto de 1954

Sr. Francisco Rivera Brenes
Tesorero
Universidad de Puerto Rico

Estimado Sr. Tesorero:

Le incluyo formularios OPD-20 (Información Relativa a Retiro) en relación con las siguientes personas, quienes han recibido nombramiento para trabajar en la Universidad de Puerto Rico:

Teófila V. Camarra Cortijo

Aurora Albornoz de Enjuto

Tomás Rodríguez Bachiller

Vilma Hidalgo de Tur

Irving Feldman

Irma E. Píol

Adolaida Lugo Suárez

Cordialmente,

JOSE RAMON ORTIZ
Director
Oficina de Personal Docente

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Anexos



A QUIEN PUEDA INTERESAR

Se CERTIFICA que la doctora Teófila Gamarra de la Luz es empleada de la Universidad de Puerto Rico desde el 13 de agosto de 1954.

La doctora Gamarra de la Luz desempeña el puesto de Directora y Catedrática del Centro de Educación Audiovisual en la Facultad de Pedagogía, con un tipo de contrato permanente.

FERNANDO M. TORRES
Director

oir

6 de julio de 1966

File 76



A QUIEN PUEDA INTERESAR

Se CERTIFICA que la doctora Teófila Gamarra de la Luz es empleada de la Universidad de Puerto Rico desde el 13 de agosto de 1954.

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Fernando M. Torres
Director

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14 de junio de 1966