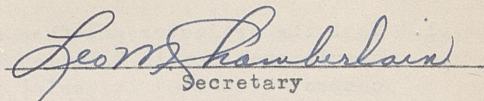


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the Registrar would send to each member of the Senate a summary of such rules and policies before the March meeting.


Secretary

MINUTES OF THE UNIVERSITY SENATE
March 10, 1941

The University Senate met in the Assembly Room of Lafferty Hall Monday, March 10, 1941. President Cooper presided.

The minutes of February 10 were read and approved.

On recommendation of the University Council, the Senate approved a petition for an organization to be known as the Students' Art Club. This petition had been submitted in accordance with the Senate regulations and carried the signatures of 69 eligible students.

In the absence of a formal report for the month, Chairman R. H. Weaver informed the Senate that the Curriculum Committee had given consideration to the request for approval of Hygiene 51a and 51b. He stated that the Committee had voted not to approve Hygiene 51a, but that on request of the College and the Department, additional time had been granted for submitting more information on this course. He added that action on this course would be reported at a later meeting of the Senate.

Chairman R. H. Weaver made the following report on the work of the Curriculum Committee since its establishment:

"The Curriculum Committee was established at the March, 1938, meeting of the University Senate. The committee consists of the chairman, elected by the Senate, and nine other members, appointed by the chairman, subject to the approval of the President of the University. There are five members from the College of Arts and Sciences, including one from the social sciences, including psychology, one from the physical sciences, and one from literature, philosophy and the arts, and one from each of the other colleges.

The function of the committee, to quote the resolution which established it, is 'to examine existing courses and to make recommendations to the Senate as to the need for and desirability of these courses; to recommend to the Senate the action to be taken by that body to eliminate duplication of courses between departments and between colleges; and to examine all proposed new courses or changes in courses and to recommend to the Senate the action to be taken to prevent future duplication of courses and unwise expansion of the curriculum.'

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The 1938-39 committee met 31 times, spending approximately 68 hours in session; the 1939-40 committee met 26 times, spending approximately 50 hours in session; and the 1940-41 committee has met 23 times, spending approximately 35 hours in session. Almost all of this time has been required for the consideration of new courses and of changes in courses. As the various members of the committee have not been able to devote more time to the work of the committee, the function of examining the existing curriculum has been almost entirely neglected. A list of live courses was prepared through cooperation with the various departments and colleges of the University. Apparently in many cases a conscientious job was done, but in others many dead and moribund courses were left in the list. A study was made of the courses dealing with statistics and a rearrangement of courses for a trial two-year period was agreed upon. Next year's committee will have to reconsider this question. The question of advertising courses has also been investigated, but it appears that no satisfactory solution of that problem has been reached.

The need for a thorough study of the University curriculum has become more and more apparent to the committee. There appears to be little chance of making such a study unless the number of new courses to be considered by the committee be materially reduced or the members of the committee be given some reduction in teaching load for a sufficient time to make the study. In addition, the committee would need some secretarial assistance.

Since the committee was established in March and membership is for a one-year term, chairmen have been elected at the March meetings of the Senate and the new committees have taken over as soon as they could be organized. This has resulted in a great deal of waste effort and in delay in the consideration of courses. New committees have had to start over on the consideration of courses to which the previous committee had given considerable time. We are recommending, therefore, that the time of election of the chairman be changed to the regular May meeting of the Senate and that the new committee take office with the beginning of the fall semester.

The committee has operated under a set of self-imposed principles. They are as follows:

1. Whenever the committee makes any recommendations to its Senate concerning which the committee is divided, it is recognized that the minority has the right to present a minority report.
2. Whenever the committee decides to make an unfavorable recommendation to its Senate concerning proposed new courses or changes in courses, or a recommendation involving the elimination of courses from the curriculum the dean of the college concerned will be immediately notified of the recommendation to be made.
3. When a course is being considered about which the committee feels there may be some doubt or conflicting interests, it will be the purpose of the committee to consult members in other departments who may be interested as well as the person proposing or teaching the course.

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4. Whenever any member of the committee has a special interest in the decision to be made concerning a course, such member should consider himself disqualified from voting in the decision of the committee. Such member shall be considered, however, as having a right to be heard on the question.

5. In performing his duties as a member of the committee, each member shall consider himself a representative of the University as a whole rather than of any particular college or department.

6. The members of the committee will regard the deliberations of the committee and the personal opinions expressed in these deliberations as strictly confidential.

7. A request to the Senate for the approval of a new course or the expansion of a course shall, on submission to the committee, be accompanied by a statement of the need for the course, by a complete outline of the proposed course, including the approximate time to be spent upon each topic, and by a bibliography of course materials which are (or can be made) available for the teaching of this course. A later interpretation of this principle applied it to requests for increase of credit in a course as well as to requests for approval of new courses.

The committee is satisfied that the last principal has been worth while. It has resulted in a more careful consideration of new courses before they are presented to the committee and in the furnishing of the committee with information which enables it to act more quickly and more intelligently. These course outlines may be very valuable to future committees and should be carefully filed. If the committee is to continue to function efficiently, it needs a budget which will allow the purchase of a filing cabinet and which will cover mimeographing expenses.

Summaries have been made to show the work of the 1938-39, 1939-40, and 1940-41 committees (see Tables). During the term of the 1938-39 committee there was a net increase of 86.4 credits in the regular curriculum of the University. During the term of the 1939-40 committee there was a net increase of 161.3 credits. Actually, the increase to the teaching load was probably not as great as this figure would indicate, because a, b, c, and d sections are included for a number of Seminar courses. During the term of the 1940-41 committee, there has been a net increase of 6.7 credits.

The committee hopes that the statistics for this year may be interpreted as meaning that we are approaching a 'balanced budget' as far as course offerings are concerned. At least for the present it appears that the addition of new courses should be balanced by the dropping off of old courses. Perhaps a moratorium on new courses for long enough to allow a reevaluation of our old offerings would be worth while.

During the three years of the committee's existence, there has been a net increase of 254.4 credits in the regular University offerings. These figures do not take into account changes that were made in approving the list of live courses. An additional 41 credits have been approved for the Summer Session and 27 credits have been given temporary approval. Ten courses have been disapproved upon recommendation of the committee and

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eleven were withdrawn after they had been presented to the committee.

When the records were investigated to obtain data for this report, it became evident that certain courses have been and are being offered in violation of the type of approval given by the Senate.

Although Music 133. Function of Music in Education (3), was approved for the 1938 summer session only, it was also offered in 1939 and is still being carried in the catalog as a live course.

Although Education 252. Field Problems in Music. (1), was approved for summer session only, it was offered during the regular session in 1938-39, 1939-40, and 1940-41.

Although Music 203, Choral Literature and Technique. (2) was approved for summer session only, it was offered during the regular session in 1939-40 and 1940-41.

Although Education 260. Teaching Consumer Courses in the High School. (2) was approved for the 1939 summer session only, it was offered a C260 (3) in the 1940 summer session.

Although Engineering Administration 101. Law for Engineers. (3) was approved 'To be taught by a member of the Law College Faculty', it has been taught by members of the Engineering College staff.

There may be other violations.

Although the Registrar's Office, the Summer Session Office, and the Deans' Offices probably should have detected these violations, the committee believes that the department should be primarily responsible for the legality of all courses that are offered.

In order that the students may not suffer, the committee recommends that the Senate authorize credit for students who have registered in these courses.

The committee also desires to call the Senate's attention to a danger to the Senate's jurisdiction over 'Determination of curricula, authorization of new courses of study and changes in courses of study'. (Governing regulations of the University). Courses may be changed so that essentially new courses are offered under old numbers. Certain examples of this practice have recently been called to the attention of the committee."

Signed - Francis Gallaway	Cecil C. Carpenter
Huntley Dupre	Frank Murray
Hobart Ryland	C. C. Ross
Statie Erikson	Brinkley Barnett
Arthur C. McFarlan	R. H. Weaver, Chm.

It was called to the attention of the Senate in the annual report of the Curriculum Committee that according to previous practice the chairman of the Curriculum Committee was to be elected at this meeting of the Senate. Following a recommendation of the Committee, the Senate voted that the Committee as now constituted serve throughout the remainder of the school year, that the new chairman be elected at the May meeting, and that the

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committee appointed by this chairman begin its work in September. The Senate also voted to authorize credit to students who have taken the courses mentioned in the report of the Curriculum Committee which have been offered in violation of the conditions under which they were originally approved by the Senate. Finally, with the approval of the above two recommendations in the annual report of the Curriculum Committee, the Senate voted to adopt the entire report.

The Senate next gave attention to the rules and administrative policies observed in the admission of students to the University. These rules and policies had been mimeographed and sent to the members of the Senate prior to the meeting. With respect to these policies and rules, the Senate gave its approval to the following motion:

"The Senate hereby authorizes a study, and if necessary a revision, of University admission policy and rules. This study and revision is to be conducted by a senate committee of seven members, which the President is hereby requested to appoint. The committee is to report not later than the regular November meeting of the Senate. Pending this report and the action thereon, the Senate hereby approves the 'Rules and Administrative Policies Observed in the Admission of Students to the University of Kentucky' as they have heretofore been followed by the Registrar."

The rules and policies approved in the above action are made a part of these minutes:

"RULES AND ADMINISTRATIVE POLICIES OBSERVED IN THE ADMISSION
OF STUDENTS TO THE UNIVERSITY OF KENTUCKY

I. FRESHMAN ADMISSIONS

The rules of the University Senate provide that the applicant for admission to the freshman class must present 15 acceptable high school units, including three in English, one in algebra, and one in plane geometry. Not more than four units may be offered from the vocational or miscellaneous group. This is equivalent to saying that at least eleven units must be offered from the six major fields of study; English, foreign language, social studies, mathematics, and the natural sciences. Certain limitations are placed on the number of units that may be accepted in a particular subject. (See catalog or Senate rules)

1. Resident freshmen.

a. Graduates of accredited high schools who live in Kentucky and whose work conforms to the above pattern are admitted irrespective of the quality of their work. (Senate Rule) However, some effort is made to discourage students of unusually low ability in attempting college work.

b. Kentucky applicants who present fifteen acceptable units, but who have not graduated from high school, must pass the entrance examinations. (Senate Rule) The examinations referred to here and in subsequent paragraphs are the three placement tests given all new students. They cover general scholastic aptitude, English, and mathematics. By passing these tests is meant the attainment of a

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decile rank of seven or better on each, or an average approximating this standard.

c. Kentucky graduates of non-accredited schools must pass the entrance examinations in addition to submitting the fifteen acceptable units. (Senate Rule)

2. Nonresident freshmen.

In order to be admitted without examination, an out-of-state applicant must rank in the upper two-thirds of his high school class. Applicants who have not attained this rank are given an opportunity to take the entrance examinations where it is convenient for them to do so. They are not encouraged to come to Lexington from any great distance to take these examinations. The practice of sending the examinations away to be given by school officials has proved unsatisfactory and has been abandoned. (Administrative Policy)

With the exception noted in the preceding paragraph, nonresident applications are handled in all respects in the same way as those from resident students.

3. Conditional admissions to the freshman class.

In a few cases, where all factors seem to warrant such a procedure, applicants are given conditional admission to the freshman class even though they do not meet completely the requirements outlined above. The type cases are as follows:

a. The student who lacks either the unit of algebra or the unit of plane geometry, but otherwise presents a satisfactory application. Such a student is admitted provisionally, on the basis of high school graduation and fifteen acceptable units, and is given one year in which to make up the deficiency. He is not readmitted at the beginning of the second year unless the deficiency has been cleared. A provisional admission of this kind may be allowed when either the algebra or geometry unit is lacking, and in very exceptional cases, when both are lacking. (Senate Rule)

b. The student who presents the basic units, but who cannot submit fifteen acceptable units, even though he has graduated from high school. A case of this kind is usually the result of an excess amount of work in the vocational or miscellaneous group. Where all other factors are favorable, an application of this kind may be accepted with a deficiency of from one-half to one and one-half units. Against this deficiency is charged from 2 to 6 credits of college work per unit, depending on the quality of work done by the student in the University. (Council Interpretation, September 16, 1932, and Administrative Policy)

c. The student who takes the examinations for entrance and does not make a clear case for either admission or failure. If other factors seem to warrant, such a student may be given a conditional admission to the freshman class. In order to be readmitted, the student must do satisfactory college work. (Administrative Policy)

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The general policy covering these provisional admissions to the freshman class is never to approve one with more than one type of deficiency, and to insist that the student return for additional high school study whenever the deficiency approximates or exceeds a half-year of high school work. (Administrative Policy)

II. ADMISSION WITH ADVANCED STANDING

1. Residents of Kentucky.

a. No student is accepted on transfer who has been dropped from, or is on probation at another institution, nor is a student accepted unless he can show an honorable discharge. (Administrative Policy)

b. In general the transfer student is expected to present a standing of 1.0 in all college work taken elsewhere. (Administrative Policy)

c. In some cases, when other factors seem to warrant, a Kentucky applicant is admitted on transfer with a standing below the 1.0 standard. Such admissions are always provisional, with readmission depending on the attainment of a satisfactory standing. (Administrative Policy)

2. Nonresidents with advanced standing.

A nonresident student is not admitted on transfer unless he has maintained a 1.0 standing on all college work taken elsewhere. Otherwise, the nonresident transfer is handled according to the same policies as the Kentucky student. (Administrative Policy since February, 1940)

3. All transfer cases not covered in the above paragraphs are admitted to the University more or less automatically and their advanced standing determined in accordance with the following policy: A transfer student is given only as many advanced credits as he can present quality points. (A Senate rule provides that advanced credit will not be counted in computing the student's standing for graduation.) Otherwise, work done at a fully accredited college or university is recognized credit for credit. (Administrative Policy)

4. In order to be classified as fully accredited, a college must be a member of a regional accrediting association or it must be on the approved list of the state university of the state in which it is located. Advanced standing from a college not fully approved will be determined by the policy of the state university or equivalent institution in which the college is located. Advanced standing from an unaccredited college may be obtained at the University of Kentucky only by special subject examinations. (Administrative Policy)

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III. ADMISSION TO PARTICULAR COLLEGES

1. Colleges of Arts and Sciences and Agriculture.

Any student admitted to the University in accordance with the above policies is eligible to enroll in either of these colleges.

2. Colleges of Engineering and Commerce.

Any student admitted to the University in accordance with the above policies is eligible to enroll in either of these colleges, provided his standing on the three entrance examinations is not in the two lower deciles. (College Rules)

3. College of Education.

Admission to the freshman class of the College of Education is limited to students ranking in the upper eighty percent on the three entrance examinations. In order to transfer to the College of Education from another institution or from another college of the University, a student must have a standing of 1.0 or higher. (College Rule)

4. College of Law.

In order to be admitted to the College of Law, a student must offer sixty semester hours, exclusive of physical education and military science, six of which must be in English. (Senate Rule) Records are evaluated carefully in terms of the following regulations of the Association of American Law Schools: "A candidate shall present at least sixty semester hours of college work taken in a school, approved by standard regional accrediting agencies, and exclusive of credit earned in non-theory courses in military science, hygiene, domestic arts, physical education, vocal or instrumental music, or other courses without intellectual content of substantial value." (Administrative Policy)

The minimum qualitative requirement for admission to the College of Law is a 1.0 standing in all previous work. However, in accordance with a request of the College, applicants are not ordinarily accepted unless they can offer a standing of 1.3 or higher in all previous work. (Administrative Policy)

IV. ADMISSION TO THE GRADUATE SCHOOL

Graduates of fully accredited institutions of higher learning are admitted to the Graduate School upon evidence of graduation and an official transcript of undergraduate courses. (Senate Rule) However, such admission does not obligate the University to accept all credit granted by the undergraduate school. When full credit is not granted, the student is required to do more than the normal amount of work to complete requirements for a graduate degree. (Administrative Policy)

Applications from schools not fully accredited are individually evaluated. If all factors seem to warrant, the student may be admitted with extra credit required, the exact amount depending upon his subsequent record in the Graduate School. (Administrative Policy)

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V. ADMISSION AS A SPECIAL STUDENT.

The rules of the University Senate provide that a graduate of another university or college may enter the University to pursue any special work, and that other persons may be admitted as special students provided they are prepared to do the work desired and provided they are at least twenty-one years of age. (Senate Rule)

In the administration of this rule, the following policies are observed:

1. No special student is permitted to count his credit thus earned as graduate work. It is assumed that graduate credit should be given only to those students who have established their admission to the graduate school. Credit earned as a special student may be applied toward an undergraduate degree whenever the student has satisfied the University's admission requirements. (Administrative Policy)

2. All applications for admission as special students are rather carefully investigated. If a student can qualify as a regular student, he is urged to do so by filing the necessary credentials. One reason for the investigation is that persons planning to operate the "commercial credit racket" usually enroll as specials. Another reason is that students who do not wish to bother with getting the credentials necessary for admission to the graduate school will enroll as special students and later protest when they are not allowed graduate credit for the work.

3. After completing the first three years of the course a special student may, if recommended by the faculty of his college for the privilege, be graduated as a regular student upon either of the following conditions:

a. If he has a standing of 1.5, his extra credits may be substituted for entrance deficiencies at the rate of two semester credits for each entrance unit not yet satisfied. (Senate Rule)

b. If he has made a standing of 2.4 for the course, he will be graduated without being required to make up his entrance deficiencies. (Senate Rule)

c. In any event, at least thirty credits, whether used to satisfy entrance conditions or for graduation, must be selected from the subjects taught in the College of Arts and Sciences. This must include twelve credits in college English. (Senate Rule)

Note: A distinction should be made between the part-time student and the special student. A special student may be and usually is a part-time student. The part-time student, on the other hand, may be either a special or regular student, depending upon whether or not he has met the regular requirements for admission.

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VI. ADMISSION AS AN AUDITOR

By payment of the required fees any person may be admitted to a class or classes as an auditor. According to the Senate rule, a student regularly enrolled in any college must apply to the Dean of the college in which he is registered in order to be an auditor. Other persons should apply to the Registrar's Office for admission. (Senate Rule)

No credit is ever given for a class audited, nor is the student permitted an examination for credit. (Senate Rule)

VII. ADMISSION AS A TRANSIENT STUDENT

Students who are candidates for degrees in other institutions are, under certain conditions, admitted to the University for a particular term or semester as transients. Under such conditions, the student does not submit his credentials and establish himself as a regular student. Instead he offers a letter from his institution showing that he is a regular student in good standing. If his record is poor the letter must include the permission of his institution to take the desired work at the University of Kentucky. (Administrative Policy)

Note: The transient student is, in a sense, a special, but he is classified differently because he cannot in all cases meet the minimum age requirement for admission as a special student."

Professor Latimer read to the Senate the following statement respecting changes in the rules governing this body:

"The present Senate rules were printed in 1936. Some of the important rules were not included and of course there have been many changes and new rules since that time. It will probably be necessary to reprint the Rules in the near future and this will require a new compilation. Some of the old rules will need changing to correspond to the amendments and additions enacted by the Senate within the last five years and in some cases a revision may be desirable.

This work will take a great deal of time and is too much work for one committee. Therefore, I move that the President be empowered and requested to select and appoint three committees to do this work and report to the Senate.

The first committee having to do with the rules now printed in Parts IV, V, VI and VII of the 1936 edition of the Senate rules. These rules are concerned with the work of the student after admission and include 'Requirements for Graduation', 'Grades and Honors', 'Rules Relating to Studies' and 'Examinations'.

The second committee to be concerned with the rules now printed as Sections VIII to XIV of the 1936 rules. These rules cover student activities and discipline and also include the rules applicable to physical education and military science.

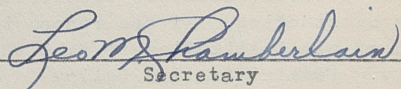
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The third committee to be charged with the collection and publication, with revision where necessary, of the rules dealing with the Senate organization and powers, with special reference to a report on the committee system now in use.

I would like to add that in all cases where there are suggested changes that the recommendation to the Senate for such changes shall be circulated to members of the senate in the usual manner at least ten days before the matter shall be subject to vote by the Senate."

On motion, duly seconded, the recommendations contained in this statement were approved.

Professor Koppius requested that hereafter the announcement of the Senate meetings include the order of business in so far as this can be ascertained in advance. It was understood that this suggestion would be observed.


Secretary

MINUTES OF THE UNIVERSITY SENATE
April 22, 1941

The University Senate met in the Assembly Room of Lafferty Hall Tuesday, April 22, 1941. President Cooper presided.

With one minor correction, the minutes of March 10 were approved as read.

Professor R. H. Weaver read to the Senate the following report from the Curriculum Committee:

"The College of Arts and Sciences recommends the following changes in the Department of Physics:

Drop Physics 10. Elementary Experimental Physics (5)

Expand Physics 3a,b. General College Physics. from (4,4) to (6,6).

The descriptions of the expanded courses are as follows:

Physics 3a. General College Physics. An advanced general course, covering Mechanics, Wave Motion and Heat. Lectures and recitations, four hours; laboratory four hours.

Prerequisites: College Algebra, Trigonometry, Analytics, College Chemistry, Mathematics 20a, concurrent.

Physics 3b. General College Physics. An advanced general course, covering Magnetism, Electricity, Sound and Light. Lecture and recita-