

JOURNAL OF THE UNIVERSITY SENATE
February 24, 1947, 4:10 p.m.
Room 101, Monnet Hall

The University Senate met with Vice-Chairman, J. F. Bender in the chair.

Minutes of the previous meeting as previously published were approved.

At the regular meeting of the University Senate on January 29, 1947, the Senate Committee on "Curriculum and University Standards" submitted a report for a plan of procedure in making "Changes in Curricula and Courses of Study." At that meeting the Senate voted to accept the plan in general with the understanding that a special committee appointed by the President should rewrite the report so as to get it in better legal form. The President appointed Dr. Cortez A. M. Ewing, Dr. Lewis Winfrey, and Professor Earl Sneed to act on this special committee. This special committee submitted the rewritten plan which was approved as attached to these minutes. It was further voted to put the plan into effect immediately. Accordingly, all Deans and Departmental Chairmen should take notice and be informed of the plan.

Dr. H. O. Eaton, representing the Senate committee on Research, submitted a resolution to create a "University of Oklahoma Council for Social Research." The resolution was approved as attached.

At the last meeting of the University Senate, the question of the possible advisability of the University of Oklahoma's changing from the semester system to the quarter system was raised by President Cross. The question was referred to the Senate committee on "Coordination." Dr. A. K. Christian, chairman of this committee, made an oral progress report. He stated that the committee is desirous of hearing all arguments "pro" and "con" in regard to the problem, and that the committee will have a final report at the next meeting of the Senate.

Although President Cross was not present at the Senate meeting, he had requested that the problem of the machinery for creating new departments, schools, and divisions be taken up by the Senate. Because of the absence of the President, the Senate did not take any formal action. However, it was pointed out that the Senate does have a standing committee on "Organization of Departments, Schools, and Divisions." It was suggested that this committee could possibly take care of those problems.

The Committee on "Utilization and Development of University Buildings and Grounds" reported that they had elected Dean E. D. Meacham as Chairman of this Committee.

The Senate adjourned at 5:00 p.m.

Respectfully submitted,

E. E. Hatfield, Secretary

CHANGES IN CURRICULA AND COURSES OF STUDY

ARTICLE I. NEW CURRICULA

All proposals for new curricula or for changes in existing curricula, which proposals or changes involve courses given in two or more colleges, shall be submitted by the executive or course committee of the originating college to the other college or colleges before submitting the proposal or proposals to its own faculty. If objection is raised in another college or other colleges involved, and compromise is not obtained, the dean of the originating college shall refer the matter to the Senate committee on curriculum, which in turn shall recommend action to the Senate.

ARTICLE II. PROCEDURE FOR CHANGES IN COURSES

Section 1. The procedure provided below shall apply: to the addition of new courses; to the deletion of existing courses; to changes in existing courses which involve (a) the numbers of the courses, (b) the basis of credit, (c) the prerequisites, (d) the fees and/or deposits, and (e) the subject matter; to the combination of two or more courses into one course; to the division of a course into two or more courses; and to any other unspecified alterations in existing courses.

Section 2.

(a) Initiation: All proposals for course changes shall be initiated by the department or school offering the course. If changes are contemplated in courses used by other departments or colleges as prerequisites or as prescribed courses, the chairmen (or directors) of the departments and the deans of the colleges concerned shall be consulted in the formulation of the proposed changes. Such proposals shall be made on the form entitled "Request for Changes in Courses," which appears below as Appendix I.

(b) Scrutiny of Proposals: Four copies of this form, properly executed, shall be presented by the department chairman or the director of the school to the dean of the college, who shall submit the proposal to the college committee which considers applications for changes in courses. After consideration, the said committee shall forward all copies of the proposal to the editor of the Catalog (hereafter called editor). If the proposed changes involve a graduate course, the editor shall forward a copy to the Dean of the Graduate College, who shall submit it to the Graduate Council. The Dean of the Graduate College shall return to the editor the recommendations of the Graduate Council. If any proposal involves a course open to freshmen students, the editor shall forward a copy to the Dean of the University College. The editor shall examine each proposal. If he finds nothing objectionable, he shall return the applications to the deans of the colleges concerned for the action of their faculties.

(c) Controversial Proposals: If the editor finds any particular which he regards as objectionable, he shall attempt to negotiate an agreement with the department or college concerned. If he is unable to secure an agreement, the editor shall submit the proposal and his recommendations to the Senate committee on curriculum for its consideration. The committee shall report its recommendations to the next meeting of the senate.

(d) Senate Consideration: If the Senate finds no objection to the proposal, the editor shall submit copies of the proposal to the deans of the colleges involved for action of their respective faculties.

(e) Faculty Action: After approval by the college faculty or faculties, the deans concerned shall return to the editor the copies of the proposal, upon which shall appear the official action of their faculties. One copy shall be permanently filed with the editor. The editor, with all necessary signatures, shall return one each for the official files of the colleges involved and of the department originating the proposal.

Section 3. If the change involves any alteration in fees and/or deposits, the editor shall notify the Financial Assistant to the President, who shall prepare a request for such alterations for approval by the Board of Regents. All fee changes approved by the Board of Regents shall be reported to the editor by the secretary of the Board of Regents.

Section 4. The editor shall report to the Senate at each meeting all changes in courses or curricula which have been officially reported to him by the respective colleges.

Section 5. The editor shall upon request supply to the Dean of Admissions and Records and to the Comptroller of the University a complete and official list of all courses and fees.

ARTICLE III. GENERAL RECOMMENDATIONS RELATIVE TO CHANGES IN COURSES

Section 1. Normally any course changes will be submitted by the department or school so that they can be approved not later than the end of the first semester of the school year. This is particularly necessary so that changes can be recorded in the Catalog, copies of which must go to the printer in January.

Section 2. Numbers which have been used for courses within the past ten years should not be used for new courses, nor for modifications which make fundamental changes in the subject matter of a course. The use of new numbers for new courses will greatly assist the recorders in the Office of Admissions and Records.

Section 3. Titles should be concise, but should state as clearly as possible the content of the course. Clarity, completeness, and definiteness in titles will be of great help to those evaluating transcripts.

Cortez A. M. Ewing
Earl Sneed
Lewis Winfrey

APPENDIX I

REQUEST FOR CHANGES IN COURSES

Date _____

Department, School _____
College _____

1. Nature of change requested: (Check all changes requested)
- Change of Course No.
 - Change of Prerequisite (s)
 - Dropping a Course
 - Change of Title
 - Change of Fee and/or Deposit
 - Adding a Course
 - Change of Course Credit
 - Change of Course Content
 - Miscellaneous

2. The Department, School, of _____ (Description) _____ requests approval of the following change (s):

A. New or Existing Course. (Fill in all items applicable for either a new or an existing course).

(1) Catalog Name (2) Number (3) Title (4) Hours Credit

- (5) Prerequisite (s) _____
- (6) Fee _____; Deposit _____
- (7) Laboratory, if any _____
- (8) Number of recitations; limitation on enrolment, if any _____
- (9) Description (state topics in course content; not more than 50 words).

B. Change (s) in Existing Courses. (Fill in only the items to be changed; if course is to be dropped, write "Dropped" under Catalog Number.)

(1) Catalog Name (2) Number (3) Title (4) Hours Credit

- (5) Prerequisite (s) _____
- (6) Fee _____; Deposit _____
- (7) Laboratory, if any _____
- (8) Number of recitations; limitation on enrolment, if any _____
- (9) Description (state topics in course content; not more than 50 words).

3. Reasons for the Change: (Submit syllabus of a new course.)

(If the proposed change involves a fee and/or deposit, please submit data showing how the amount of fee and/or deposit was to be determined.)

4. Date change is to become effective: _____

5. Approved by _____ Committee and Dean _____ (Dean)

6. Approved by _____ Faculty on _____ (Date) _____ (Dean)

7. Approved by Graduate Council and Dean _____ (Date) _____ (Dean)

8. Approved by the Graduate Faculty on _____ (Date) _____ (Dean)

9. Approved by Editor of Catalog _____

10. Fee approved by Board of Regents on _____ (Date) _____ (Financial Assistant)

February 18, 1947

To the University Senate:

The Research Committee has examined the problem of coordinating and encouraging research in the social sciences, as directed at the last meeting of the Senate, and respectfully recommends the adoption of the following Resolution:

WHEREAS it is desirable to coordinate the prosecution of research in the social sciences at the University of Oklahoma and to encourage the expansion of research in this important field, BE IT RESOLVED That

1. There is hereby created the University of Oklahoma Council for Social Research, hereinafter referred to as the Council, the members of the Council to be appointed by the President of the University from the faculty teaching the various social sciences or social aspects of literature and the arts. The President shall designate one of the members of the Council as the Director of Social Research.
2. Specific research projects in this field may be submitted in outline to the Council and the Council may facilitate such research in whatever manner promises to yield significant and publishable results.
3. Any member of the faculty shall be free to pursue whatever research in this field appears to him to be fruitful regardless of whether it is of such a nature as to be eligible for assistance from the Council or receives the approval and assistance of the Council or not. No action of the Council shall be construed as affecting the status of any project which may be or may have been submitted to the Faculty Research Committee. Nothing in this Resolution shall be deemed to affect or modify any research project now in operation except as may appear desirable to persons engaged thereon.
4. The Council shall be provided by the Administration with a budget for routine expenses, but no research project involving heavy expenditure shall be sponsored by the Council without the assurance that adequate financial resources are available for it.
5. The Council shall be authorized to solicit and receive funds for the prosecution of research in the social sciences. Such funds shall be solicited in the form of gifts or bequests to the University of Oklahoma Foundation. Such gifts and bequests may be restricted in use to the purposes herein set forth or as the donor may specify. Such funds shall be held by the University of Oklahoma Foundation in trust for the Council and disbursed only upon authorization of the Council or in accordance with its rules.

THE RESEARCH COMMITTEE

W. A. Willibrand (Chairman)
H. O. Eaton
C. A. M. Ewing
H. W. Larsh
J. R. Nielsen