

JOURNAL OF THE UNIVERSITY SENATE

Special Session, December 8, 1958, 4:10 P. M.
Monnet Hall, Room 101

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

Present

Almquist, C. T. ✓
Artman, Jim P. ✓
Bandy, William R. ✓
Bell, Robert E. ✓
Bowen, Willis H. ✓
Brinker, Paul A. ✓
Brixey, John C. ✓
Coffman, Stanley K. ✓
Crites, Dennis M. ✓
Ewing, Cortez A. M. ✓
Ezell, John S. ✓
Fell, Ruth D. ✓
Hale, John M. ✓
Hall, Rufus G., Jr. ✓
Heilman, Arthur ✓
Howard, Robert A. ✓
Hoy, Harry E. ✓

Present

Keown, William H. ✓
Livezey, William E. ✓
Love, Tom J. ✓
Morris, John W. ✓
Mouck, Fred A. ✓
Peterson, Robert ✓
Pool, Richard B. ✓
Poston, Lawrence S., Jr. ✓
Raines, John ✓
Rice, Leslie H. ✓
Roller, Duane H. D. ✓
Rupiper, Omer ✓
Schultz, E. J. ✓
Sommers, E. Blanche ✓
Tongue, William R. ✓
Upchurch, Vernon ✓
Warren, Mary A. ✓

Absent

Cass, Carl B. ✓
Colmore, John P. ✓
Croft, Albert J. ✓
Cross, George L. ✓
Elconin, Victor ✓
Fite, Gilbert C. ✓
Larsen, Earl G. ✓
Smith, William H. ✓
Steanson, Edith ✓
Wilcox, Stewart ✓

POLICIES GOVERNING THE FORMULATION OF
THE UNIVERSITY OF OKLAHOMA CALENDAR

Explanatory Comment

On September 15, 1958, President Cross requested that the University Senate reconsider the policies governing the University Calendar and revise them with the purpose of eliminating difficulties encountered during this past year. On September 29, 1958, this matter was referred to the Committee on Academic Standards of the University Senate.

On November 24, 1958, the Committee on Academic Standards distributed a working draft of recommended revised policies and the matter was discussed to a limited extent. A motion was passed to the effect that a special meeting be held on December 8, 1958, to consider the policies further and to formulate recommendations to be submitted to President Cross.

Policies Governing the Formulation of the University of Oklahoma Calendar --
continued

Senate Action in Special Session

Dr. Brixey distributed to Senate members copies of a statement from the Committee on Academic Standards under the heading: "Recommended Policies Governing the Formulation of the University of Oklahoma Calendar." He pointed up the fact that the statement was a revision of the one presented on November 24 but that it was essentially the same. Dr. Brixey moved that the policies be approved by the Senate for submission to President Cross. His motion was seconded.

The Chairman of the University Senate then presented Mr. George Hazelrigg, Student Senate Vice-President, who made a brief statement regarding the views of members of the Student Senate relative to the policies governing formulation of the calendar.

Dr. Ewing then moved that the specific policies recommended by the Committee on Academic Standards be considered by the Senate individually and in sequence. His motion was seconded and approved. Consideration was given to each of the specific policies and several minor changes were made through motions to amend.

After all the of the individual policies were approved, the University Senate passed the original motion by Dr. Brixey thereby approving the policy statement in total.

The statement of policies to be submitted to President Cross is as follows:

Recommended Policies Governing the Formulation
of the University of Oklahoma Calendar

1. The academic year shall consist of two semesters, each containing 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. College of Law registration shall occur on Monday and Tuesday and classes will begin on Wednesday of the same week.
3. First semester classes shall begin on a Monday which occurs within the period of September 20-28.
4. The Thanksgiving holiday shall begin at 10 p.m. on the Wednesday before Thanksgiving and close at 8 a.m. on the Monday following Thanksgiving.
5. The Christmas vacation generally shall begin at least 4 days before December 25 and generally shall include at least 14 calendar days. Classes shall not be resumed prior to 8:00 a. m. on January 3.

Policies Governing the Formulation of the University of Oklahoma Calendar --
continued

6. There shall be approximately three weeks of classwork between the end of the Christmas vacation and the beginning of final examinations.
7. The first semester final examination period shall be scheduled for six consecutive days beginning on a Monday. Instructors shall report course grades not later than 4 days after each final examination.
8. All final examinations shall be given at the time scheduled during the final examination period. Departments giving uniform examinations shall make application to the Class Schedule Committee for a time for such examinations within the final examination period if possible.
9. The mid-year orientation period for incoming students shall occur during the final examination period.
10. Four days, beginning on Monday following the final examination period, shall be allowed for the second semester registration.
11. Commissioning exercises for ROTC candidates for commissions shall be held on the Wednesday during the second semester registration period.
12. Second semester classes shall begin on Friday following registration.
13. Spring vacation shall begin at 12 noon on the Saturday of the eighth week of second semester classes, and classes shall reconvene at 8:00 a.m. on the second Monday following the beginning of vacation.
14. The second semester final examination period shall be scheduled for six consecutive days beginning on Monday. Instructors shall report course grades not later than 4 days after each final examination.
15. Commencement exercises for degree candidates shall be held on the Sunday immediately following the final examination period. Commissioning exercises for ROTC candidates for commissions shall be held on the Wednesday following commencement.
16. The summer session shall consist of eight weeks of classes.
17. The summer session orientation period for incoming students shall be scheduled during the last two days of the second semester examination period.
18. Summer session registration shall be held on Tuesday and, if necessary, on Wednesday also immediately following commencement. Classes shall begin on the morning following the conclusion of the registration period.
19. July 4 shall be a holiday.
20. Summer final examinations shall be scheduled for two days with summer commencement on the following Sunday. Commissioning exercises for ROTC candidates for commissions shall be held on the Wednesday following commencement.

Policies Governing the Formulation of the University of Oklahoma Calendar --
continued

21. A committee consisting of the Editor of University Publications and the Dean of Admissions and Registrar shall be authorized to administer these policies and shall submit proposed calendars to the University Senate for approval at least 60 days before publication.
22. Any holidays not provided in these policies 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.

REVISION OF CALENDAR FOR SECOND SEMESTER, 1958-59

Explanatory Comment

Following the approving of policies governing calendar formulation, Dr. Brixey presented a comparative summary of calendar information for consideration by the University Senate.

Comparison of Calendars for 1958-59, Spring and Summer

<u>Events</u>	<u>Original Calendar</u>	<u>Revised Calendar</u>	<u>Suggested New Revision</u>
End Exams	31 January 59	24 January 59	24 January 59
Fr. Period	---	26-27 January	23-24 January
Registration	2 Feb. - 5 Feb.	28-31 January	26-29 January
Classes Begin	6 February	2 February	30 January
Spring Vacation	5 April - 12 April	29 March - 5 Apr.	29 March - 5 Apr.
Exams	30 May - June 6	28 May - 4 June	25 May - 30 May
Commencement	9 June	7 June	31 May
Summer Ses. Reg.	11 June - 12 June	9 June - 10 June	2 June - 3 June
Classes begin	15 June	11 June	4 June
Exams	7 Aug. - 8 Aug.	5 Aug. - 6 Aug.	30 July - 31 July
Commencement	11 August	9 August	2 August
Days of Classes:	96 Spring	92 Spring	92 Spring
	39 Summer	38 Summer	40 Summer

Revision of Calendar for Second Semester, 1958-59 -- continuedSenate Action

Dr. Brixey, Chairman of the Committee on Academic Standards, moved that the suggested new revision of the calendar for the Second Semester, 1958-59, as developed by his committee be approved for submission to President Cross. His motion was seconded and approved by the Senate.

REPORTING OF GRADES ~~XXXX~~Explanatory Comment

During recent years, the reporting of grades (especially D, E, and F grades) has influenced the formulation of the calendar. Time was required for obtaining grades so that advisement could be appropriately accomplished in a following semester. For purposes of expediting the development of the calendar, the committee on Academic Standards has been working also on the problem of reporting grades.

Report from the Committee on Academic Standards

REPORTING OF GRADES

- A. Inasmuch as the functioning of the streamlined calendar, which saves students, faculty, and university two weeks of time, depends so fundamentally upon the close cooperation of all members of the University faculty:
- (1) Since the official D, E, and F list in its present form is being abolished and commencement exercises are being conducted for degree candidates rather than for those who have qualified for degrees;
 - (2) Since the time allotted for the processing of mid-semester and final grades in the Admissions and Records Office is being drastically reduced in order to expedite the orderly functioning of University business;
 - (3) Since the responsibility for information upon his final course grades is being shifted to the individual student;
 - (4) Since advisers should have as much information concerning the academic status of their advisees as possible;
 - (5) And since the period for grading final examination papers is being extended from forty-eight hours to four full days, in order to provide the faculty with time to evaluate the examinations commensurate with the time and effort which the students have expended in writing them.
- B. Therefore, be it enacted that
- (1) Instructors shall report, as soon as possible, final student grades

Reporting of Grades -- continued

upon class rolls furnished by the Office of Admissions and Records, but in no case shall the report be made later than ninety-six hours after the close of the examination period in which the examination was written.

- (2) Instructors shall when reporting final examination grades also report all D, E, and F grades upon appropriate cards furnished by the Office of Admissions and Records and shall forward those cards immediately to the officer designated.
- (3) All instructors shall either post final grades immediately or shall make them immediately available to students by depositing a duplicate final-grade roll in the departmental office.

Committee on Academic Standards

Willis H. Bowen	John M. Raines
Cortez A. M. Ewing	Duane H. D. Roller
William H. Keown	John C. Brixey, Chr.
Earl G. Larsen	

Senate Action

Dr. Brixey moved that the report of the Committee on Academic Standards, relative to the reporting of grades, be approved by the University Senate. His motion was seconded and passed.

NOMINATIONS FOR UNIVERSITY COUNCIL ON INSTRUCTION

Explanatory Comment

Vice President McCarter recently requested that the University Senate submit the names of two persons, one of whom will be appointed to replace Professor Richard V. Andree on the Council on Instruction. Dr. Andree will be on leave of absence the second semester of the current year.

Senate Action

Dr. Heilman, Chairman of the Committee on Committees, indicated that his committee had reached the conclusion that the people nominated should be:

C. E. Springer, Mathematics	Cortez A. M. Ewing, Government
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The University Senate approved of these nominations.

ADJOURNMENT

The University Senate, meeting in special session, adjourned at 5:30 p.m.

Gerald A. Porter, Secretary