

JOURNAL OF THE UNIVERSITY SENATE

Regular Session, January 31, 1955, 4:10 P. M.

Monnet Hall, Room 101

The University Senate, meeting in regular session, was called to order by the Chairman, Dr. Rufus G. Hall, Jr.

Present

Bell, R. E.
Bernhart, Arthur
Comp, L. A.
Crook, Kenneth E.
Duncan, J. P.
Ewing, Cortez
Farrar, Clyde L.
Fraser, George B.
Hall, Rufus G.
Hoy, Harry E.
Keown, William H.
Kerr, Harrison
Lewis, Eunice
Livezey, W. E.
McFarland, Dora

Present

McGrew, William C.
Moore, Carl A.
Moorhead, M. L.
Morris, Virginia
Olson, Ralph E.
Peach, W. N.
Powell, Lytle
Pray, J. C.
Sears, A. B.
Smith, W. O.
Springer, C. E.
Wardell, M. L.
Feaver, J. Clayton
Wurtzbaugh, Jewel

Absent

Bruce, J. B.
Cross, George L.
Daron, G. H.
David, Paul R.
Goodman, G. J.
Jorgenson, Lloyd P.
Kelly, Florene C.
Lane, Willard R.
Ruggiers, Paul G.
Scott, L. V.
Weese, A. O.
White, R. R.
Wiley, J. B.
Wilson, M. O.
Winfrey, Lewis E.

APPROVAL OF THE MINUTES

The Journals of the University Senate for the regular meeting held on November 29, 1954 and the special meeting held on December 9, 1954 were approved.

UNIVERSITY CALENDAR

Explanatory Comment

At the November 29, 1954 meeting of the Senate the matter of future preparation of University calendars was referred to the Committee on University Organization, Budget, and Publications for consideration and a report.

With Dr. R. E. Bell serving as Chairman, the Committee prepared a report which includes a recommended calendar for 1955-56 and recommendations concerning rules and guides for the preparation of calendars in the future. The report of the Committee was submitted on January 19, 1955.

University Calendar -- continuedReport of the Committee on University Organization, Budget, and Publications

The following University Calendar is recommended for the coming year 1955-56:

THE UNIVERSITY YEAR

| | Year 1955-1956 |
|---|----------------|
| FIRST SEMESTER | |
| Freshman period, *9:30 A.M. | Sept. 5, 6 |
| Registration---consultation of students with advisers; enrolment | Sept. 7 - 10 |
| Classwork begins, 8:10 A.M. | Sept. 12 |
| Last day on which new enrolments will be accepted | Oct. 5 |
| Final date for removal of conditions, **and withdrawal without report on scholastic standing | Oct. 8 |
| Homecoming of alumni and former students (holiday) | Oct. 15 |
| Thanksgiving recess begins, 10:00 P.M. | Nov. 23 |
| Classwork resumed, 8:10 A.M. | Nov. 28 |
| Christmas recess begins, 10:00 P.M. | Dec. 22 |
| Classwork resumed, 8:10 A.M.. | Jan. 4, 1956 |
| Reading Period** | Jan. 17 |
| Semester examinations** | Jan. 18 - 25 |
| SECOND SEMESTER | |
| Freshman period, *9:30 A.M. | Jan. 24-25 |
| Registration---consultation of students with advisers; enrolment | Jan. 26 - 28 |
| Classwork begins, 8:10 A.M. | Jan. 30 |
| Last day on which new enrolments will be accepted | Feb. 22 |
| Final date for removal of conditions, **withdrawal without report on scholastic standing | Feb. 25 |
| Easter recess begins, 10:00 P.M. | Mar. 29 |
| Classwork resumed, 8:10 A.M. | Apr. 3 |
| Reading Period** | May 23 |
| Semester examinations** | May 24 - 31 |
| COMMENCEMENT PERIOD | |
| Class and alumni day | June 3 |
| Baccalaureate services, Norman churches, 11:00 A.M. | June 3 |
| Commencement exercises, 7:30 P.M. | June 3 |

University Calendar -- continued

SUMMER SESSION

| | |
|--|------------|
| Freshman period, *9:30 A.M. | June 4 - 5 |
| Registration---consultation of students with advisers; enrolment | June 5 - 6 |
| Classwork begins, 7:10 A.M. | June 7 |
| Independence Day (Holiday) | July 4 |
| Term examinations | Aug. 1 - 2 |
| Baccalaureate services, Norman churches, 11:00 A.M. | Aug. 5 |
| Commencement exercises, 8:00 P.M. | Aug. 5 |

*Attendance at the exercises of the freshman period is required of entering freshmen. For complete program address the Office of Admissions and Records.
 **Does not apply to students in the College of Law.

Comment

Rules and regulations governing the formulation of the University calendar have been made and modified over a period of many years. These rules appear to be uncollected and incomplete. Many of the rules have been officially approved by the University Senate but some have not.

Recommendations

A. It is recommended that the following rules and guides be adopted by the Senate:

1. There shall be two semester of 18 weeks; 16 weeks of classes (48 class meetings for 3-hour classes, subject to modification due to Christmas vacation).
2. There shall be a summer session of 9 weeks; 8 weeks of classes (48 class meetings for 3-hour classes).
3. The first semester beginning the second week in September.
4. First semester Freshmen Period and Registration of 1 week.
5. First semester classes beginning the second or third Monday in September depending on the day of the week on which September 1 falls.
6. The Saturday of Homecoming shall be a holiday (date varies).
7. Thanksgiving holidays are from 10:00 P.M. Wednesday before Thanksgiving until 8:10 A.M. Monday following Thanksgiving.
8. Christmas vacation beginning and ending as follows:

| When Christmas falls on - | <u>Vacation Begins</u> | <u>Vacation Ends</u> |
|---------------------------|------------------------|------------------------|
| Sunday | Th. Dec. 22 (10 pm) | Wed. Jan. 4 (8:10 am) |
| Monday | Th. Dec. 21 (10 pm) | Wed. Jan. 3 (8:10 am) |
| Tuesday | Fri. Dec. 21 (10 pm) | Th. Jan. 3 (8:10 am) |
| Wednesday | Sat. Dec. 21 (1 pm) | Mon. Jan. 6 (8:10 am) |
| Thursday | Sat. Dec. 20 (1 pm) | Mon. Jan. 5 (8:10 am) |
| Friday | Sat. Dec. 19 (1 pm) | Mon. Jan. 4 (8:10 am) |
| Saturday | Wed. Dec. 22 (10 pm) | Tues. Jan 4. (8:10 am) |

University Calendar -- continued

9. There shall be a stop day (reading period when no classes or examinations may be scheduled) immediately preceding semester examinations.
10. Final examination period shall be 7 days each semester and 2 days for the Summer Session.
11. Second semester Freshmen Period during the last two days of first semester examination period.
12. Second semester enrolment period shall be the 3 days immediately following first semester examination period.
13. Easter vacation beginning 10:00 P.M. Thursday before Easter and ending 8:10 A.M. Tuesday after Easter.
14. Second semester examination period shall end at least two days before Commencement day.
15. Summer session Freshmen Period and Registration shall be three days immediately following second semester Commencement day.
16. July 4 shall be a holiday.

B. The committee further recommends that the office of the Editor of Publications be instructed to prepare future university calendars under the rules and guides suggested in so far as possible and to submit such calendars to the University Senate for approval at least 60 days before publication.

Respectfully submitted,

Committee on University Organization,
Budget, and Publications.

| | |
|---------------|-----------------------|
| George Fraser | A. B. Sears |
| W. E. Lane | G. H. Daron |
| J. C. Feaver | A. O. Weese |
| J. B. Wiley | R. E. Bell, Chairman. |

Senate Action

Dr. Bell presented the committee report as indicated above and made a number of general statements regarding the manner in which the report was developed by the Committee on University Organization, Budget, and Publications. He then moved that the report be adopted by the University Senate. His motion was seconded.

Because of the nature of the report, Dean J. E. Fellows and Professor L. N. Morgan were present to discuss the matters involved and to answer questions. Dean Fellows indicated that there is a need for some time following semester examinations to handle advisement for the next semester. He also stated that difficulties arise in arranging housing of students when the second semester begins immediately after semester examinations end.

University Calendar -- continued

Dean Fellows recommended to the Senate that the calendar for 1955-56 as indicated in the committee report be amended as follows:

1. FIRST SEMESTER -- Reading Period -- January 13 instead of January 17.

Semester Examinations -- January 14 - 21 instead of
January 18 - 25.

2. SECOND SEMESTER -- Freshman period -- January 23 - 24 instead of
January 24 - 25

Registration -- January 25 - 28 instead of
January 26 - 28

Easter recess classwork resumed, 8:10 A.M. on
April 4 instead of April 3.

Professor Morgan commented in general about the development of the University calendar but made no specific recommendations.

Dr. Ewing moved that the University Calendar for 1955-56, as indicated in the committee report and with the changes recommended by Dean Fellows, be approved by the Senate. His motion was seconded and passed.

Dean Livezey moved that Professor Morgan be authorized to formulate and publish the 1956-57 University Calendar on the same basis as the 1955-56 calendar was developed. His motion was seconded and passed.

Dr. Duncan moved that the matter of rules and guides for the formulation of University calendars be referred back to the Committee on University Organization, Budget, and Publications for further consideration. His motion was seconded and passed by the Senate.

ACHIEVEMENT CONVOCATION

Letter from President Cross

January 13, 1955

Professor Rufus G. Hall, Jr.
Department of Government
Faculty Exchange

Dear Professor Hall:

The Regents of the University today received the following recommendation from a committee which had been set up to study the achievement awards sponsored

Achievement Convocation -- continued

jointly by the University and the University Association. The recommendation submitted was as follows:

- "1. The Distinguished Service Citations should be presented in 1955 at a convocation of students and faculty of the University, to be held in October, at which time the University of Oklahoma Foundation teaching awards shall also be presented. The committee feels that it would add dignity and importance to the meeting if the faculty appears in academic costume. If the plan proves satisfactory it might be adopted as an annual 'Achievement Convocation'."

The Regents felt that the plan recommended might be satisfactory but recognized, of course, that the Faculty Senate should be consulted. Will you please present the matter to the Senate at the next meeting and see if the procedure recommended, or some modification of it, would be acceptable to the Senate.

Sincerely yours,

G. L. Cross, President

GLC:aa

Senate Action

Following a brief discussion, Dr. Pray moved that the matter of an Achievement Convocation be referred to the appropriate committee. His motion was seconded and approved by the Senate.

Dr. Hall, as Chairman of the University Senate, immediately referred this matter to the Committee on Teaching and Research.

CREDIT FOR A COURSE WHICH HAS BEEN FAILED

Explanatory Comment

At the September 27, 1954 meeting of the Senate, the Committee on Academic Standards was charged with the responsibility for investigating the advisability of changing the university regulation relative to students receiving credit for a course which has been failed.

Report of the Committee on Academic Standards

Dr. Gerald A. Porter, Secretary
University Senate

January 6, 1955

Dear Dr. Porter:

I am herein reporting action of my committee on the matter of credit for work failed at the University of Oklahoma and later passed at another institution.

Credit for a Course Which Has Been Failed -- continued

The Committee on Academic Standards unanimously recommends that page 44 of the University Catalogue shall be amended by striking the last two sentences of Paragraph 5, and inserting in lieu thereof the following:

"A student presenting credit from another institution for a course which he previously failed in the University of Oklahoma shall not receive credit for such course except through validation by the department in which the course was failed."

COMMITTEE ON ACADEMIC STANDARDS

Cortez A. M. Ewing, Chairman
J. B. Bruce
Kenneth Crook
W. N. Peach
Lytle Powell
C. E. Springer
M. L. Wardell

Senate Action

Dr. Ewing presented the foregoing report of the Committee on Academic Standards and made several comments concerning its preparation. He moved that the report be approved by the University Senate. His motion was seconded and passed.

PRE-ENROLLMENT PROCEDURES

Explanatory Comment

At the October 25, 1954 meeting of the Senate, the Committee on Student and Public Relations was charged with responsibility to again examine the possibilities in extending the pre-enrollment procedures.

Report of the Committee on Student and Public Relations

January 18, 1955

The Committee on Student and Public Relations recommends against the establishment of a pre-advisement period in advance of the scheduled advisement time, other than the existing practice regarding transfer and new freshmen students.

It is the belief of the committee members that little is to be gained by early advisement. All special problems that a student may have can be handled under the present system. A student may consult his adviser on his program at any time during the school year. It is not necessary that an adviser schedule out valuable hours for a purpose that in lots of cases would be duplicated effort.

Submitted by,

COMMITTEE ON STUDENT AND PUBLIC RELATIONS

L. A. Comp, Chairman

Pre-Enrollment Procedures -- continued

Professor Comp presented the report of his committee and moved the adoption of that report by the University Senate. His motion was seconded and passed.

FINAL EXAMINATIONS AND COMMENCEMENT

Explanatory Comment

The Committee on Student and Public Relations has for some time been studying a Student Senate Resolution relating to the need for earlier commencement for graduating seniors.

Progress Report From the Committee on Student and Public Relations

January 18, 1955

The Committee is against having early examinations for seniors. Continued study will be made regarding an earlier date for commencement exercises. The University Committee that is concerned with commencement exercise details is currently working on this problem. This Senate Committee will probably await their recommendations.

Submitted by,

COMMITTEE ON STUDENT AND PUBLIC RELATIONS

L. A. Comp, Chairman

Senate Action

Professor Comp presented the foregoing progress report. No action was taken by the University Senate on this matter.

CAMPUS UNITED CHARITY FUND

Explanatory Comment

At the November 29, 1954 meeting of the Senate, the Committee on Student and Public Relations was given the task of considering the matter of setting up a campus united charity fund program to facilitate collection of money for all charities by means of one drive each year rather than several drives.

Progress Report of the Committee on Student and Public Relations

January 18, 1955

A questionnaire dealing with the problem of a unified charity drive has been sent to approximately 350 faculty members and University employees. The purpose of this questionnaire was to find out if the University Personnel in general desire this type of drive.

Campus United Charity Fund --- continued

The results of the questionnaire will be available for the next committee meeting for committee action.

Submitted by,

COMMITTEE ON STUDENT AND PUBLIC RELATIONS

L. A. Comp, Chairman

Senate Action

Professor Comp commented briefly concerning the foregoing progress report. No action was taken by the Senate.

MEMBERSHIP IN THE GENERAL FACULTY

Report of the Committee on University Organization, Budget, and Publications

January 18, 1955

Explanatory Comment

In a letter dated June 17, 1954, Dr. Pete Kyle McCarter, requested the Senate to study and make recommendations upon three questions:

1. What does or should membership in the General Faculty mean as to participation in the general administration operation of the university?
2. What does or should membership in the General Faculty mean to the individual in such matters as sabbaticals, eligibility for tenure, and the like?
3. In the light of recommendations on the first two questions, should the present provisions as to membership in the General Faculty be changed?

Discussion

1. What does or should membership in the General Faculty mean as to participation in the general administrative operation of the university.

Membership in the General Faculty should involve participation in the activities of that body. Legislative powers vested in the General Faculty are exercised either directly by the General Faculty or by a Senate created by the General Faculty. Membership in the Senate is stated in the July 1, 1953 edition of the Faculty Handbook as follows: "All members of the General Faculty with the rank of assistant professor or above shall be eligible for election to the senate." p.6

Membership in the General Faculty -- continued

2. What does or should membership in the General Faculty mean to the individual in such matters as sabbaticals, eligibility for tenure, and the like?

Membership in the General Faculty is a prerequisite for either a sabbatical or tenure consideration. Beyond this, additional requirements are stated as follows:

Sabbatical Leave (Faculty Handbook page 21) "Leave of absence on half pay, for a period of not to exceed one year, may be granted by the President of the University, with the approval of the Regents of the University, to any teacher above the rank of instructor who has completed seven years of service as teacher in the University,---."

Tenure The regulations regarding tenure are stated on pages 22 and 23 of the Faculty Handbook.

3. In the light of recommendations on the first two questions, should the present provisions as to membership in the General Faculty be changed?

Membership in the General Faculty is stated on page 5 of the Faculty Handbook as follows: "The General Faculty of the University of Oklahoma is composed of the president, the deans and directors of schools, the director of student affairs, the counselors of men and women, professors, associate professors, assistant professors and instructors. Other employees of the University concerned with policy making may be admitted to membership by election of the faculty upon nomination by the president and approval of the senate."

Recommendations

1. In view of the fact that individuals concerned with policy making may be nominated to the General Faculty by the president, subject to approval by the senate and election by the faculty, no change in present provisions is recommended by this committee.

It is also understood that membership in the General Faculty alone does not automatically grant eligibility for membership to the senate, sabbatical leave or tenure, but that these are further granted according to the fulfilling of specified additional requirements.

2. It is recommended that the appropriate senate committee offer an interpretative statement as to the meaning of the term "teacher" as used in the Faculty Handbook with reference to sabbatical leave.

Respectfully submitted,

COMMITTEE ON UNIVERSITY ORGANIZATION, BUDGET, AND PUBLICATIONS

George Fraser
W. R. Lane

J. C. Feaver
J. B. Wiley

A. B. Sears
G. H. Daron

A. O. Weese
R. E. Bell, Ch.

Membership in the General Faculty -- continued

Senate Action

Dr. Bell, Chairman of the Committee on University Organization, Budget, and Publications, presented the report which is reproduced above. He moved that Recommendation 1 in the report be approved by the Senate. The motion was seconded and passed.

Dr. Bell then moved that Recommendation 2 in the report be approved by the Senate. His motion was seconded.

Dr. Bernhart offered a substitute motion that the Committee on University Organization, Budget, and Publications be charged with the responsibility for checking back into the records of the University Senate for prior action on the matter involved in Recommendation 2. His motion was seconded and passed by the Senate.

GROUP LIFE INSURANCE PLAN

Explanatory Comment

Since September, 1954 the Committee on Faculty Personnel of the University Senate has been concerned with the problems inherent in group life insurance. Likewise, a Special Committee on Group Insurance has been concerned with the problems. The latter Committee is composed of individuals from both the faculty and the classified employees groups.

Senate Action

The Agenda of the Senate for the January 31 meeting contained a letter and a questionnaire which was developed by the Special Committee on Group Insurance for circulation among faculty members and classified employees of the University. The purpose of the questionnaire is to gain information concerning opinions relative to various aspects of the insurance problems.

Professor Farrar moved that the Senate go on record as approving the letter and questionnaire to be circulated to the faculty and classified employees. His motion was seconded and passed by the Senate.

PROBLEMS RELATING TO THE OFFERING OF COURSES BY EXTENSION

Explanatory Comment

At the September 27, 1954 meeting of the Senate, the Committee on Courses and Curricula made a report concerning certain problems relating to the offering of courses by extension. Immediately following approval of the report of the Committee on Courses and Curricula, a motion was approved by the Senate for the appointment of a special committee to study further the numerous problems relating to the offering of courses by extension.

Problems Relating to the Offering of Courses by Extension -- continued

On January 10 the Special Committee submitted its report on various problems relating to the offering of courses by extension. The letter from the Chairman of the Committee to the Chairman of the Senate which accompanied the report is as follows:

January 10, 1955

Professor Rufus G. Hall, Chairman
University Senate
Faculty Exchange

Dear Professor Hall,

Attached you will find the report of the Special Senate Committee on Extension Division Affairs.

Your committee felt that the Senate was concerned over the budget implications of the report that the Extension Division request for the next biennium was almost twice as great as the amount allocated for the current biennium. We also felt that the Faculty and the Senate were disturbed over the question of control of teaching personnel for extension courses.

It is with these points in mind that our report is made.

Yours truly,

SPECIAL SENATE COMMITTEE ON
EXTENSION DIVISION AFFAIRS

Jim E. Reese, Chairman
Rudolph Bambas
Charles Harp
Lloyd Jorgenson
Gail Shannon
Raymond R. White

Report of the Special Senate Committee on Extension Division Affairs

The members of the committee felt that it was the wish of the senate that this committee examine broad questions of University policy with regard to extension activities. With this position in mind your committee has not concerned itself with specific activities of the extension service, but rather has focused its attention on policy questions, with the feeling that details of program and administration could be handled as needs arose.

It should be pointed out too, that this report is in no way a criticism of the present program of the Extension Division or of any member of the Staff. Your committee made no attempt to investigate any of the activities of the Extension Division and is in no position to pass judgment on either its program or the work of its staff. The committee wishes to state, furthermore, that Dean Thurman White has been most helpful and cooperative and the committee is appreciative of the time and trouble he devoted to its problems.

Problems Relating to the Offering of Courses by Extension -- continued

Another point to be kept in mind is that the work of the Extension Division includes a variety of activities. The Division offers courses with residence credit, courses with extension credit, non-credit courses, and short courses. In addition Extension includes other programs and services such as the operation of WNAD. While your committee felt that the Senate was primarily concerned with the instructional activities of the Extension Division, the first recommendation submitted below does cover all activities, both instructional and non-instructional. The committee therefore submits the following fifteen recommendations:

I. That a Council on Extension be created:

- A. Composed of nine members with at least one from each degree granting college offering extension work and with no more than four from any one college.
- B. With a three-year term of office, three new members to be appointed each year.
- C. With appointments made by the President of the University from nominations submitted by the Faculty Senate in the usual manner.
- D. With the Dean of the Extension Division as permanent chairman.
- E. With a Council meeting at least once each month.
- F. With duties of the Council being:
 - (1) To formulate and submit the budget recommendations of the Extension Division to the Budget Council.
 - (2) To make recommendations to the President with regard to new appointments to the Division staff.
 - (3) To approve the plans and programs of the Extension Division.
 - (4) To submit in May of each year an annual report to the Faculty Senate.

Explanation:

Faculty participation in the formulation of policy and in the conduct of University affairs is one of the outstanding characteristics of the University of Oklahoma. This practice begins at the departmental level, extends through the colleges, and includes all University affairs.

The fact that the Extension Division has no teaching personnel of its own has made it difficult for the faculty to participate in Extension affairs. Furthermore, the Extension Division includes many non-instructional activities and to some extent provides its own revenues. In this respect the work of the Division is more comparable to that of the Athletic Department than to that of a department or college.

Problems Relating to the Offering of Courses by Extension -- continued

It was the feeling of the committee that the Extension Division should be an integral part of the University program and that faculty participation in this area should be as great as in other realms of activity. The recent creation of the Athletic Council brought the faculty into closer contact with athletics, and it seemed that a similar council would bring the Extension work within the orbit of faculty supervision.

The council would by its membership represent a wide cross section of faculty opinion and as a creation of the Faculty Senate would tend to represent the faculty in the same way as the Budget Council and the Athletic Council do. Such a committee could do much to bring the faculty closer to the work of the Extension Division and could do much to dispel the suspicion of its activities which unfortunately now exists.

II. That all the personnel employed for instructional purposes in both credit and non-credit work in the Extension Division be selected in the same manner as faculty members employed for on-campus teaching. Specifically, all recommendations for appointment to such positions shall originate in the appropriate academic department.

Explanation:

It is obvious that instructional standards for credit work in Extension should be the same as the standards for credit work offered on the campus. The committee feels that the academic departments are in a position to determine the necessary qualifications for work in their respective areas and, therefore, is recommending that the departments select the instructors for credit courses, subject of course to the usual administrative approval.

The committee feels that the same procedure should also apply to all instructional work, whether credit is granted or not. In other words, speakers at short courses, panel members and instructors in non-credit courses should have faculty approval. All of the work offered by the Extension Division bears the name of the University. The very fact that the non-credit work is offered under the name of the University of Oklahoma implies that the University guarantees the quality of the work offered. The University of Oklahoma has an obligation to the people of the state to see to it that all work offered is of the highest quality possible.

III. That all recommendations on pay, promotion, or dismissal for all instructional personnel in both credit and non-credit work shall originate in the appropriate academic department.

Problems Relating to the Offering of Courses by Extension -- continued

Explanation:

The reasons for this recommendation are essentially the same as the reasons for the second recommendation.

IV. That recommendations for tenure for the instructional staff shall follow the University regulations which state, "Persons whose teaching is incidental to their other duties are not eligible for tenure". The recommendation shall originate in the appropriate academic department and the department shall interpret the regulations.

Explanation:

Again the committee feels that the appropriate academic department is in the best position to judge the qualifications of persons in its particular area of interest. The reluctance of a department to assume responsibility for undesirable members should be sufficient check on the misuse of the tenure procedure.

V. That no faculty member be required to teach extension courses unless his contract specifically calls for such teaching and that new faculty members employed for the purpose of extension teaching have the fact specifically stated in their contract.

Explanation:

Many members of the present faculty were employed with the understanding at least on their part that they were to be full-time campus teachers. These men should not be compelled to teach off-campus courses against their will. New staff members should be informed of the possibility of extension teaching at the time of their employment to avoid any misunderstanding in the future.

VI. That, except in cases of extreme emergency, extension teaching be included as part of the regular twelve-hour load.

Explanation:

The committee realizes that this recommendation would mean a drastic revision of present extension policies. The committee has been informed that this recommendation is not practical and that it would seriously curtail the activities of the Extension Division. Furthermore, it has been pointed out that the demand for extension teaching is irregular and that it would be difficult to keep the staff flexible on a full or part-time basis. It is claimed that only a substantial amount of overload teaching will give the necessary flexibility.

Problems Relating to the Offering of Courses by Extension -- continued

Nevertheless, the committee still feels that overload teaching is undesirable and that it should be abolished. In the first place, twelve hours of classroom teaching together with the other duties and activities of a faculty member constitutes a full load. In addition to the class load, we must add the time spent in preparation for classes, time spent in reading the periodicals and the literature in one's field, committee work, faculty meetings, departmental meetings, extra-curricular activities such as judging high school contests, calls for talks, the preparation of papers for professional meetings, the advising of students, and the time spent in research. Finally, it is to be hoped that the faculty member will lead a well rounded life. If he is to do so, he needs time for recreation, time with his family, and perhaps some time for relaxation. It is small wonder then that some of the best universities consider a nine-hour teaching load a maximum.

To add extension teaching, which includes travel time as well as class time, to the already full load of the average faculty member means either that the faculty member is dangerously overworking himself or, to be blunt, that he is slighting either his extension work or his campus activities. Extension students have as much right as campus students to expect the instructor to give them his best efforts.

Furthermore, the committee feels that the widespread use of overtime teaching sets a dangerous precedent. The more common the practice, the greater the danger that the legislature or some future administration may use the fact that faculty members can and will teach extra classes as a justification for increasing the teaching load. The danger will be particularly acute during periods of financial stress.

There is also the possibility that the continued use of overtime teaching may endanger our accreditation.

In addition, there is an element of unfairness in the overtime system. Faculty members not teaching in extension are frequently called upon to perform additional duties from which the extension teacher is excused. Yet the extension teacher is paid, while the committee man is not. The same argument could be applied to the man who prefers research to extension teaching.

Finally, the committee feels that the majority of the faculty members do extension teaching on an overload basis for only two reasons: One, they feel an obligation; or, two, they desperately need the money. To base the expansion of extension activities on either motive seems to us undesirable policy.

VII. That faculty members teaching extension courses as a part of the regular load receive extra pay to compensate them for the extra time taken in traveling to and from class.

Explanation:

Hour for hour, extension teaching is a greater drain on a faculty member than are on-campus classes. Not only is extra time needed for travel, but driving is

Problems Relating to the Offering of Courses by Extension -- continued

an additional drain on energy. The longer the distance to be traveled, the greater the effort required and the time consumed. To compensate for the time and effort, the extension teacher should be given a bonus. The computation of this bonus is a matter of administrative detail and there are several alternatives available. A form of this plan is in use here for some teachers and other plans are in use in other universities.

VIII. That teachers of overload extension courses be paid the same rate per credit hour that they receive for teaching campus courses, plus a bonus to compensate for the extra time and trouble such teaching involves.

Explanation:

At the present time overtime extension teaching pays approximately half as much as on-campus teaching per credit hour. This rate of pay means that the faculty is actually subsidizing the extension division. As stated above, extension teaching takes more time and effort than on-campus teaching and to pay teachers less for more arduous work is unjust.

The committee strongly urges that overload extension teaching be paid at the same rate as campus teaching and that first priority on any additional funds granted the Extension Division be given to raising the pay for overtime teaching.

IX. That the University take out accident and life insurance policies to cover faculty members while traveling to and from extension classes.

Explanation:

While faculty members have been lucky so far, sooner or later a member of the staff will be seriously injured or killed while on the road. The committee feels that an instructor traveling to and from classes is on duty and that the University should protect him or his family from the extra hazard to which such travel exposes him. Dean White tells us that the cost for such insurance would be very small.

X. That the offering of either credit or non-credit work by the Extension Division be subject to the approval of the appropriate academic department.

Specifically, that the departments have the same control over the instructional activities of the Extension Division that they have over campus work.

Explanation:

The departments have the responsibility for determining the course offering in their respective fields on the campus. The arguments applying to campus courses also apply to non-campus courses, and, as stated above, students taking work in extension, whether for credit or not, are entitled to the best the University has to offer.

Problems Relating to the Offering of Courses by Extension -- continued

XI. That the selection of the teachers for all types of instructional work be left to the appropriate academic departments.

Explanation:

The departments should select the instructors for extension courses just as for campus courses and for the same reasons. The same arguments apply to non-credit work and have been stated above.

XII. That all teachers in a particular area whether employed full time or part time in extension be carried on the budget of the appropriate department in the same manner as campus teachers, but that a note or some other means of designation be used to indicate the amount of their salary charged to extension.

Explanation:

The committee feels that the appropriate department should be responsible for the activities of the teachers in its particular area. Carrying the extension teachers on the departmental payroll emphasizes this connection and would implement recommendations Nos. II, III, and IV. At the same time it is desirable to know how much is being spent for extension teaching, and this should be indicated in some manner. It is our understanding that some extension teaching is not charged to the Extension Division under the present system of accounts.

XIII. That as a matter of policy, campus teaching and research receive a priority both in the requests for additional funds and in the distribution of such unallocated funds as may be assigned to the university.

Explanation:

The committee realizes that the basic decisions on these matters may have been made by this time. We further realize that both the higher regents and the legislature are greatly interested in broadening the scope and extent of extension activities and adult education. We also realize that work in this relatively new field is growing in importance all over the country and that many educators feel that adult education is one of the most significant developments in the American scene.

In spite of all this, the committee feels an obligation to state fully and frankly its position and has done so in the above recommendation. This recommendation does not imply any hostility toward the extension program. Nor does it mean that extension work should not be expanded. On the contrary, all the

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members of the committee realize that a state university has a threefold function to perform:

1. To educate young men and women;
2. To encourage research and to push forward the frontiers of knowledge;
3. To serve the people of the state to the best of its ability by making its knowledge and resources available to all citizens and all groups.

The university has an obligation in all three areas and all are of great importance.

None the less, the University has limited funds and resources and if all of the funds the University now has or is likely to receive in the near future were allocated to any one of the three activities outlined above, there would still be great need in that one area. It is of course impossible to provide an adequate program in all three areas.

The basic question, then, is one of allocation, of emphasis. What use shall be made of the scarce resources available to us? The committee believes that campus teaching and research deserve great priority.

The regular university program is designed to train doctors, lawyers, teachers, scientists, engineers, pharmacists, business executives, and artists, and to teach skills in a multitude of other fields. Furthermore, the college must produce well rounded young men and women with the ability and knowledge to take positions of leadership during these times of social and cultural tension. Finally, but by no means the least of these duties, the traditional university is designed to turn out cultured men and women with a knowledge and appreciation of their heritage.

The University of Oklahoma has done and is doing a magnificent job despite terrific handicaps. Whether it will be able to continue to function in the face of rising costs and growing needs is a matter of grave concern. The needs of the University are familiar to all of us. We need a new library and the books to fill it. We need laboratories and equipment. The amount available for faculty research grants is grossly inadequate. Funds available for faculty travel are extremely small, and there is a great need for scholarships. Faculty members are often asked to teach classes of 60, 70, or 80 students and some must in addition advise scores of students. Faculty salaries here are well below the salaries paid by comparable institutions, and also below the earnings of other professions. If it wishes to attract and to retain good teachers and good researchers, and thus build a good university, the state must raise faculty salaries.

In the face of these needs and many others not mentioned, and aware of the fact that all of the funds the University is likely to secure would not fully remedy the situation, the committee feels that campus activities should be given priority and that no part of the campus program be sacrificed for Extension activities. The work of the Extension Division in many respects is but a substitute for campus work and is thus designed to give some help to those not fortunate enough to attend college. But to reduce the well spring and source of higher education in a short sighted policy of attempting to provide substitutes will not benefit the people of Oklahoma. An injury to the principal and vital functioning of the

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University will result if the budget for campus activities is sacrificed in order to provide funds for the proposed expansion of Extension activity.

As an indication of our position, this committee recommends that the Senate send a separate resolution to the Budget Council. This resolution would recommend that the Budget Council consider the percentage share of the total University budget going to the Extension Division during 1954-55 a percentage ceiling until an Extension Council can be established. In other words, we would recommend that the share of the total budget going to Extension not be increased until a faculty committee has had a chance to work with the Dean of Extension on a budget recommendation.

XIV. That promotional activities and expenditures by the Extension Division be kept to a minimum.

Explanation:

At a time when the needs of the regular campus activities of the University are so great it does not seem desirable to wise to spend money in an attempt to create a demand for extension services. The committee feels that existing needs are great enough without using scarce funds to create demands.

XV. That the University explore the possibility of working out a division of extension activities with A and M and the other state colleges.

The competition which now exists between state schools in the field of extension work is expensive, leads to duplication and is not conducive to the maintenance of high standards. Therefore, your committee feels that every effort should be made to solve this difficulty.

Yours truly,

SPECIAL SENATE COMMITTEE ON
EXTENSION DIVISION AFFAIRS

Jim E. Reese, Chairman
Rudolph Bambas
Charles Harp
Lloyd Jorgenson
Gail Shannon
Raymond R. White

Problems Relating to the Offering of Courses by Extension -- continued

Senate Action

Dr. Ewing moved that consideration of the report of the Special Senate Committee on Extension Division Affairs be delayed until the next meeting of the University Senate. His motion was seconded and passed.

ADJOURNMENT

The University Senate adjourned at 5:40 P. M. The next regular meeting will be on Monday, February 28, at 4:10 P.M. Material for the Agenda should be in the Office of the Secretary by Monday, February 21.

Gerald A. Porter, Secretary

Office: Graduate Education Building
Room 306

Telephone: Extension 308

