

JOURNAL OF THE UNIVERSITY SENATE

Regular Session, March 26, 1956, 4:10 P. M.
Monnet Hall, Room 101.

The University Senate, meeting in regular session, was called to order by the Chairman, Dr. Jim E. Reese.

Present

Benson, Oliver
Bernhart, Arthur
Bowen, Willis
Clark, Ralph W.
Comp, L. A.
Crook, K. E.
David, Paul R.
Dunham, Lowell
Elder, Ruth
Ewing, Cortez
Farrar, Clyde L.
Feaver, J. Clayton
Fraser, George B.
Harvey, Harriet
Herbert, H. H.
Hoy, Harry E.

Present

Keeley, Joe
Keown, William H.
Kerr, Harrison
Lewis, Eunice
McFarland, Dora
McGrew, William C.
Olson, Ralph E.
Powell, Lytle
Reese, Jim E.
Riggs, Carl D.
Shuman, Ronald B.
Springer, C. E.
Turkington, D. Barton
Winfrey, Lewis E.
Wurtzbaugh, Jewel

Absent

Cross, George L.
Daron, G. H.
Felton, Jean S.
Jorgenson, Lloyd P.
Larsh, Howard W.
Owings, Donnell M.
Ruggiers, Paul G.
Scott, L. V.
Snider, Glenn
Tongue, William R.
Vliet, R. Dale
White, R. R.
Wilson, M. O.

APPROVAL OF THE MINUTES

The Journal of the Senate for the regular meeting held on February 27, 1956 was approved.

ELECTION OF SENATORS

During the past month individuals have been elected to serve in the University Senate beginning in September, 1956. They will serve three-year terms, 1956-59.

New Senators

Ernest C. Plath -- Education

Robert Bell)
John Ezell)
Rufus Hall)
Robert Howard) -- Arts & Sciences
John Morris)
Leslie Rice)
Mary Warren)

Dennis Crites -- Business Administration

William J. Inenicka -- Engineering

William H. Smith -- Fine Arts

Replacing

Glenn Snider

Arthur Bernhart
Paul R. David
Cortez Ewing
Dora McFarland
Ralph E. Olson
Paul G. Ruggiers
Lewis E. Winfrey

Raymond R. White

L. A. Comp

Harrison Kerr

Election of Senators -- continued

The Faculty of the College of Arts and Sciences at its meeting on March 6 elected Dr. Willis Bowen to fill the unexpired term of Dr. A. O. Weese, 1954-57.

CLARIFICATION OF GRADES OF I AND E

Letter from Dean Fellows

March 14, 1956

Dr. Jim E. Reese, Chairman
The University Senate

Dear Dr. Reese:

The Office of Admissions and Records has been asked to clarify and interpret the regulations governing the removal of a grade of I (Incomplete).

Prior to 1947, the general catalog of the University stated: "Incomplete work may not be made up after a year" (p. 32, June 15, 1947). Beginning with the general catalog for the following year, the statement has been: "Incomplete work should be made up within a calendar year" (p. 33, June 15, 1948). The Office of Admissions and Records is unable to locate the legislation authorizing this change.

Besides this confusion with respect to incompletes, there is also a problem relative to the grade of E (Condition). The current general catalog states that: "All conditions must be removed by the student not later than the close of the fourth week of the next semester in residence in the University Conditions not removed as required will be recorded as failures" (p. 74, June 15, 1955). The faculty of one college on the campus follows the practice of extending the time for removing the E in order that the student may remove the E by re-enrollment in the course. The question arises as to whether this is possible according to the present regulations.

The Office of Admissions and Records recommends that both of these questions be referred to the proper Senate committee for clarification.

Respectfully submitted,

J. E. Fellows
Dean and Registrar

JEF:lm

Senate Action

Dr. Olson moved that the problem of clarification of grades of I and E be referred to the appropriate committee. His motion was seconded and approved by the Senate.

The Chairman of the Senate immediately referred this matter to the Committee on Academic Standards.

UNIVERSITY CALENDAR

Explanatory Comment

For several months the Committee on Academic Standards of the Senate has been involved in consideration of regulations pertaining to the development of the University Calendar.

Report of the Committee on Academic Standards (File No. 1955-56-1) *

The Committee on Academic Standards of the University Senate recommends the adoption of the following "Proposed Regulations to Govern Formulation of the University Calendar."

Proposed Regulations to Govern Formulation
of the University Calendar

1. There shall be two semesters including 15 weeks of classes.
2. Six days shall be allowed for first semester registration and freshman orientation and shall be scheduled during one week, Monday through Saturday. Freshman orientation shall be held on Monday and Tuesday, and first semester registration, including taking ID photographs, checking housing, faculty advisement, and class assignment shall be held on Wednesday through Saturday.
3. First semester classes shall begin on the Monday which occurs within the period of September 20 - 26.
4. The Saturday of Homecoming shall be a holiday.
5. Thanksgiving holidays shall begin at 10 p.m. on the Wednesday before Thanksgiving and close at 8 a.m. on the Monday following Thanksgiving.
6. Christmas vacation shall begin at least four days before December 25 and shall include at least fourteen calendar days. Classes shall be resumed as soon as possible after January 1.
7. There shall generally be three weeks of class work between the end of the Christmas vacation and the beginning of final examinations.
8. The final examination period shall be scheduled for at least seven days each semester.
9. There shall be a reading period (Stop Day) directly preceding the first day of final examinations.
10. All final examinations shall be given during the final examination period, except that departments giving uniform examinations shall make application to the Class Schedule Committee for a special time for such examinations.
11. Four days shall be allowed for the second semester enrollment, including checking eligibility to enroll, taking ID photographs, checking housing, advisement, and class assignment.

* Beginning with this item, file numbers will be attached to all reports & action transmitted to President Cross.

University Calendar -- continued

12. Spring vacation shall begin at 12 noon on the Saturday of the eighth week of second semester classes, and classes shall reconvene at 8 a.m. on the second Monday following the beginning of vacation.
13. The second semester final examinations shall be so scheduled that two days shall intervene between the last day of examinations and commencement day. It is recommended that commencement be scheduled on Sunday when possible.
14. There shall be a summer session of nine weeks, including eight weeks of classes.
15. The summer registration and freshman orientation shall be scheduled during the three days immediately following commencement day.
16. July 4 shall be a holiday.
17. Summer final examinations shall be scheduled for two days with two days intervening between the last day of examinations and the summer commencement day.
18. A committee consisting of the Editor of University Publications and the Dean of Admissions and Registrar shall be authorized to administer these policies and to make any minor adjustments in the calendar as may be advisable, and shall submit such calendars to the University Senate for approval at least 60 days before publication.
19. Any holidays not provided for in the "Regulations Governing Formulation of the Calendar" shall be granted by the President or the Board of Regents only in cases of emergency, and then only by extending the semester a corresponding number of days.

COMMITTEE ON ACADEMIC STANDARDS

Cortez Ewing, Chairman	Ronald Shuman
Kenneth Crook	Lowell Dunham
Lytle Powell	Howard Larsh
C. E. Springer	

Senate Action

Following a lengthy discussion of the above report, Dr. Ewing moved that the Senate adopt the Proposed Regulations to Govern Formulation of the University Calendar. His motion was seconded and passed by the Senate.

Dr. Ewing then made a motion that the regulations be placed in effect in September, 1957, for the year 1957-58. His motion was seconded and passed.

ADMISSION TO FRESHMAN STANDING IN THE UNIVERSITY (File No. 1955-56-2)

Alteration of Admission Requirement

The Committee on Academic Standards of the University Senate recommends that the General Catalog (1955), p. 21, be amended to read:

"A student of any fully accredited high school in Oklahoma, who has not graduated, but who has completed fourteen units of acceptable high-school work, may be admitted upon recommendation of his high-school principal, provided he ranks within the top twenty-five per cent of his class, and provided he scores within the top twenty-five per cent on an academic aptitude test administered by the University."

COMMITTEE ON ACADEMIC STANDARDS

Cortez Ewing, Chairman	Ronald Shuman
Kenneth Crook	Lowell Dunham
Lytle Powell	Howard Larsh
C. E. Springer	

Senate Action

Dr. Ewing presented the foregoing report. Following a brief discussion of it, he moved that it be adopted by the Senate. His motion was seconded and passed.

REPORT OF THE COMMITTEE ON COMMITTEES

Explanatory Comment

Each year, at the regular Senate meeting in March, the Committee on Committees submits nominations for University committees which will be appointed by President Cross. The Senate then considers the nominations, may make additional nominations from the floor, and at the regular meeting in April approves the list of nominations to be submitted.

Senate Action

Professor George Fraser, Chairman of the Committee on Committees, presented the list of nominations prepared by the Committee. The University Senate accepted the nominations made by the Committee on Committees and several additional nominations were made from the floor by individual members of the Senate. The final list of nominations will be approved by the Senate at its regular session on April 30 and then will be submitted to President Cross so that he can actually appoint the members of specific University committees.

EVALUATION OF UNIVERSITY COMMITTEES

Letter from the Coordinating Committee on Self-Evaluation

March 16, 1956

Professor Jim E. Reese, Chairman
University Senate

Dear Professor Reese:

The Coordinating Committee on Self-Evaluation has carefully considered the resolution of the University Senate (JOURNAL, 2-56, page 2, February 27, 1956) that the committee "arrange to have an evaluation made of the various University committees in an attempt to determine whether they are all essential and working effectively." Our committee is very pleased with the interest of the University Senate in this topic, which is a facet of our agenda subject, "the utilization of faculty and staff time." (Mid-year report, January 30, 1956.)

We are happy to follow the Senate's suggestion and coordinate the efforts of the University in making an evaluation of the effectiveness and inter-relationships of our University committees. This involves obtaining the services of those of our faculty appropriate for the study, and the relating of the results to the efforts of others working on similar problems. This procedure is proving effective in the study of the status of accreditation, which has involved the cooperation of the Council of Deans, the University Senate Committee on Academic Standards, and this committee.

Self-Evaluation of a special all-University problem is most effective if accomplished by those most concerned and best informed. We therefore suggest that the University Senate Committee on University Organization, Budget, and Publications is the appropriate group to undertake this task. Findings developed through questionnaires and hearings could be the basis for committee recommendations which would be a most important contribution to the effectiveness of the performance of the University.

The Coordinating Committee would be able to fit these results into the larger study of the utilization of faculty and staff time. Our committee would be happy to meet with the senate committee initially and share views concerning the project and its relationship to the larger problem.

Sincerely yours,

Joseph C. Pray, Chairman
Coordinating Committee on
Self-Evaluation

Senate Action

Dr. Ewing moved that the problem of evaluating University committees be referred to the Committee on University Organization, Budget, and Publications. His motion was seconded and passed by the Senate.

ADJOURNMENT

The University Senate adjourned at 5:25 p.m. The next regular meeting will be held on Monday, April 30, 1956, at 4:10 p.m. Material for the Agenda should be in the Office of the Secretary by Monday, April 23.

Gerald A. Porter, Secretary