

JOURNAL OF THE UNIVERSITY SENATE

Regular Session, May 28, 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.

<u>Present</u>	<u>Present</u>	<u>Absent</u>	<u>Absent</u>
Bowen, Willis	Olson, Ralph E.	Benson, Oliver	Larsh, Howard W.
Comp, L. A.	Owings, Donnell M.	Bernhart, Arthur	McFarland, Dora
Crook, Kenneth F.	Powell, Lytle	Clark, Ralph W.	McGrew, William C.
Cross, George L.	Reese, Jim E.	Daron, G. H.	Riggs, Carl D.
Elder, Ruth	Shuman, Ronald B.	David, Paul R.	Ruggiers, Paul G.
Farrar, Clyde L.	Turkington, D. B.	Dunham, Lowell	Scott, L. V.
Fraser, George B.	Tongue, William R.	Ewing, Cortez	Snider, Glenn
Harvey, Harriet	Wilson, M. O.	Feaver, J. Clayton	Springer, C. E.
Herbert, H. H.		Felton, Jean S.	Vliet, R. Dale
Hoy, Harry E.		Jorgenson, Lloyd	White, R. R.
Keown, William H.		Keeley, Joe	Winfrey, Lewis
Lewis, Eunice		Kerr, Harrison	Wurtzbaugh, Jewel

APPROVAL OF THE MINUTES

The Journal of the Senate for the regular meeting held on April 30, 1956, was approved.

SENATE ACTION APPROVED BY PRESIDENT CROSS

In connection with consideration of the status of professional librarians (File No. 1955-56-5, action taken on April 30, 1956), President Cross has approved the following rule relative to academic rank:

"Academic Rank should be conferred only on one who gives instruction in a regularly scheduled class."

ELECTION OF SENATORS

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

<u>New Senators</u>	<u>Representing</u>
Arthur Heilman --- Education	General Faculty
Stewart Wilcox --- English	General Faculty
John Raines --- English	Graduate College

CLARIFICATION OF GRADES OF I AND E (File No. 1955-56-7)

Explanatory Comment

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 relating 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.

At the March, 1956 meeting of the Senate this matter was referred to the Committee on Academic Standards.

Report of the Committee on Academic Standards

In regard to the problem referred to it on March 26, 1956, the Committee on Academic Standards recommends that the University Catalog for 1954-55, page 47, fifth paragraph, fourth sentence, be amended to read:

"Incomplete work shall be made up only within the next calendar year of residence. If not made up, an incomplete remains an "I" on the student's record, except in the College of Medicine, where it becomes an "F". The foregoing time limitation concerning removal of incompletes does not apply to graduate research and problems courses. No student shall be permitted to remove an incomplete during the final examination period of any semester except in the College of Law and in the Graduate College."

The Committee further recommends that paragraph seven of the same page be amended to read:

"Removal of Conditions: A condition must be removed not later than the close of the fourth week of the next semester in residence in the University. Any condition not removed according to these requirements shall be recorded by the Office of Admissions and Records as an "F". Where a condition is removed, no grade higher than a "D" can be given."

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

Clarification of Grades of I and E -- continuedSenate Action

Dr. Ewing presented the foregoing report of the Committee on Academic Standards. After commenting on sections of the report, Dr. Ewing moved that the section relative to the removal of conditions be adopted by the Senate. His motion was seconded.

To facilitate a change in the report of the Committee on Committees, Dr. Ewing then moved the insertion of a sentence between the first and second sentences of the statement relative to removal of conditions. The sentence to read as follows: "No officer or faculty of a constituent college shall, except for illness of the student involved, extend the period beyond the four-week limit." His motion to amend was seconded.

Professor Farrar made a substitute motion to insert the words "except in case of re-enrollment in the course" at the end of the first sentence of the paragraph concerning removal of conditions. His motion was seconded but failed to pass.

The amendment offered by Dr. Ewing was then passed and the original motion approved by the Senate. The paragraph relative to removal of conditions, as finally approved by the Senate, reads as follows:

"Removal of Conditions: A condition must be removed not later than the close of the fourth week of the next semester in residence in the University. No officer or faculty of a constituent college shall, except for illness of the student involved, extend the period beyond the four-week limit. Any condition not removed according to these requirements shall be recorded by the Office of Admissions and Records as an "F". Where a condition is removed, no grade higher than a "D" can be given."

After brief comment, Dr. Ewing moved that the recommendation of the Committee on Academic Standards relative to incomplete work be adopted as presented on the preceding page. His motion was seconded and passed.

It is the intent of the Senate that these recommended statements, if approved by President Cross, go into effect with the issuance of the next General Catalog.

ELECTION OF MEMBERS OF THE COMMITTEE ON COMMITTEES

The Committee on Committees of the University Senate consists of five members. Individuals who will continue to serve in 1956-57 are: Lowell Dunham, George B. Fraser, and Harriet Harvey.

Nominations from the floor of the Senate for two replacements included: Dennis Crites, Arthur Heilman, William J. Lnenicka, John Morris, and William H. Smith. As a result of the balloting which followed, the two people elected are: Dennis Crites, Department of Marketing, and Arthur Heilman, College of Education.

ASSISTANCE TO FAMILIES OF DECEASED FACULTY MEMBERS (File No. 1955-56-8)

Report of Committee on Faculty Personnel

May 23, 1956

During the senate term 1954-55, the Committee on Faculty Personnel reported unfavorable on a motion that would have required the Employment Office of the University to give preference to the dependents of deceased faculty members. The Senate, at its last meeting that year, requested the Committee on Faculty Personnel to reconsider its recommendation.

This year the Committee discussed the problem at some length and during the course of the year contacted a number of people. Out of these discussions and contacts the following facts emerged:

1. Mr. Haley, Director of the University Employment Service, states that it is the policy of his office to give preference to the dependents of faculty members and indicates that he will continue that policy.
2. It is not possible under existing laws to establish special scholarships for the children of faculty members. Mr. Gunning, however, indicated that such cases will be given the most serious consideration by the Scholarship Committee.
3. The availability of the University Health Service is a matter of dispute and the whole question of faculty use of its services is now in doubt.

Therefore, as a result of its investigation, your Committee recommends that the present unofficial policy of the Employment Office be allowed to continue and that no formal action be taken on the matter of employing dependents of deceased faculty members.

Your Committee does recommend, however, that the President of the University, after consultation with the appropriate Dean or Department Chairman, write the widow of the deceased faculty member and offer her whatever University services are available.

Not all widows would be interested in such matters, but the University has an Employment Service and a number of vocational courses which might be of interest to those seeking employment.

Clyde L. Farrar, Chairman
Joe Keeley
Dora McFarland
R. E. Olson
Jim E. Reese
Dale Vliet
L. E. Winfrey

Senate Action

Professor Farrar, Chairman of the Committee on Faculty Personnel, presented the above report and moved the adoption of the recommendations therein. His motion was seconded and passed by the Senate.

DISTRIBUTION OF INFORMATION CONCERNING CHANGES
IN UNIVERSITY RULES AND REGULATIONS

As a result of various aspects of the Senate discussions, Professor Turkington made a motion to the effect that the appropriate committee of the Senate be charged with responsibility for investigating ways and means of distributing to all faculty members information concerning changes in University rules and regulations which are developed in the Senate and approved by the President. His motion was seconded and passed.

This matter was immediately referred to the Committee on Academic Standards for study and a report during next year.

ANNUAL REPORT OF THE

COMMITTEE ON UNIVERSITY LIBRARIES, 1955-56

The Committee on University Libraries met in October, November, December, January and May of the current academic year to discuss, advise, to recommend policy and approve or recommend action when deemed appropriate upon matters affecting the library system of the University of Oklahoma. The administration of the library and details of its operation were not the immediate concern of this Committee. Committee responsibilities center rather in educational and general policies of the library and therefore dealt principally with fiscal matters, and with policies regarding the development of the collection. Items of more general interest were:

I. Book Funds

- A. Book Funds, 1955-56. The allocations for 1955-56 remained substantially the same as 1954-55, except that additional emergency funds were received from the Administration for the following purposes:

\$5,000 for the DeGolyer Collection.

\$1,300 for the Law Library (Increasing the Law Book funds from \$7,700 to \$9,000)

\$580 to Chemistry, making the new total \$2,500

\$450 for Chemical Engineering, bringing the fund to \$750.

- B. Book Funds, 1956-57. The University Libraries received a substantial increase of \$10,170 in the book fund budget for 1955-56, making a total of \$110,000. The Committee deemed that the greatest need for a substantial increase over prior years is in the General Research Fund, and increased that allocation from \$10,000 to \$14,000. It is the opinion of the Committee that a substantial General Research Fund is vitally necessary to the growth and maintenance of a well balanced library. The fund is available for the purchase of necessary titles which are too expensive for the departments to acquire from their department book funds. In the past years the Committee has received meritorious requests from all departments totalling more than five times the available funds. It is the hope of the committee that within a few years the General Research fund may be increased to at least \$25,000. The remaining increase was divided among the departments evidencing the greatest need for additional funds. The increases

Committee on University Libraries Report -- continued

made possible by the emergency allocation in 1955 were continued, and other departments received increased allocations. The Committee was pleased with the budget for 1956-57, but the need for an even larger budget is still great, and the Committee expressed hope it may receive greater funds in coming years to build a library collection adequate for our University.

II. Library Personnel

No substantial changes were made in library personnel during the current year. A professional cataloger was added to take care of the DeGolyer collection, and a half-time clerical employee was added to acquisitions. Salaries were increased moderately on an individual basis.

III. New Addition to the Library Building

Funds for the construction of an addition to the Library Building were made available, and the Committee was requested to make recommendations concerning critical problems in the organization, service and function of the general library. It was the opinion of the Committee that the existing personnel of the Committee was not sufficient representation of the campus interests to undertake such an important function, and its Chairman was authorized to request the President to appoint a special planning committee to work with the present committee members. The request of the Chairman was approved by President Cross, and the following members were requested by the President to meet with the Committee: Henry R. Angelino, Eugene Bavinger, Ralph Eienfang, H. L. Chance, Gail B. de Stwolinski, Cortez A. M. Ewing, Stewart Harral, William H. Keown, Walter Kraft, Richard N. Kuhlman, J. Rud Nielson, Carl A. Oldroyd, J. Teague Self, C. M. Sliepcevich, C. E. Springer, and Mary Ann Warren.

The Committee also approved the recommendation that the University employ Mr. Keyes B. Metcalf, Librarian Emeritus of Harvard, as a library building consultant. The request was approved, and Mr. Metcalf made three trips to the campus and rendered invaluable service to the Committee and to Dr. McAnally.

The Planning Committee met on November 9, November 30, December 13, January 9 and February 24. On February 24, after conducting hearings, receiving statements of interested persons, and lengthy debate, it drafted its report and recommendations to the President, which is attached hereto.

On March 13, 1956, the President communicated his action to the Chairman. The letter is attached.

IV. Committee Membership

The following persons served during the year as members of the Committee:

William R. Bandy, Chairman	Ellen D. Kelly
Willis H. Bowen	Arthur McAnally, Ex Officio
Paul A. Brinker	E. L. Mortensen
James C. Colbert	A. M. Saunders
George G. Huffman	Leslie F. Smith

Committee on University Libraries Report -- continuedREPORT TO THE PRESIDENTOfficial Recommendations of the Committee

A motion made by Dr. Smith, seconded by Dr. Colbert was approved that the recommendations of the Committee be stated as follows and referred to the President:

The Advisory Committee on Library Planning has not yet finished its work, but does find it necessary to have decisions on which subjects should be served in the General Library Building, and which outside, so that planning may proceed. The Committee has given considerable attention to this question, and recommends that:

(1) The following subjects be served by branch libraries outside of the General Library Building, and the collections in these subjects limited to working collections of frequently used books which can be accommodated satisfactorily in their existing library quarters:

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|-----------------|----------------------|
| 1. Architecture | 5. Geology |
| 2. Biology | 6. Law |
| 3. Chemistry | 7. Physics |
| 4. Engineering | 8. University School |

(2) The Paul S. Carpenter Memorial Library in the Fine Arts be established by combining the present Art, Drama and Music Libraries in suitable quarters as central as possible, to the classrooms and offices in these subjects, preferably in Jacobson Hall.

(3) When the Chemistry Building is expanded next and more adequate library quarters are available in the Chemistry addition, the Chemistry and Pharmacy Libraries be combined. The Committee recognizes that conditions may have changed by then, but wishes to go on record as a statement of intention regarding the overall plan of library service.

(4) All other subjects be served in the expanded General Library Building. This means bringing in the Business Administration, Education-Psychology, Journalism and Lower Division Libraries, and the mathematics, manuscripts, geographic map and other such collections.

(5) No new branch libraries or special collections outside of the general library be established without the prior approval of the Committee on University Libraries and the President of the University.

Letter from President Cross

Professor William R. Bandy, Chairman
Committee on Library Planning
Faculty Exchange

Dear Professor Bandy:

The recommendations of the Committee on Library Planning, as passed on February 29, are approved as follows:

1. That branch libraries, consisting of working collections as defined by the Committee, be continued in Architecture, Biology, Chemistry, Engineering, Geology, Law, Physics, and the University School.

Letter from President Cross -- continued

2. That the present Art, Drama, and Music Libraries be combined into the Paul S. Carpenter Memorial Library in Fine Arts to be located in space provided by the Art Museum as soon as the space may be provided.

3. That the Chemistry and Pharmacy Libraries be combined when adequate quarters become available in the Chemistry Building addition.

4. That the Business Administration, Education-Psychology, Journalism, and Lower Division Libraries, and the Mathematics, Manuscripts, Geography Map, and other such collections will be brought into the General Library Building, and that these and all other subjects not specified in Paragraphs 1-3 above will be served in the General Library Building, after the expansion of that building is completed.

5. That no new branch libraries or special collections will be established outside the General Library Building without the express approval of the President, on recommendation of the Committee on University Libraries.

6. That the Committee on Library Planning be kept in being until the expansion of the General Library Building has been completed, so that it may handle any further questions that may arise concerning the planning of space-use in the building.

Will you please convey to the members of the Committee my thanks for the thought and effort they have given to their difficult assignment.

Sincerely yours,

George L. Cross
President

ADJOURNMENT

The University Senate adjourned at 5:25 p.m. The next regular meeting will be held on Monday, September 24, 1956, at 4:10 p.m. Material for the Agenda should be in the Office of the Secretary by Monday, September 17.

Gerald A. Porter, Secretary