

JOURNAL OF THE UNIVERSITY SENATE

Regular Session, November 25, 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.
Bell, Robert E.
Brinker, Paul A.
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.
Heilman, Arthur W.

Present

McGrew, William C.
Morris, John W.
Mouck, Fred A.
Nielsen, J. Rud
Plath, Ernest C.
Pool, Richard B.
Raines, John M.
Reese, Jim E.
Rice, Leslie H.
Riggs, Carl D.
Roller, Duane H.
Schultz, E. J.
Smith, William H.
Warren, Mary A.

Absent

Bandy, William R.
Benson, Oliver
Brikey, John C.
Cross, George L.
Felton, Jean S.
Harvey, Harriet
Herbert, H. H.
Larsen, Earl G.
Larsh, Howard W.
Livezey, William E.
Poston, Lawrence S., Jr.
Rupiper, Omer J.
Shuman, Ronald B.
Turkington, D. Barton
Wilcox, Stewart C.

APPROVAL OF THE MINUTES

The Journal of the University Senate for the regular meeting held on
October 28, 1957, was approved.

SENATE ACTION APPROVED

On November 5, President Cross approved the Senate recommendation relative
to changes in the name, membership, and functions of the University Admissions
and Advanced Standing Committee. The Senate recommendation was reported on Page 7
of the Journal of the Senate for October, 1957.

On October 30, President Cross approved the Senate recommendation that the
deadline for mid-term grades be 5:00 p.m., on Monday of the eighth week of each
semester. This Senate recommendation was reported on pages 9 and 10 of the Journal
of the University Senate for October, 1957.

On October 30, President Cross approved the Senate recommendation that the
dates of the current Christmas Holidays be changed. This Senate recommendation
was reported on Page 11 of the Journal of the University Senate for October, 1957.
Information concerning the change has also been reported in a faculty memorandum
distributed by Vice President McCarter.

Senate Action Approved -- continued

On October 30, President Cross approved the Senate recommendation relative to change in Policy No. 6 of the "Policies Governing the Formulation of the University of Oklahoma Calendar." This recommendation of the Senate appears at the bottom of Page 11 of the Journal of the University Senate for October, 1957.

CLASS ATTENDANCE ✓

Letter from Dean Fellows

October 31, 1957

Dr. Rufus Hall, Chairman
University Senate

Dear Dr. Hall:

In compliance with your request, I am herein submitting for your consideration certain problems relative to class attendance.

The present attendance regulations of the University are presented in the last catalog issue of the Bulletin (June 15, 1956) on pages 46 and 47. They are as follows:

"To pursue work with success in the University, a student should be present at each meeting of a class. If he is obliged to be absent on account of illness or any other unavoidable cause, he should report promptly to the instructor the reason for the absence. This report is for the instructor's information, it explains but does not remove the absence from the student's class record.

"Rules Governing Absences: Whenever an instructor thinks that absences are seriously affecting a student's class work, he shall report this fact to the Office of Admissions and Records where the information will be directed to the dean concerned. At any time during the semester, a student who fails to attend class regularly may be dropped from the University rolls, at the discretion of the dean of his college.

"A passing grade will be given in any course only if a student has attended at least eighty per cent of the scheduled class recitations and laboratory periods. If, however, there are acceptable reasons for absences in excess of twenty per cent of the scheduled class meetings, the instructor may give a student an E (condition) or an I (incomplete instead of failure. The student may then make up the work missed and receive a passing grade. A student is held responsible for work covered in a class, regardless of whether he has been present or absent."

As you note, the first paragraph is rather vague using the expression, "a student should be present at each meeting of the class." The second paragraph provides a method of reporting absences, and the last contains a directive that a passing grade cannot be given to a student who misses twenty-one per cent of the class meetings.

Class Attendance -- continued

The following observations are submitted for consideration:

1. The Office of Admissions and Records, after several years of experience with the present regulations, believes that the regulations cannot be enforced equitably throughout the University.
2. Many students and some faculty regard the "eighty-per-cent rule" as providing allowable "cuts". In some classes, announcements as to how many absences will be permitted are made at the first meeting of the class.
3. The present regulations make no provision for differentiation between freshmen students and candidates for professional and graduate degrees.
4. Many abuses of the attendance regulations are possible and do take place. Frequently a faculty member will turn in his final grade report on the "roster sheet" with a grade of I and at the same time turn in a special "blue card" report removing the I with a passing mark. When asked why, he reports that the student was not present eighty per cent of the class time.
5. No change in attendance regulations has been made since the present regulations were announced in the catalog issue of the Bulletin for 1930-31, yet the size and character of the institution have changed considerably.

I wish to recommend that the appropriate committee of the University Senate study this problem with the view of developing a more modern and workable attendance policy.

Respectfully submitted,

J. E. Follows
Dean of Admissions and Registrar

JEF:jp

Senate Action

Dr. Crites moved that the problems pertaining to class attendance be referred to the appropriate committee of the Senate. His motion was seconded and passed by the University Senate.

The Chairman of the University Senate immediately referred this matter to the Committee on Teaching and Research.

CHANGE IN COMMITTEE ASSIGNMENTS

Explanatory Comment

At the October meeting of the University Senate, certain problems relative to incomplete work and the giving of "I" grades were referred to the Committee on Faculty Personnel for study and a report.

On November 14, the Chairman of the Committee on Faculty Personnel wrote to the Chairman of the University Senate indicating that the members of the Committee believe that the problem does not come within their jurisdiction. It was also pointed up that another matter assigned to the Committee on Teaching and Research might better have been assigned to the Committee on Faculty Personnel. It should be noted that the assignments originally made by the Chairman of the Senate were made in an effort to provide equal work loads for the various committees of the Senate.

Senate Action

The Chairman of the University Senate commented relative to the committee assignments and pointed out that there are in existence no statements relative to the specific functions of the various committees of the Senate and that jurisdictional lines are not established.

Following a brief discussion, Dr. Brinker moved that the work assignments be rearranged as follows: Problems of departmental Administration (see page 12 of the October Journal) re-assigned to the Committee on Faculty Personnel -- Problems pertaining to incomplete grades (see page 15 of the October Journal) re-assigned to the Committee on Teaching and Research. His motion was seconded and approved by the University Senate.

"I" AND "S" GRADES ✓

Memorandum from Vice President McCarter

November 25, 1957

To: Professor Rufus Hall
 From: Pete Kyle McCarter
 Subject: "I" and "S" Grades

Upon recommendation of the Deans, President Cross requests that the University Senate study the problem of interpreting "I" and "S" grades in calculating averages. Dean Fellows will be glad to provide a Senate committee with details of the problem.

Senate Action

Dr. Reese moved that this matter be referred to the appropriate committee of the University Senate. His motion was seconded and approved.

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

COMMITTEE ON UNIVERSITY ACADEMIC STANDARDS

Explanatory Comment

On October 28, the University Senate approved recommendations relative to changes in the name, membership, and functions of the University Admissions and Advanced Standing Committee. On November 5, President Cross indicated his approval of the Senate recommendations.

The name of the Committee is now "Committee on University Academic Standards." Membership is changed from six to eight members.

Senate Action

Dr. Crites, in the absence of Dr. Harvey the Chairman of the Senate Committee on Committees, reported nominations for additions to the Committee on University Academic Standards. So that President Cross may appoint two additional members, the Committee on Committees submitted four names:

Lloyd Williams -- Education
Victor Elconin -- English

John Mertes -- Marketing
Rufus Hall -- Government

Dr. Crites moved that the Senate approve the nominations as indicated above. His motion was seconded and approved by the University Senate.

ADJOURNMENT

The University Senate adjourned at 4:35 p.m. The next regular meeting will be held on Monday, January 27, 1958, at 4:10 p.m. Material for the agenda should be in the Office of the Secretary of the Senate by Friday, January 17.

Gerald A. Porter, Secretary

The first part of the report deals with the general situation of the country and the progress of the work done during the year. It is followed by a detailed account of the various projects and the results obtained. The report concludes with a summary of the work done and the prospects for the future.

The second part of the report deals with the financial statement of the organization. It shows the income and expenditure for the year and the balance sheet at the end of the year. It also shows the assets and liabilities of the organization.

The third part of the report deals with the administrative matters of the organization. It shows the progress of the various departments and the work done by the staff. It also shows the results of the various committees and the work done by the members of the organization.