

## Minutes of the University Faculty - May 27, 1942

The next meeting of the Faculty was set for Friday, June 19.

*Les M. Chamberlain*  
Secretary

MINUTES OF THE UNIVERSITY FACULTY  
June 19, 1942

The University Faculty met in the President's Office Friday, June 19, with President Donovan presiding. Those attending were Jesse E. Adams, Paul P. Boyd, Alvin E. Evans, W. D. Funkhouser, J. H. Graham, Frank D. Peterson, W. S. Taylor, and Edward Wiest.

The minutes of May 27 were read and approved.

On recommendation of the College of Engineering, the Faculty approved petitions from three engineering students as follows: D. H. Florence, Jim B. Williams, Clayton H. Shackelford. Each of these students was asking that he be considered to have satisfied the requirements for the degree of B.S. in Electrical Engineering at the end of the first term of the current quarter. When courses for which they are enrolled are completed, each of these three students will have credit in excess of the minimum requirements for graduation from the College of Engineering. Mr. Shackelford will lack one credit in physical education at the close of the summer term, and he requested that he be excused from completing this requirement. The courses for which these students are currently enrolled were scheduled for the full quarter, but because of their character it was the recommendation of the College of Engineering that these three students be allowed to complete them during the first summer term.

For the current summer quarter only, the Faculty approved as a maximum load to be carried by any student in the University, 24 quarter hours for the entire quarter and 13 quarter hours for either term. This action was necessary in view of the fact that the statement in the summer quarter bulletin was in conflict with the rule on student load recently approved by the Faculty action. It was the understanding that the provision in the Faculty Rules will govern student load after this summer quarter.

On recommendation of the College of Agriculture, Marshall McKenzie was given permission to carry and receive credit for 26 quarter hours during the present summer quarter. Mr. McKenzie stated that this amount of work would complete his requirements for the degree of B.S. in Agriculture, and that his draft board had refused to defer him after this quarter. He stated that his standing last semester was 2.5.

The Faculty placed the following interpretation on a rule adopted last winter, relative to the credit a student might receive on leaving



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for military service. Under the quarter system, the student may receive full credit if he remains in school through eight weeks of the quarter, and half credit if he remains in school through six weeks of the quarter. For one term of the summer quarter, the minimum attendance requirements shall be four and three weeks respectively.

The question was raised as to whether a student might be considered to have completed his requirements for the degree if he completed the two remaining required courses in his curriculum, even though the number of hours credit allowed these courses under the quarter system would leave him slightly short of the graduation requirement. The Faculty postponed action on this matter until a particular case arises.

The following committee was appointed by President Donovan to bring to the Faculty resolutions concerning Dean W. E. Freeman: J. H. Graham and Jesse E. Adams.

The Secretary read to the Faculty a letter from Professor Clifton, Director of University Extension, in which a question was raised as to whether credit should be allowed for a correspondence course not completed, because the student is called into military service. It has previously been taken for granted that the student might receive credit in such courses when a number of lessons had been completed proportionate to the amount of time required of a resident student. The Faculty voted that it would be necessary for a student to complete all requirements in a correspondence course before receiving credit, regardless of his reason for leaving the institution.

The Faculty approved the following recommendation with respect to the issuance of senior invitations at the June commencement:

"In view of the fact that no accurate list of graduates is ever available until after action by the Faculty of the University just preceding commencement, such senior invitations as are sold hereafter shall be printed without a list of candidates for degrees. No list shall hereafter be furnished by any administrative office for this purpose, and the Campus Book Store shall be notified that the invitations sold are not to include a list of the candidates for degrees."

The Faculty considered a proposed procedure, submitted by Dean Wiest, for authorizing new courses. The suggested plan read as follows:

1. In so far as possible all proposals for new courses shall be presented in written form to members of the Faculty of the University at least several days before the time of the meeting when action is to be taken.
2. With respect to all proposals for new courses involving duplication of work offered in another college, a conference shall be arranged by the Deans concerned with a view to arriving at an agreement before the request for authorization is presented to the Faculty of the University.



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3. If duplication is indicated by the discussion in connection with a proposal for a new course in a meeting of the Faculty of the University and no prior conference among the Deans concerned had been held, the proposal shall be referred to them for discussion before final action is taken.

After some discussion of the matter, it was referred to a special committee, to be appointed by President Donovan. President Donovan named the following to this committee: Edward Wiest, Paul P. Boyd, Leo M. Chamberlain.

On recommendation from the College of Law, the Faculty voted that Mr. Bowen Nelson be allowed to complete his residence requirement in the College of Law at the end of the current summer quarter, although short 5.7 weeks of the customary residence requirement. It was understood that Mr. Nelson would remain in the University throughout the summer quarter, and in all other ways complete requirements for the degree of LL.B.

The following Signal Corps courses in the Department of Military Science were approved by the Faculty of the University, subject to the subsequent approval of the Faculty of the College of Arts and Sciences:

2e First Year Basic Course  
(2) III

Montgomery and others

Introduction to Signal Corps work, including course in Signal Corps Organization, Equipment Used in Wire Communication, and Field Wire Systems. Three hours per week.  
Prerequisites: 1a, 1b.

5a Second Year Basic Course  
(2) I

Montgomery and others

A course including: Leadership, Radio Code Practice, and Radio Procedure. Three hours per week.  
Prerequisites: 1a, 1b, 2c.

5b Second Year Basic Course  
(2) II

Montgomery and others

Continuation of Radio Code Practice and Procedure, with the addition of a course in Radio Equipment. Three hours per week.  
Prerequisites: 1a, 1b, 2c.

5c Second Year Basic Course  
(2) III

Montgomery and others

A course covering Organization of the Signal Corps, Equipment used in Wire Communication, and Wire Systems in general. Three hours per week.  
Prerequisites: 1a, 1b, 2c.

9a First Year Advanced Course  
(4) I

Montgomery and others



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Course in Signal Corps covering: Radio Code Practice, Radio Equipment, and Leadership. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c.

9b First Year Advanced Course  
(4) II

Montgomery and others

Course in Signal Corps including: Administration, Aerial Photograph Reading, Defense against Chemical Warfare, and Tactical Signal Communication. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c.

9c First Year Advanced Course  
(4) III

Montgomery and others

Course in Signal Corps including Leadership, Wire Communication, Military Cryptography, Tactical Signal Communication, and Homing Pigeons. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c.

10a Second Year Advanced Course  
(4) I

Montgomery and others

Course in Signal Corps covering: Radio Code Practice and Procedure, Radio Equipment, and Leadership. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c, 9a, 9b, 9c.

10b Second Year Advanced Course  
(4) II

Montgomery and others

Course in Signal Corps covering: Preparation for Active Duty, Training Management, Motor Transportation, Property, and Tactical Signal Communication. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c, 9a, 9b, 9c.

10c Second Year Advanced Course  
(4) III

Montgomery and others

Course in Signal Corps covering: Leadership, Pistol Marksmanship, Military Law, Administration, Organization of the Signal Corps, Signal Communication (general), Wire Communication, Radio Communication. Six hours per week. Prerequisites: 1a, 1b, 2c, 5a, 5b, 5c, 9a, 9b, 9c.

On recommendation of the College of Arts and Sciences, the following new course in Chemistry was approved:

Chemistry 207. Selected Topics in Inorganic Chemistry. Lectures and recitations. Some topics are: The chemistry of the rare earth elements; radio-chemistry; the chemistry of the less common elements, etc. 3 quarter hours.

On recommendation of the College of Arts and Sciences, David G. Marcus was permitted to take 6 hours of work by correspondence during



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this summer in order to complete the requirements for the combined arts-law degree. The rule requires that the student must have been registered in the College of Arts and Sciences for at least one full year immediately preceding the completion of the arts and sciences requirements.

Attention was called to the fact that the rules recently adopted by the Faculty of the University provide for a list of organizations to be governed by the rule on participation in campus activities. The Faculty requested Dean Henry H. Hill to prepare such a list of organizations, and also a list of sponsors for these organizations.

It was the concensus of opinion that the recently adopted rules of the Faculty of the University should be mimeographed and distributed to the entire staff of the University by the opening of school in the fall. It was thought that it would probably not be well to put these rules into printed form until after experience has revealed necessary changes. It was also suggested that the revised governing regulations of the University be prepared by the Rules Committee and submitted to the Faculty early in the fall.

President Donovan discussed with the Faculty the problem of out-of-state travel, calling attention to the fact that payment for travel must have the approval of the head of the institution as well as that of the Commissioner of Finance. It appears to be the opinion of the latter that it will be difficult to approve the travel of more than one or two persons to a particular meeting, and that the reading of a paper does not necessarily constitute state business. President Donovan expressed the opinion that some maximum amount might be set up for out-of-state travel, and that it be distributed over the University staff according to some definitely stated principles. The Faculty voted that a committee be appointed to study the problem and lay down the necessary principles, and a statement of policy. The committee appointed by President Donovan included Henry H. Hill, Thomas Poe Cooper, William S. Taylor, Alvin E. Evans, and Frank D. Peterson.

President Donovan requested that each Dean submit, in addition to his complete annual report, a digest of approximately 700 words, covering the work of his college or division, with the understanding that these summaries will be used in making up the annual report of the President's Office.

The Faculty considered at some length the problem of medical services at the University, particularly with reference to the services extended to the members of the University Staff. It was pointed out that some definite policies should be established, and it was suggested that a Committee of the University staff should be appointed to study the matter and make a report to the University Faculty.

By action of the Faculty, all offices on the University campus will close at 4 p.m. after July 1 through the remainder of the summer.

Attention was called to the fact that July 4 is a holiday, and that all offices in the University will be closed on that day.



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President Donovan discussed with the University Faculty the importance of a greater effort on the part of representatives of the institution in the purchase of war bonds. Whereas the present goal in this connection has been tentatively set at 10 per cent, the University's purchases actually represent only about 2.8 per cent of the payroll. It was the opinion of the Faculty that this matter should be again called to the attention of the special committee, headed by Dr. C. C. Carpenter.

President Donovan indicated that the loss of members of the staff was becoming increasingly serious, and that it was doubtful if the University could maintain its efficiency if additional members of the staff are to leave. It was the general opinion of members of the Faculty that no further leaves of absence should be granted, except in the case of an individual actually entering military service, although it was recognized that an exception to this general policy might on occasions have to be made.

*Leona Pamburgh*  
Secretary

MINUTES OF THE FACULTY OF THE UNIVERSITY  
July 17, 1942

The Faculty of the University met in the President's Office Friday, July 17, 1942, with President Donovan presiding. Those present were Paul P. Boyd, Thomas P. Cooper, W. D. Funkhouser, Henry H. Hill, Frank D. Peterson, F. H. Randall, W. S. Taylor, D. V. Terrell, and Edward Wiest.

The minutes of June 19 were read and approved.

Dean Hill reported on the meeting at Columbus, Ohio, which Colonel Brewer and he attended. This meeting covered the Fifth Corps Area and was held for the purpose of clarifying the responsibilities of institutions in connection with the Enlisted Reserve Corps and the programs of other branches of the military service for reserve enlistments. Dean Hill indicated that five different arms of the service have programs for reserve enlistments of students, and that in the fall there would be a meeting on the campus at which representatives of the five branches would outline their plans. It was pointed out that the University is already approximating its present quota in the E. R. C. Dean Hill emphasized the fact that the student should realize that his enlistment in the E. R. C. means that he is actually in military service and that his call to active duty is only being deferred. He stressed the importance of the institution enlisting only able men, since the principal objective of the E. R. C. and the similar plans of other branches is to provide a reservoir of officer material. The fact that the University's quota is lower than it was originally expected to be was given as