

MINUTES OF THE UNIVERSITY FACULTY, JANUARY 14, 1963

The University Faculty met in regular session at 4:00 p.m., Monday, January 14, 1963 in the Assembly Room of Lafferty Hall. Vice President Albright presided.

The minutes of December 10, 1962 were approved as circularized.

The Faculty voted to permit John Pfeiffer, a campus reporter, to sit in the meeting.

Dr. Lawrence Thompson announced that a Xerox 914 Copier had been installed in the basement of the new addition to the Library; that it was available for use by faculty members; that the charge is ten cents per copy for the first ten sheets, thereafter each sheet is six cents. He asked that those present announce to their departments the availability of this photocopying machine.

Dean Elton asked that Calendar A, which had been circulated to the faculty, be approved with the following amendment:

that the final examination period for both the fall and spring semesters be lengthened by one day.

He explained that the purpose was to allow the final examination schedule to be set up to schedule three examinations in one day rather than the present four per day.

Dr. Weaver, Chairman of the Faculty Council, reviewed the objections which had been raised to the new calendar as well as some favorable reaction. Discussion followed after which Calendar A, as amended, was approved by the Faculty.

The motion for approval of the recommendations contained in the Report of the Special Committee on the Graduate Program, which had been tabled by the Faculty at its December 14th, 1962 meeting until such time as the Dean of the Graduate School had an opportunity to give his reactions, was introduced again by the Chairman of the Faculty Council.

REPORT OF SPECIAL COMMITTEE ON THE GRADUATE PROGRAM

The Special Committee on the Graduate Program was appointed in response to action of the University Faculty on January 8, 1962, which action, in turn, was in response to discussions at the Faculty Spindletop Conference in September, 1961.

The University Faculty action was, in part:

"That the Graduate School and graduate instruction at the University be strengthened by:

- A. The appointment of a committee to study two aspects of our existing graduate program and to present recommendations pertaining to:
 1. A proposal to expand the functions and authority of the Dean of the Graduate School. For example, should he have greater authority, advisory, or other, in the following matters:

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- a. The admission of students to the Graduate School;
- b. The selection of staff members who are expected to participate in research and graduate instruction;
- c. The determination of the budget as it applies to productive research and high quality graduate instruction."

The questions posed for this committee appear to be largely rhetorical, since the discussions at all of the Faculty Conferences and the reports of various committees have answered all of them in the affirmative.

The Governing Regulations of the University state that the Dean of the Graduate School "shall make recommendations to the Graduate Faculty respecting the requirements for advanced degrees, the regulations necessary to insure a high standard of graduate work, the departments or colleges authorized to offer courses leading to graduate degrees, and all other aspects of the graduate program."

It appears to be obvious that "a high standard of graduate work" is dependent upon such factors as: the quality of the graduate students; the quality of the graduate faculty; the research program of the University, especially as it is related to attracting quality graduate students and offering them opportunities for support and education; the budget as it applies to the graduate and research program; the administration of Departments or other divisions of the University that are involved in the graduate program; cooperation and coordination between departments and other divisions of the University in the graduate program.

It appears equally obvious that the Dean of the Graduate School can have little chance to contribute to "a high standard of graduate work" unless he has an opportunity to influence the factors which determine it. This is the premise upon which the Committee's report is based.

With respect to the function of the graduate dean in connection with the admission of students, a committee of the graduate faculty is in the process of preparing recommendations on the rules of the graduate faculty for consideration of the Graduate Council. This report will include a recommendation that students who have an undergraduate standing of less than 2.5 be admitted to the Graduate School only upon evidence that is acceptable to the Department and the Dean of the Graduate School. We recommend that no action be taken by the University Faculty until this recommendation has been considered by the Graduate Council and the Graduate Faculty.

The Special Committee on the Graduate School further recommends:

1. That the Dean of the Graduate School, as well as the dean of the college concerned, make recommendations on the appointment of Heads of Departments, Professors and Associate Professors; and on the placing on continuous tenure of a person who has participated in, or may be expected to participate in, the graduate program of the University.

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2. That the Dean of the Graduate School have an opportunity to make recommendations on the budget as it may affect the program of the Graduate School.

The Committee plans to give further study to the University Faculty directions to present recommendations on "Ways by which the Graduate Faculty can be more effectively related to the work of the college faculties."

/s/ Dewey Steele
 Sam Hite
 Vernon Musselman
 George Schwert
 Thomas Stroup
 Malcolm Jewell
 Ralph Weaver, Chairman

Dr. Weaver stated that the Council had reconsidered the Report and wished to submit the following statement:

The University Faculty Council calls attention to the statement of the functions of the University Faculty as set forth in the Governing Regulations of the University:

"Except as such authority is expressly reserved to the Board of Trustees, to the President or to other administrative officers of the University, the University Faculty shall have four primary functions: (1) It shall be the agency by which the broader academic policies of the institution are determined, (2) It shall serve as a medium of communication between the Board of Trustees and administrative officers, on the one hand, and the faculty and staff, on the other, (3) It shall make regulations to promote the educational interests of the University, as a whole and to implement its policies respecting academic matter, and (4) It shall approve all new curricula and courses, and all changes in curricula and courses. Beyond those implied in the above, the Faculty shall have no management or administrative functions either in itself or through the instrumentality of its committees."

In the light of this statement, the University Faculty Council feels that the report of the Special Committee on the Graduate School is in correct form in confining its recommendations to academic policies. It does not appear to be wise for the University Faculty to determine the procedure for administration of the policies.

The Council, therefore, recommends:

1. that the University Faculty approve the recommendations in the report;
2. that the President be requested to develop the administrative procedures that are necessary for carrying out the recommendations, after consultation with the administrative officers who may be concerned. It is assumed that the recommendation that the Dean of the Graduate School be consulted in the process of placing certain individuals on permanent tenure will require the development of a consistent review procedure

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to be used when individuals are placed on permanent tenure.

Dr. Weaver then stated that he wished to amend the original motion to add recommendation 2. of the above statement. The Faculty approved this amendment after which it approved the original motion, as amended.

The proposed statements of "Changes in Courses", and "Numbering of Courses", which had been recommended by the Rules Committee to the Faculty Council, and which were circulated to the faculty under date of November 27, 1962, were approved by the Council and recommended to the Faculty for action. The Faculty concurred in the recommendations of the Council.

Changes in Courses

All new curricula and courses, changes in curricula and courses, and requests to drop courses shall be approved by the appropriate faculty and by the University Faculty. Courses which are approved for graduate credit shall be submitted to the Graduate Council for their consideration before they are submitted to the University Faculty.

A copy of proposed new curricula and courses and of proposed changes in curricula and courses shall be sent to each member of the University faculty by the appropriate college or by the Graduate School.

Objections to the approval of a curriculum or of course additions, drops or changes shall be sent in writing to the chairman of the Committee on Curriculum within ten days after the date of circulation of the proposal to the University Faculty.

The Committee on Curriculum shall review and study all new curricula and courses, changes in curricula and courses, and requests to drop courses and make its recommendations to the University Faculty Council.

The University Faculty Council shall have power to act for the Faculty on course and curriculum changes. It may approve, disapprove, or refer the proposal back to the college with a request for further information, or with suggestions for further modification. Action taken by the Council to approve or disapprove shall be reported in writing to the University Faculty. The University Faculty shall have the power to reverse a Council action or to delay its effective date for further study. However, if no action is taken by the Faculty on a Council decision which has been reported in writing to the Faculty seven or more days prior to the Faculty meeting, the decision of the Council shall stand.

For the purpose of this rule, changes in courses will be defined as changes in number, credit, or title when the change in title implies a difference in content. Minor changes in title not affecting the meaning may be made by the department head and dean. At the time such change is made, notice of the change shall be given to the Registrar, who shall refer doubtful cases back to the college concerned.

Unless otherwise specifically provided, any course for which another is substituted, any course dropped, any course changed to another or replaced by another, or any course combined with or consolidated with one or more courses in order to make a new course shall be considered dead and may not be used unless reestablished by the same procedure as used for new courses.

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XII. MISCELLANEOUS

Numbering of Courses

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Courses may be approved for variable credits, e.g. (1-3), (2-6), etc. In no case, however, may the total credits exceed the maximum number authorized for the course.

Repeated registration in a course may be allowed if the course description carries the statement "May be repeated to a maximum of credits."

The recommendation of the Rules Committee to delete Sections X and XI, Rules of the University Faculty, which had been circulated to the faculty under date of December 22, 1962, was presented by the Faculty Council with a recommendation for approval. The Faculty approved the deletion of Sections X and XI of the Rules.

Dr. Weaver stated that action on the three paragraphs under "Rules Applicable to Student Organizations" contained in the same December 22nd memorandum to the faculty was being delayed for further consideration.

The Council Chairman then referred to paragraph two of the December 22nd memorandum to the faculty which reads:

"The faculty shall not give any written work which bears upon the grade during the six (6) days immediately prior to final examinations during any regular semester."

He stated that the Council had disapproved this recommendation of the Rules Committee and was recommending that the following report be spread upon the minutes of the University Faculty as a report of the Faculty Council. The Faculty approved the report.

The University Faculty Council calls attention to the following section of the Rules of the University Faculty.

"Final examinations may be given at times other than the regularly scheduled time only:

1. For candidates for degrees whenever the grades are due before the regularly scheduled examination time.

2. In the case of conflicts or undue hardship, upon recommendation by the head of the department and the dean of the college, and approval of the Registrar.

When final examinations are given at times other than the regularly scheduled time, extreme care should be exercised to avoid interference with the work of the student in other classes."

Unconfirmed, but persistent, rumor indicates that violation of this provision has become so common as to interfere with the conducting of

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classes in the normal fashion during the week before the regular final examination week. The Council calls upon all department heads and deans and the registrar to enforce this rule.

The Council also recommends that regular class examinations and class assignments which may call for unusual amounts of work be avoided during the week preceding final examinations.

The Faculty adjourned at 5:15 p.m.

Charles F. Elton
Charles F. Elton
Secretary