

JOURNAL OF THE UNIVERSITY SENATE

Regular Session, October 28, 1957, 4:10 P.M.
Monnet Hall, Room 101

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

Present

Almquist, C. T.
Bandy, William R.
Bell, Robert E.
Benson, Oliver
Brinker, Paul A.
Brixey, John C.
Cass, Carl B.
Clark, Ralph W.
Coffman, Stanley K.
Colmore, John P.
Crites, Dennis M.
Dunham, Lowell
Elconin, Victor A.
Ezell, John S.
Fell, Ruth D.
Hall, Rufus G., Jr.
Harvey, Harriet
Heilman, Arthur W.

Present

Herbert, H. H.
Larsh, Howard W.
Livezey, William E.
McGrew, William C.
Morris, John W.
Nielsen, J. Rud
Plath, Earnest C.
Pool, Richard B.
Poston, Lawrence S., Jr.
Reese, Jim E.
Rice, Leslie H.
Riggs, Carl D.
Rupiper, Omer J.
Schultz, E. J.
Shuman, Ronald B.
Turkington, D. Barton
Warren, Mary A.
Wilcox, Stewart C.

Absent

Cross, George L.
Felton, Jean S.
Larsen, Earl G.
Mouck, Fred A.
Raines, John M.
Roller, Duane H.
Smith, William H.

APPROVAL OF THE MINUTES

The Journal of the University Senate for the regular meeting held on September 30, 1957, was approved.

SENATE ACTION APPROVED

On July 17, 1957, President Cross approved recommendations from the Senate relative to credit for military training and experience. The Senate recommendations were reported in the Journal of the University Senate for May 27, 1957.

On October 3, 1957, President Cross indicated his approval of the Senate recommendation that no reduction be made in tuition fees for faculty wives. This recommendation was reported in the Journal of the University Senate for May 27, 1957.

On October 3, 1957, President Cross approved recommendations relative to the self-study survey of the University. The Senate recommendations on this matter were presented in the Journal of the University Senate for May 27, 1957.

NEW SENATOR

The Faculty of the College of Engineering recently elected Fred A Mouck to replace William J. Lnenicka in the University Senate. Professor Mauck will serve the remainder of a three-year term, 1956-59.

NEW CHAIRMEN OF SENATE COMMITTEES

University Senate committees which have conducted organizational meetings and elected chairmen for the year 1957-58 are:

<u>Senate Committee</u>	<u>New Chairman</u>
Committee on Academic Standards	Dr. Ronald B. Shuman
Committee on University Organization, Budget, and Publications	Dr. Dennis M. Crites
Committee on Faculty Personnel	Dr. Paul A. Brinker
Committee on Courses and Curricula	Dr. Harriet Harvey

CHANGES IN SENATE COMMITTEE ASSIGNMENTS

Dean William E. Livezey recently requested that his committee assignment on Senate standing committees be changed from the Committee on Courses and Curricula to the Committee on University Organization, Budget, and Publications. The Committee on Committees, after study of the request, recommended that the change be permitted. Professor Fred A. Mouck, elected as Lnenicka's replacement, will replace Dean Livezey on the Committee on Courses and Curricula. At the meeting on October 28, 1957, the University Senate approved these changes.

PARKING ON CAMPUS

Letter from Vice President Swearingen

October 10, 1957

To: Gerald A. Porter
 From: Lloyd E. Swearingen
 Subject: Campus Parking and Traffic

During the past summer, the University's Institute of Community Development completed a Survey of Campus Traffic and Parking.

Based on this survey, the Institute and the University Architect's Office prepared for the President's Office, a "Recommended Automobile Traffic and Parking Policy and Plan for the University of Oklahoma."

Parking on Campus -- continued

This Policy and Plan was received by the President's Office and subsequently referred to the Council on Planning and Development.

The Council, endorsing a recommendation of an ad hoc group, has recommended that this Policy and Plan be referred to the University Senate, the Student Senate and the University Administration for study and comment during the fall semester, with the view of finalizing a policy and plan for implementation during the summer of 1958.

President Cross has approved the Council's action.

Two copies of the Institute's recommended "Policy and Plan" are attached for the appropriate Senate Committee's use.

LES:mke

Attachment

Senate Action

The Chairman of the Senate reminded the group that the Committee on Student and Public Relations was on September 30 assigned the task of studying certain elements of the problem of parking on campus.

Dr. Shuman moved that the matter of consideration of a "Recommended Automobile Traffic and Parking Policy and Plan for the University of Oklahoma" be referred to the Committee on Student and Public Relations for study along with its original assignment in connection with parking on campus. His motion was seconded and approved by the Senate.

SABBATICAL LEAVE ✓

Letter from Vice President McCarter

To: Jim E. Reese
From: Pete Kyle McCarter
Subject: Sabbatical Leave

October 10, 1957

Last May the University Senate recommended a revised policy concerning sabbatical leaves. The recommendation has been held without action because it raises a few new questions and leaves unanswered several other questions of policy that have come up in recent years.

Sabbatical Leave -- continued

The President has asked that the recommendation be returned with the following questions:

1. Do "one full year" and "one-half year" mean periods of twelve months and six months or periods of two semesters and one semester respectively? Can a sabbatical, or part of one, apply to Summer Session?
2. What is meant by "six years of service as teacher"? Does it include, for example, periods of leave of absence? Or semesters when a part-time teacher did no teaching? Does it apply to administrative people who teach part-time and irregularly?
3. Should the University grant a sabbatical for the purpose of pursuing work toward a graduate degree?
4. Should the University grant a sabbatical to a person who will receive a stipend for the same period from another institution or agency?
5. Should a person who accepts a temporary, or visiting, appointment in a foreign university be entitled to more consideration for a sabbatical than one who accepts such an appointment in a university in the United States?

In addition to these questions of clarification, there are questions of feasibility or desirability concerning the following:

1. The provision that the President shall each year announce to the Graduate College a specific number of research sabbaticals to be granted.
2. The changes in the terms of the bond.
3. The ability of the University to finance the plan. (Has the Senate examined the question of cost?)

Since so many questions rise from the recommended plan, the President has requested that it be returned to the Senate for further consideration.

PKMcC/lh

Senate Action

Professor Rice moved that the problems raised by President Cross relative to sabbatical leaves be referred to the Committee on Faculty Personnel for consideration and a report. His motion was seconded and approved by the Senate.

EVALUATION OF UNIVERSITY COMMITTEES ✓

Report of Committee on University Organization, Budget, and Publications

October, 1957

Last year the University Senate Committee on University Organization, Budget and Publications studied in some detail the completed questionnaires returned by University committee members. Our Committee is grateful to those who have submitted questionnaires, especially those containing suggestions in regard to committees involved. It appears to the Committee on University Organization, Budget and Publications that some committees, both University Standing Committees appointed by the President and committees elected by the University Senate, are too large and too numerous. The members of the committees themselves, as well as the Administration, may discuss to good advantage their objectives and functions and consider the optimum size and the frequency of their meetings. It appears that the committee system would be more popular if committees' functions were studied to determine if a committee should function as an active committee or as an advisory group. It may be possible that, in some instances, steps should be taken to avoid having some committees take on somewhat the appearance of a rubber stamp.

Mr. Lottinville of the University Press wrote, in part, "--the questionnaire reflects the feeling of a great many faculty and staff members that too much time -- their time -- is being taken up in committee work. They may be right. In my own case, I find that I spend no more than is necessary to get certain important things done. But as I look at my committee assignments, I realize more than ever that each of them is charged with a certain singleness of purpose." We are of the opinion that Mr. Lottinville very well expressed the general consensus of those who returned the questionnaire. One notable exception was the Committee on University Museum which met on November 5, 1956 and discussed the possible functions of the Museum Advisory Committee and reported that there seems to be no justification for the continuance of such a committee. We wish to offer our congratulations to the curatorial staff of the University of Oklahoma Museum and we recommend to other committees that they take similar action.

The results of the questionnaire indicate that it is possible -- even probably -- that some committees should be dropped. We suggest that at least some of these committees may be eliminated: Books Abroad Advisory Board; Committee on Serial Publications; Biological Station Committee; Engineering Physics Committee; De Golyer Library Purchases Committee; Committee on University Bulletins; and the Art Museum Committee.

Further recommendations of the Committee on University Organization, Budget and Publications are:

University Scholarships Committee -- It is recommended that the routine work of this committee be performed by an administrative officer, but that the committee be continued as a policy making body. Also, the faculty membership should be reduced to four. The present number of ex officio and student members should not be changed. This would make a committee of nine. The Bass Memorial Scholarship Fund, Danforth Foundation Scholarships, Rita Lottinville Prize for Women, and the Will Rogers Faculty and Scholarship Committees could be eliminated. The work they have been doing may be included in the functions of the more general scholarship committee. The terms of the grants are to be considered if consolidated.

Evaluation of University Committees -- continued

Student Conduct Committee -- Opinions differ as to the desirability of retaining this committee. This uncertainty is related to the question of whether the committee should be continued as a review or appeal board acting in disciplinary cases or whether it should be both a review board and a policy-making body. We recommend that this committee be abolished or if it is continued, that its functions be carefully examined.

Foreign Students Committee -- Since replies on the questionnaires indicate that this committee's functions are being performed in the Office of Student Affairs and the committee is not needed, it is recommended that this committee be abolished.

Committee on Public Lectures and Colloquia -- We recommend a review of this committee with the possibility of reducing the size and eliminating student members because they do not attend the meetings and it is doubtful that they could contribute much if they were present.

Committee on Libraries -- Two replies to the questionnaire by members of the Library Committee were to the effect that this committee may be, to some extent, a rubber stamp committee. It is recommended that the membership, objectives and functions of the Library Committee be carefully examined.

Pan American Committee -- Perhaps this committee could intergrate and cooperate its activities with the Foreign Student Program of the Office of Student Affairs. Also, the Senate should not be required to nominate members for this committee. We recommend that it should be abolished, but if this committee is continued, it is recommended that the Senate do not nominate its members.

Committee on Commencement -- It has been stated by a member of the Commencement Committee who has served well for many years that its membership should be drastically reduced -- to one man!

Admissions and Advanced Standing Committee -- This committee is charged with administering the all-University regulations relating to admissions and to suspension and reinstatement for scholastic reasons. However, no committee is charged with administering other all-University academic regulations. Therefore, it is recommended that the duties of this committee be expanded to include administering all general University academic regulations, including the all-University regulations relating to graduation, late enrollment, attendance and withdrawals. The committee should act as an appeal board to hear student petitions in regard to such regulations, but it should not have jurisdiction of the academic regulations of the several colleges.

Because of its expanded scope, it is recommended that the name of this committee be changed to the "Committee on University Academic Standards."

Also, it is recommended that this committee should consist of eight faculty members who are appointed for four-year terms, two being appointed each year. Five faculty members would constitute a quorum. The Dean of Admissions and Registrar and the Director of Admission should be ex officio members, serving as chairman and secretary, respectively. The composition of this committee should be limited to faculty members.

Evaluation of University Committees -- continued

Senate Committee on Courses and Curricula -- It is recommended that the Chairman of the Senate ask for a report of the activities of this committee and for the recommendations of the committee members regarding whether the committee should be discontinued effective during the next school year.

COMMITTEE ON UNIVERSITY ORGANIZATIONS,
BUDGET AND PUBLICATIONS

(as constituted in 1956-57)

J. Clayton Feaver
George B. Fraser
H. H. Herbert
Dennis Crites
William J. Lnenicka
Robert E. Bell
Ralph W. Clark, Chairman

Senate Action

Dean Clark, Chairman of the Committee on University Organization, Budget, and Publications in 1956-57, commented regarding the development of the foregoing report. Considerable discussion followed his comments.

Following a brief discussion of the work of the University Committee on Admissions and Advanced Standing and the presentation of a statement by Dean Fellows, Professor Bandy moved that the recommendations relative to the Admissions and Advanced Standing Committee (see page 6) be approved by the Senate and submitted to President Cross. His motion was seconded and passed by the Senate.

Dr. Reese then moved that the other committees involved in the foregoing report be notified that the University Senate is contemplating the development of recommendations that might lead to their being eliminated and that these committees be requested to prepare statements of their views relative to functions and need for said committees. His motion was seconded and approved by the Senate.

The Chairman of the University Senate immediately referred this matter to the Committee on University Organization, Budget, and Publications with a request that the Committee notify the University committees involved and continue its study of the total problem of committee evaluation.

DISTRIBUTION OF INFORMATION CONCERNING CHANGES IN
UNIVERSITY RULES AND REGULATIONSReport of Committee on Academic Standards

October 16, 1957

Dr. Gerald A. Porter, Secretary
University Senate

Dear Dr. Porter:

At the regular session of the University Senate of May 28, 1956, (see Journal, May 28, 1956, p.5), 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.

Professor Turkington's motion having been passed by the University Senate, the matter was immediately referred to the Chairman of the Senate to the Committee on Academic Standards for study and report during the ensuing year.

It would appear from the records of the Secretary of the Senate and the recollection of continuing members of the Committee on Academic Standards that no final report on this matter was made during the year 1956-57. Professor Turkington's motion was taken up for discussion by the Committee on Academic Standards at its meeting of today.

The Secretary of the Senate pointed out to the Committee membership that since the original motion was approved by the Senate, a modification in procedure with respect to publication concerning changes in University rules and regulations has gone into effect. In substance, when the Senate proposes a change in University rules and regulations, the proposal is passed to the President of the University in duplicate by the Secretary of the Senate. When the President has taken action on the proposal, he returns one of the copies to the Secretary of the Senate indicating his approval or disapproval in the matter. The Secretary of the Senate then enters the action in the next forthcoming issue of the Journal of the University Senate as a matter of record and information.

The Journal of the University Senate is mimeographed and distributed, following the holding of regular and special sessions, in the number of 750 copies. It is presumed that all members of the faculty are on the mailing list to receive the Journal.

The Committee on Academic Standards discussed the original motion of May 28, 1956, in the light of the information provided by Dr. Porter with respect to his provision for regularly publicizing changes in University rules and regulations. The membership of this Committee is of the opinion that the machinery just described provides adequate information concerning such changes and that no further action appears warranted at this time.

Sincerely yours,

Ronald B. Shuman, Chairman
Committee on Academic Standards

RBS/sar

Distribution of Information Concerning Changes in University Rules and Regulations
-- continued

Senate Action

Dr. Shuman, following a few comments on the foregoing report, moved that the total report of the Committee on Academic Standards be approved by the Senate. His motion was seconded and passed.

By this action, the University Senate indicated the belief that adequate information concerning changes is now being distributed and that no further action appears warranted at this time.

EARLIER GRADE REPORTS ✓

Report of the Committee on Academic Standards

October 16, 1957

Dr. Gerald A. Porter, Secretary
University Senate

Dear Dr. Porter:

Today at its first meeting, the Committee on Academic Standards of the University Senate took up the matter of earlier grade reports, which had been referred to the Committee for recommendation by the Chairman of the University Senate at the regular session of September 30, 1957. The Journal of the Senate for September 30, 1957, records the letter from Mr. Beckman's letter of June 5, 1957, was a copy of Student Senate resolution #1957-S-76.

Since both Mr. Beckman's letter of June 5 and the accompanying Student Senate Resolution were reproduced in the Journal, there appears no point in doing more than summarizing the issue. In substance, the Student Senate requested that the University Senate act to change the deadline for mid-term grades from 5:00 p.m. on the Monday of the ninth week to 5:00 p.m. on the Monday of the eighth week. This change has already been made for the fall term 1957-58; but the Student Senate recommended that the change be made permanent. The basis of the student recommendation was that moving up of the deadline for mid-term grades would give students an additional week in which to recognize their problems and endeavor to improve their grades.

The Committee on Academic Standards considered the request advanced by Mr. Beckman on behalf of the Student Senate and recommends approval of the proposal to the University Senate.

Sincerely yours,

Ronald B. Shuman, Chairman
Committee on Academic Standards

Earlier Grade Reports -- continued

Senate Action

Dr. Shuman moved that the University Senate approve the foregoing report of the Committee on Academic Standards and adopt the change in deadline for mid-term grade reports as presented in Student Senate Resolution No. 1957-S-76 (the Student Senate resolution was presented in the Journal of the Senate for September 30, 1957). Dr. Shuman's motion was seconded and passed by the Senate.

CHANGE IN CHRISTMAS HOLIDAYS ✓

Letter from President Cross

October 24, 1957

Professor Rufus Hall, Chairman
University Senate

Dear Professor Hall:

The recent discussion of this year's calendar, precipitated by the Student Senate Resolution of September 26 and the action of the University Senate of September 30, have brought to my attention the fact that the calendar calls for resuming classes on the morning of January 2.

This means that the University will be requiring students to return from their homes to Norman, nearly all of them by car, during the afternoon and evening of New Year's Day. I feel rather strongly that the University must not place itself in the position of forcing students to disregard the advice of state and national safety agencies to avoid the high ways on holidays.

I fully respect the University Senate's reasons for declining to approve the Resolution of the Student Senate. But I wonder whether the University Senate should not consider making such revision of its calendar policy as to prevent the resumption of classes on January 2 in this or any other year.

I shall be grateful if you will present this question to the Senate for its consideration at the October meeting.

Cordially yours,

George L. Cross
President

GLC/lh

cc: Professor Gerald Porter

Change in Christmas Hollidays -- continuedSenate Action

Dean Fellows commented on how the regulations are followed in the development of the University calendar. Considerable discussion followed. Professor McGrew moved that the dates of the Christmas Hollidays be changed so that the vacation will begin at 12:00 noon on Saturday, December 21, 1957 and end at 8:10 a.m., on Monday, January 6, 1958. His motion was seconded and passed by the Senate.

Dr. Shuman moved that the University Senate adopt a resolution that any students cutting classes either the day before or the day following a vacation period be considered to have double cuts. Motion failed for lack of a second.

Dr. Shuman then moved that the Chairman of the University Senate request the administration of the University for its views and attitude toward student attendance at classes particularly before and after vacations. This motion was seconded and passed by the Senate.

Dr. Wilcox moved that the University Senate adopt a change in policy No. 6 of "Policies Governing the Formulation of the University of Oklahoma Calendar."

Policy No. 6 now reads: "The 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.

Dr. Wilcox's motion was to the effect that Policy No. 6 read as follows: "The Christmas vacation shall generally 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 but no sooner than January 3.

The motion by Dr. Wilcox was seconded.

Before a vote could be taken, Dr. Wilcox offered a substitute motion to the effect that the matter be referred to the Committee on Academic Standards for study and a report. This motion was seconded but failed to pass.

Professor Turkington moved that the entire list of policies governing the formulation of the University of Oklahoma calendar be referred to an appropriate committee of the Senate for re-study. Motion failed for lack of a second.

At this point, the University Senate turned its attention to other matters. Near the end of the Senate meeting, Dr. Wilcox again made a motion to change Policy No. 6 in the calendar policies. His motion was to change Policy No. 6 to read as follows:

"The Christmas vacation shall generally 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 2.

This motion was seconded and approved by the Senate.

DEPARTMENTAL ADMINISTRATION

Explanatory Comment

Dr. Brixey raised for consideration by the University Senate certain questions concerning Section 5 under Departmental Administration on page 3 of the University of Oklahoma Faculty Handbook. He pointed up the problem that exists when the number of members of a department holding the rank of instructor exceed the number holding professorial ranks. Dr. Brixey suggested that it would perhaps be better for departmental administrative purposes to define the teaching staff of a department as consisting of those members with the rank of assistant professor or higher.

Senate Action

Following a brief discussion of this matter, Dr. Brixey moved that the appropriate committee of the Senate consider this problem. His motion was seconded and approved.

The Chairman of the Senate immediately referred the problem to the Committee on Teaching and Research.

OVERAGE CREDIT ✓

Explanatory Comment

In a communication to the Chairman of the University Senate on October 25, 1957, Vice President McCarter requested the Senate for clarification on the application of the University Senate's recommendation of February 25, 1957, concerning Overage Credit (this recommendation was approved by President Cross).

Senate Action

The Chairman of the University Senate read aloud the communication from Vice President McCarter. Considerable discussion of various aspects of the overage credit problem resulted in the Senate.

Dean Livezey moved that the entire question of overage credit and the recommendations concerning it as previously made by the Senate be referred to the appropriate committee for re-study and clarification. His motion was seconded and passed.

The Chairman of the University Senate immediately referred this problem to the Committee on Academic Standards, the committee which developed the original report.

NON-COMPULSORY R.O.T.C.

Letter from the President of the Student Senate

October 25, 1957

Dr. Rufus G. Hall, Chairman
University Senate

Dear Dr. Hall:

I am enclosing a copy of resolution number 1957-S-90, "A Resolution Recommending That The University Senate Consider A Non-Compulsory R.O.T.C. Program For The University of Oklahoma." This resolution was considered during the Student Senate meeting on October 24, and after considerable debate, was passed 18 to 12.

During the past few years, the question of whether or not R.O.T.C. should be offered on a compulsory basis has arisen, and until this time, the question has not been answered. Since the University Senate is now re-evaluating the amount of credit allowed for R.O.T.C. courses, this seems to be an ideal time to have the entire program evaluated towards the possible end of recommending to the Regents that R.O.T.C. be offered on a voluntary basis.

Several senators have spent a great deal of time during the past few weeks studying the R.O.T.C. program, and we realize that there are good arguments on both sides of this question. In light of all the facts presented, however, we feel that there is justification in our recommendation to consider a voluntary R.O.T.C. program. We hope that you share this position.

If I can help in any way, Dr. Hall, please contact me.

SB:jm

Sincerely yours,

Enclosure

Steve Beckman, President
Student Senate

cc: Dr. George L. Cross

Student Senate Resolution No. 1957-S-90

TITLE: A RESOLUTION RECOMMENDING THAT THE UNIVERSITY SENATE CONSIDER A NON-COMPULSORY R.O.T.C. PROGRAM FOR THE UNIVERSITY OF OKLAHOMA

Whereas: Every physically fit undergraduate male student enrolled in the University of Oklahoma not exempt by special regulation is required to take two years of R.O.T.C.; and

Whereas: Under a voluntary R.O.T.C. program, those students not wishing to earn a commission in the Armed Forces will be able to take additional courses required for their degree or of special interest to them; and

Non-Compulsory R.O.T.C. -- continued

- Whereas: Many of the students now required to take R.O.T.C. gain little from the program because of their negative attitude toward it; and
- Whereas: Those students who are interested in enrolling in R.O.T.C. will still have the opportunity to choose among the Air Force, Army, and Navy program; and
- Whereas: Only interested students will enroll in R.O.T.C., higher academic standards may be achieved in the classroom; and
- Whereas: The interest of these students will promote the "esprit de corps" and will result in more beneficial military training; and
- Whereas: There is great student interest in establishing R.O.T.C. on a voluntary basis at the University of Oklahoma; therefore be it

Resolved, That the Student Senate recommends that the University Senate consider a non-compulsory R.O.T.C. program for the University of Oklahoma, and be it further

Resolved, That the Student Senate Recommends that when and if a non-compulsory R.O.T.C. program is established, physical education not be required in lieu of R.O.T.C. training.

Submitted on motion by Dick McKnight

Motion seconded by Jared Hazelton

Passed the 24th day of October, 1957

Jewell Monroe, Secretary -- Steve Beckman, President

Senate Action

The Chairman of the University Senate called attention to the fact that a similar problem was referred to the Committee on Courses and Curricula at the September, 1957, meeting.

Dr. Larsh moved that the Student Senate Resolution No. 1957-S-90 also be referred to the Committee on Courses and Curricula. His motion was seconded and passed by the Senate.

CRITERIA FOR PROMOTION OF FACULTY MEMBERS ✓

Dr. Reese raised for discussion the matter of criteria for the promotion of faculty members. He then moved that the appropriate committee of the University Senate be requested to study the ten criteria for promotions and salary increases as presented on page 20 of the Faculty Handbook and that the committee make recommendations concerning them. His motion was seconded and passed.

The Chairman of the University Senate immediately referred this problem to the Committee on Faculty Personnel.

INCOMPLETE GRADES ✓

Dr. Wilcox raised for discussion certain problems relative to incomplete work in courses and the giving of "I" grades. He then moved that the appropriate committee consider the possibility of developing a resolution requesting the Office of Admissions and Records to notify instructors when "incompletes" have not been made up so that instructors may follow through with appropriate action.

His motion was seconded and passed. The Chairman of the Senate immediately referred this problem to the Committee on Faculty Personnel.

ADJOURNMENT

The University Senate adjourned at 5:53 p.m. The next regular meeting will be held on Monday, November 25, 1957, at 4:10 p.m. Material for the agenda should be in the Office of the Secretary by Friday, November 15.

Gerald A. Porter, Secretary

MEMORANDUM

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land parcels described herein.

The land parcels described herein are situated in the County of [County Name], State of [State Name].

DESCRIPTION

The land parcels described herein are situated in the County of [County Name], State of [State Name]. The parcels are described as follows:

[Illegible text]