

JOURNAL OF THE UNIVERSITY SENATE

March 29, 1943

The Senate met in regular session at 4:10 p.m. in Room 101 of Monnet Hall with the Chairman presiding.

The Journal of the February 22 meeting was approved without change.

The report of the Committee on Utilization and Development of University Buildings and Grounds was presented by Ortenburger and adopted as follows:

Committee F presents to the Senate the following rules and recommendations relative to the utilization of class rooms and laboratories on the campus at Norman.

The Committee asks for approval of the following rules and recommendations:

Rules:

1. These rules are to become effective when the administrative committee (as mentioned in Rule 10) determines that the demands for room space require their application.

*Room utilization
schedule*

2. Each person responsible for the preparation of class schedules shall schedule as many three hour classes on MWF afternoon and on TThS forenoon each as are scheduled to meet on MWF forenoon.

3. Each person responsible for the preparation of class schedules shall schedule as many five hour classes to meet in the afternoon as are scheduled to meet in the forenoon.

4. Each person responsible for the preparation of class schedules shall schedule as many two hour classes on TTh afternoon as on TTh forenoon.

5. Each person responsible for the preparation of class schedules shall schedule as many laboratory sections to meet in the forenoon as are scheduled to meet in the afternoon.

6. No "floating" classes (classes which do not meet at the same hour every day on which they meet or which, if a three hour class, do not meet on alternate days) shall be scheduled when such scheduling interferes with the most efficient use of class rooms.

7. Whenever necessary, classes which are composed of advanced and graduate students shall be scheduled to meet at night.

8. Juniors and seniors, as well as freshmen and sophomores, shall have regularly scheduled hours for recreation, and the prescribed classes in recreation shall be scheduled throughout the day.

9. The responsibility for the preparation of class schedules in each department shall continue to be with the chairman of the department.

10. There shall be created an administrative committee, or reviewing board, with the Registrar as secretary, to which all problems which relate to scheduling shall be referred. It shall be the function of this committee or board to administer these rules. In this they shall be guided by the principle of the best utilization of the plant, for all the students and services of the University.

11. Since all buildings on the campus are the property of the State and, through the State, of the whole University, no college, school, department, or individual member of the faculty possesses permanent usage of, or exclusive priority to, any room or rooms: except that rooms which are equipped for a particular use shall not be appropriated to some other use unless a real emergency arises; except that the classes of any department shall be congregated as far as is practicable; and except that class rooms shall be assigned as near to the office of the instructor as is consistent with the provisions of these rules.

12. On enrolling students such provisions as are necessary be made to insure as far as possible to working students a schedule of classes adjusted to their working hours.

Recommendations:

- 1. That more large class rooms be provided.
- 2. That consideration be given to the method of teaching certain classes in larger groups by the lecture method with provision for small discussion groups by sections.

The Committee on Curriculum and University Standards presented three recommendations, as follows:

(1) Recommended rules for conducting examinations (by Hassler, chairman of sub-committee). The Senate approved the following rules and referred them to the General Faculty:

- 1. No faculty member may leave the room during an examination unless some other teacher or person equally dependable be left in charge, and then only for a very brief interval. He shall not give his attention to other matters like paper grading or reading during the examination, nor shall he remain seated, except possibly in very small classes of graduate students.
- 2. The teacher of a large class (or a teacher with poor eyesight) must use an assistant, either another teacher, a graduate student, or a proctor assigned by the person in charge of the proctorial system.
- 3. When possible, students shall be seated in alternate chairs; otherwise, alternate sets of questions must be used. In the latter case the teacher must take care that questions or seats are not interchanged after questions are distributed.
- 4. Examination questions should, as far as possible, call for answers that are not easily copied from another paper and that do not demand any more than necessary a repetition from memory of material that could be concealed on the

student's person. No teacher may give exactly the same examination a second time.

5. If any substantial evidence of cheating is found, it must be submitted promptly in writing to the Student Conduct Committee. The instructor should not attempt to administer discipline himself.

6. The responsibility for the enforcement of these rules shall rest with the deans of the colleges, aided in the larger colleges by the chairmen of the departments, who shall be responsible for frequent visitation of classrooms where staff members are conducting examinations.

7. When copies of the examination are made on a duplicating machine the teacher must attend to this personally (unless he can delegate it to a dependable employee for whose acts he accepts responsibility) and be responsible for guarding the stencil, gelatin, or other master copy (and for destroying imperfect copies) so that there is no possibility for students to obtain copies surreptitiously.

8. Every teacher should accept a moral responsibility toward making his students recognize the degrading influence of cheating on the development of their characters and the detestable unfairness of it with respect to their relations to fellow students. He should so conduct his classes that his students will respond with an attitude of cooperation that will make supervision of examinations a trivial matter. Students who will not respond properly should be dismissed from the University.

(2) War credit (by Tappan, chairman). The Committee recommended that "the University await the action of the North Central Association at its next regular meeting before going further into the question of granting university credit for experience and instruction obtained by students while in the armed forces." Adopted.

(3) Credit for Air Corps Reservists (by Tappan, chairman). The Committee recommended that the University "stand on the resolution adopted April 6, 1942, by the Senate with reference to credit to be allowed for work partially completed by students withdrawing in the course of a semester to enter the armed forces and that the University be further guided by whatever action the North Central Association of Colleges and Secondary Schools may take relative to 'war credit.'" Adopted.

A report on uniform numbering of University courses (presented by Newton, chairman of Committee on Co-ordination) was adopted as follows:

1. That the General Catalog numbering scheme, as found in the introduction of description of courses, be followed as a principle--i.e., all courses numbering 1 to 99 inclusive be and are considered on the freshman and sophomore level; courses numbering 100 to 199 inclusive are for those who have had two years or more of college work; courses numbering 200 and over are for undergraduates and graduates; courses numbering 300 and over are for advanced undergraduates or graduates; and courses numbering 400 and over are for graduate students.

2. For the duration of the war, we further recommend that should any special courses, terminal or otherwise, be set up that would not conform to the above general provision, that the Dean of Admission may, after conferring with the

dean of the college and the chairman of the department affected, use a numbering scheme deemed most appropriate for such course or courses.

Tappan read a statement of policy from Dean Meacham concerning the allowance of war credit to men and women in the service. He moved its adoption. Reaves offered a substitute motion that the statement be referred to the Committee on Curriculum and University Standards. Adopted.

Morgan read the list of newly elected members of the Senate, who will take office September 1, 1943. The list follows: College of Arts and Sciences-- Glenn Couch, Leslie Hewes, J. H. Marshburn, C. C. Rister, G. Y. Williams; College of Business Administration--I. J. Sollenberger; College of Engineering-- W. H. Carson; School of Medicine--Dr. A. A. Hellbaum; School of Pharmacy-- D. B. R. Johnson.

The meeting was adjourned by the Chairman at 6 p.m.

William H. Butterfield
Secretary