

JOURNAL OF THE FACULTY SENATE (Norman campus)  
The University of Oklahoma

Regular Session -- December 9, 1974 -- 3:30 p.m., Dale Hall, 218

The Faculty Senate was called to order by Dr. Martin C. Jischke, Chairman.

<u>Present:</u>	Baker, Marvin	Graves, Wm. H.	Prickett, Wilson B.
	Barefield, Paul	Huff, William	Reid, Wm. T.
	Bell, Digby B.	Huneke, Harold V.	Reynolds, Osborne
	Bethel, Audrey	Jischke, Martin C.	Scheffer, Walter F.
	Blair, Laura B.	Kendall, Jack L.	Shahan, Robert
	Braver, Gerald	Kondonassis, Alex	Shellabarger, Fred
	Buhite, Russell	Kraynak, Matthew	Sterling, K. E.
	Calvert, Floyd O.	Larson, Raymond D.	Streebin, Leale
	Cronenwett, Wm. T.	Lehrman, G. Philip	Tomberlin, Irma
	de Stwolinski, Gail	Letchworth, George	Unruh, Delbert L.
	Donnell, Ruth	Levinson, R. Saul	Uptegraft, Jo Ellen
	Duchon, Claude E.	Mouser, James W.	Wells, Richard S.
	Fife, James	Pollak, Betty	Whitecotton, Joseph
	Fowler, Richard G.		
	UOSA representatives:	Andersen, Mark	Collins, Mark
		Bake, Betsy	
<u>Absent:</u>	Estes, James E.	Marchand, Alan	Swank, David
	Ford, Robert A.	Schmitz, Francis J.	Tolliver, Lennie-Marie
	Henderson, Bob	Sutherland, Patrick	Tolson, Melvin B.
	Kidd, Gerald		
	UOSA representatives:	Ahmed, Zia	Parks, Ann

APPROVAL OF MINUTES

The Journal of the Faculty Senate for the regular session on November 11, 1974, was approved.

ACTIONS TAKEN BY PRESIDENT PAUL F. SHARP

Faculty Replacement - Budget Council: On October 17, 1974, President Paul F. Sharp approved the Senate election of Dr. Jack Kanak (Psychology) to the Budget Council for 1974-75. (See page 12 of the Faculty Senate Journal for October 14, 1974.)

Faculty Replacement - Faculty Appeals Board: On November 15, 1974, President Paul F. Sharp approved the election of Professor Ruth Donnell (University Libraries) to the Faculty Appeals Board for 1975-77. (See page 3 of the Faculty Senate Journal for November 11, 1974.)

Faculty Replacement - Equal Employment Opportunity Committee: On November 15, 1974, President Paul F. Sharp approved the election of Professor Jerry Muskrat (Law) to the Equal Employment Opportunity Committee for 1974-75. (See page 3 of the Faculty Senate Journal for November 11, 1974.)

Faculty Replacement - Academic Personnel Council: On November 15, 1974, President Paul F. Sharp approved the election of Dr. Earl Council (Electrical Engineering) to the Academic Personnel Council for 1974-76. (See page 3 of the Faculty Senate Journal for November 11, 1974.)

Faculty Representative - Task Force on Mass Transportation: On November 18, 1974, President Paul F. Sharp approved the election of Professor Antti Talvitie (CEES) to the proposed Task Force on Mass Transportation. (See pages 3 and 5 of the Senate Journal for November 11, 1974.)

Emeritus Rank: On November 13, 1974, President Paul F. Sharp approved the Senate recommendation for the granting of the single emeritus title upon retirement, "Professor Emeritus," as proposed by Provost I. Moyer Hunsberger. (See pages 7 and 8

of the Faculty Senate Journal for November 11, 1974.)

By way of clarification, President Paul F. Sharp in his memorandum of December 10, 1974, to the Senate Chairman indicated that there was no intention to remove distinguished titles when granting emeritus ranks. Accordingly, the recent action should be interpreted as leaving untouched the policy of retaining distinguished professor titles when the emeritus rank is granted.

Parking Violation Appeals Committee: On November 14, 1974, President Paul F. Sharp approved the election of faculty representatives to the Parking Violation Appeals Committee to serve staggered terms, 1974-75 and 1974-76. (See pages 5 and 6 of the Faculty Senate Journal for November 11, 1974.)

Parking Policy: On November 12, 1974, President Paul F. Sharp addressed the following letter to the Senate Chairman regarding the University parking policy:

"I have approved the recommendation adopted at the General Faculty Meeting on October 24, 1974, concerning the authorization statement appearing on the parking permit application for the payroll deduction of parking violation charges.

"I have given my approval in the same spirit that I assume that the action of the General Faculty was taken--namely that the faculty and staff prefers to be placed upon their honor with regard to paying traffic fines judged to be legitimate through the appropriate review processes. I can certainly understand this sentiment, and I concur.

"I also assume that the action by the General Faculty amounts to a response to my September 26 letter to you requesting the advice of the Faculty Senate regarding this policy. Consequently, we will apply the parking and traffic regulations of August 1974 and, when appropriate, follow the impounding procedures described in Sections 5 and 6 of those regulations. (A copy of those regulations is attached for easy reference.)

"With the cooperation of all, the gating of the parking lots, and where absolutely essential the impounding procedure, I trust that we shall be able to meet the demand placed upon us by faculty and staff that the improper use of parking to the detriment of faculty and staff who follow the parking rules and who are in need of an opportunity to park be prosecuted and eliminated."

#### IMPOUNDING PROCEDURE

- A. For the safety of the University Community the University reserves the right to impound a vehicle under the following conditions:
1. If the vehicle is parked blocking a crosswalk, building entrance, fire hydrant, or in other areas posted "No Parking At Any Time."
  2. If the vehicle is parked in such a way as to impede traffic flow, the operation of emergency equipment, or the making of essential repairs.
  3. If the vehicle is parked in a loading zone or service area without a loading permit.
  4. If faculty or staff tickets have not been adjudicated or charges paid within 10 working days. In this case, the vehicle may be ordered impounded by the Parking and Traffic Office.
  5. If the vehicle is ordered impounded by the Student Traffic Court for failure to respond to notice of violation.
  6. If unidentified vehicles have accumulated five tickets. In this case, the vehicles may be ordered impounded by the Parking Office. Impounded vehicles are held in the custody of the University Police Department, 2720 Monitor.

Before the vehicle will be released, the owner must present positive identification and the title papers, pay the towing and storage charges, have all required decals properly affixed to the vehicle, and either pay the charges assessed or seek adjudication of the citations and present the results of the adjudication or the request for docket date from Student Traffic Court.

(See pages 5 and 6 of the Senate Journal for November 11, 1974.)

Film Task Force: On November 4, 1974, Dr. Paul F. Sharp, President of the University, appointed a Film Task Force that includes Professors Paul Barefield, Carol B. Carey, Paul Ruggiers, and Joe Hobbs. In his letter to the task force members, President Sharp made the following comments:

"Because of the continuing and complex problems which arise in using University facilities for the showing of films by a variety of student film groups, I am appointing at the recommendation of Vice President Morris a task force to provide recommendations to Vice President Morris and me for a policy regarding:

- 1) Use of classroom facilities for showing commercial films.
- 2) Charges to students, faculty, staff, and others attending films and charges for use of rooms.
- 3) Guidelines for selection of films (what should or should not be permitted).
- 4) Provisions for screening films which might not meet the guidelines.
- 5) The establishment of any continuing University committee or other body dealing on a continuing basis with any of these matters.

"The Task Force will function as an ad hoc administrative advisory committee and will work closely with Vice President J. R. Morris. It has been discussed with both the President of the University of Oklahoma Student Association and the Chairman of the Faculty Senate."

#### ANNOUNCEMENT - AUOPE representatives to the Faculty Senate

The Association of University of Oklahoma Professional Employees has selected the following non-voting representatives to the Faculty Senate for 1974-75:

Kenneth Anderson	- Independent Study
Dan Guyer	- Goddard Health Center
Gregory Shinert	- Human Relations Department
Mary Stith	- University Press
Floyd Taylor	- Institutional Development Program
Joe Flowers	- Media Information

#### ANNOUNCEMENT - Attendance of Senate Chairman at Meetings of President's Staff and Deans' Council

Dr. Jischke, Senate Chairman, announced the receipt of an invitation of December 2, 1974, from President Paul F. Sharp to attend a meeting of the President's staff once each semester and at other times when deemed desirable. He also reported that on December 3, 1974, Provost I. Moyer Hunsberger had invited the Senate Chairman or his representative to attend at least one meeting of the Deans' Council each semester.

Dr. Jischke has accepted both invitations with great pleasure with the belief that both the University administration and the faculty can profit from such dialogues.

#### ANNOUNCEMENT - Presidential Approval of \$50,000 Allocation for Career Development Program

The Senate Chairman reported that a public announcement will be made shortly of President Paul F. Sharp's recent approval of a \$50,000 allocation to begin implementation of one phase of the Career Development Program as proposed by the Faculty Senate on November 22, 1973. (See pages 4 and 5 of the Senate Journal for November 22, 1973.) These funds will be used to stimulate faculty research and innovative teaching methods for research and teaching activities.

Dr. Jischke called attention of the Senate to the vital role played by Provost Hunsberger in this matter, as well as in the case of the invitations extended to the Senate Chairman to attend the meetings of the President's staff and the Deans' Council. These results attest to Provost Hunsberger's acting in the best interests of the faculty. Dr. Jischke added that he was very encouraged by these actions.

REPORT OF SENATE CHAIRMAN ON RECENT JOINT MEETING  
OF OU AND OSU EXECUTIVE COMMITTEES

The Senate Chairman reported that Professors Cronenwett, de Stwolinski, Jischke, Lis, and Prickett had attended the joint meeting of the Executive Committees of the Oklahoma University Faculty Senate and the Oklahoma State University Faculty Council, on November 20, 1974, in Stillwater, Oklahoma.

The mutually profitable business session covered the following topics:

- (a) Legislative Council's investigation of higher education
- (b) OSU faculty grievance procedures
- (c) Outside employment and extra compensation policy
- (d) Evaluation of teachers
- (e) Retirement programs (A recent OSU study indicated that any attempt to provide faculty option for withdrawing from the Oklahoma Teacher Retirement program would be almost impossible because action would be required by the Oklahoma legislature.)

ANNOUNCEMENT: Academic Program Council's Study of Alternate Methods  
of Teacher Evaluation

Dr. Martin C. Jischke, Senate Chairman, announced that the Senate Executive Committee had recently requested the Academic Program Council to study and develop alternate methods of teacher evaluation to complement the current procedures of student evaluation of teachers.

This action grew out of the dismay and the anxiety among faculty that student evaluations have become the sole and exclusive evaluation source. Furthermore, there is a growing anxiety among the faculty that the original purpose of teacher evaluation is being lost--to improve the quality of teaching on this campus and not necessarily to decide salary increases, promotions, and granting of tenure.

Dr. Jischke appealed to all faculty members interested in this matter to submit their thoughts and suggestions to the Academic Program Council as soon as possible. (Dr. Gerald Kidd, College of Education, is the current chairman of that Council.) The Council has been requested to submit its report for Senate consideration at the March 10, 1975, meeting of the Senate.

ELECTION: Ad hoc Committee on Faculty Grievance Procedures

Background Information: For several months, the Senate Executive Committee has been considering the establishment of specific faculty grievance procedures for dealing with matters outside the jurisdiction of the Faculty Appeals Board. Discussions at the recent joint meeting of the Oklahoma University and Oklahoma State University Executive Committees (see page 4 of this Journal) provided further insight and evidence for the desirability of Senate initiative in this regard. The Senate Committee on Committees was requested to submit to the Senate its nominations for an appropriate ad hoc Committee to study this question.

Senate Action: The Senate approved without dissent the recommendation of its Committee on Committees to elect the following ad hoc Committee to study the question and submit its recommendations to the Senate:

Ron Snell (History), Chairman  
Kathleen Harris (Music)  
Arnold Henderson (Architecture)  
Leon Leonard (AMNE and Science and Public Policy)  
Walter Mason (Affirmative Action Officer)

*Dorothy M. England*  
 Betty Pollak (Physics)  
 Mac Reynolds (Law)  
 Alfred Weinheimer (Chemistry)

Professor Mouser, a member of Subcommittee 5 of the Task Force on Personnel Policy, called attention to the fact that that subcommittee is currently considering academic freedom, benefits, working conditions, welfare, appeals, and grievances. (See pages 12 and 13 of the Senate Journal for October 14, 1974.) He urged that the newly elected ad hoc Committee coordinate its deliberations with the pertinent study by the Task Force Subcommittee 5. The Senate Chairman endorsed the suggestion made by Professor Mouser.

FACULTY REPRESENTATIVES: Search Committee for University Registrar

Background Information: On November 26, 1974, Provost I. M. Hunsberger requested Senate election of two faculty representatives to the Search Committee for the University Registrar. Dr. Hunsberger further recommended that faculty representatives be selected from faculty who either had some association with the Registrar's Office or were involved in student advisement.

Senate Action: In accepting the recommendation of its Committee on Committees, the Senate elected the following faculty representatives to the Search Committee:

Virginia Gillespie (HPER)  
 Don Patten (Mathematics)

FEMALE FACULTY REPRESENTATIVE: Subcommittee 2, Task Force on Personnel Policy

Background Information: Attention of the Senate Committee on Committees has been called recently to the fact that Subcommittee 2 (Task Force on Personnel Policy) lacks representation from the female faculty members.

Senate Action: The Senate approved the proposal of its Senate Committee on Committees that that Committee be authorized to submit directly to President Paul F. Sharp as soon as possible the name of a woman faculty member to serve on Subcommittee 2 that is currently studying term appointments, reappointments, and salary increases.

POLICY NO. 3.10 (Continuing Education and Public Service)

Background Information: On November 15, 1974, President Paul F. Sharp addressed the following letter to the Senate Chairman:

"I am very pleased to send the proposed policy together with Vice President White's November 12 memorandum concerning it to the Faculty Senate for the Senate's review of the policy and its advice concerning the policy.

"As Vice President White notes in his memorandum, the policy has undergone several redraftings, the first of which resulted from my request that the policy receive faculty review through reference to the faculty committees involved in Continuing Education and Public Service. Consequently, I will welcome the advice of the Senate concerning the proposed policy."

(For the complete text of Dr. White's memorandum and the proposed policy, see pages 5-9 of the Senate Agenda for the December 9, 1974, meeting.)

Senate Action: The Senate approved the recommendation of its Committee on Committees that the following Ad Hoc Committee be elected to review the above-mentioned Policy 3.10:

James Reese (Economics), Chairman - Advanced Programs  
 Cecil Lee (Art) - BLS  
 Robert Shahan (Philosophy) - BLS  
 Richard Wells (Political Science) - Advanced Programs  
 Sarah Crim (Home Economics) - other

PROGRESS REPORT: Senate Committee on Faculty Welfare

Professor Prickett, Chairman of the Senate standing Committee on Faculty Welfare, presented a progress report of the activities of that committee.

In response to requests from several faculty members, a subcommittee has been appointed to study the possibility of withdrawing from the Social Security System. The subcommittee has contacted the Metropolitan Life Insurance Co. for pertinent data. A report will subsequently be submitted to the Senate.

Conversations with counterparts at Oklahoma State University have revealed that they are considering a program of fringe benefits for part-time employees. As a member of the University Fringe Benefits Committee, Professor Prickett reported that only two out of 38 insurance firms contacted had submitted proposals for on-the-job injury coverage for part-time employees of the University. The University Legal Counsel has ruled that both proposals, however, were not according to specifications.

The University fringe benefits insurance program comes up for renewal next February. According to Professor Prickett, a better "insurance package" has been developed, including a separate revised proposal for on-the-job injury coverage for part-time employees. Specific proposals are being submitted to the President and the University Regents. This matter is being coordinated with the appropriate subcommittee of the Task Force on Personnel Policy.

POLICY ON OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION

Background Information: On April 9, 1973, the Senate proposed to President Paul F. Sharp several changes in the University policy on outside employment and extra compensation that had been announced by the University Regents on December 9, 1971. Dr. Sharp then appointed a Task Force to study the Senate recommendations.

On July 10, 1974, Dr. Sharp referred to the Senate the Task Force Report dated June 3, 1974. In accordance with a request from the Senate Chairman, the Senate Committee on Faculty Welfare on August 28, 1974, submitted its own reactions and recommendations regarding the Task Force Report. (For the complete text of the Task Force Report and the Senate Committee report, see pages 15-20 of the Senate Journal for September 9, 1974.)

The Senate discussion of this question continued at the October and November meetings of the Senate. (See pages 14-15 and 6-7 of the Senate Journals for October 14, 1974, and November 11, 1974, respectively.)

A further revision of the Senate recommendations was published on pages 4-5 of the Agenda for the December 9, 1974, Senate meeting. After the Agenda had been distributed, Dr. Richard Wells proposed the addition of the following sentence at the end of paragraph (7), page 5, of that Agenda: "The intent of the University's policy is to assure the responsible use of the faculty member's time; it is not the intent of the policy to limit remuneration, whether from within or outside the University."

Dr. Wells' proposed addition was distributed to Senate members in advance of the December 9, 1974, meeting.

Senate Action: The Senate first approved without dissent Dr. Wells' proposed addition to the published report. Then the Senate approved, also without dissent, Dr. Kraynak's motion to accept the amended report for submission to President Sharp. The full text of the amended Senate proposal follows:

-----  
 PROPOSED REVISION: POLICY ON OUTSIDE EMPLOYMENT AND EXTRA COMPENSATION  
 (as approved by the Faculty Senate, University of Oklahoma,  
 on December 9, 1974)

FACULTY

The missions of the University are teaching, research, and service. As professionals, University of Oklahoma faculty are individually and primarily responsible for arranging

their time among such academic functions as teaching assignments, research, service, continuing education, and consultation. Such arrangements will be subject to evaluation and approval by appropriate authorities as part of a faculty member's total professional activity during the year with reference to department, college, and University criteria for merit salary increases, tenure, and promotion.

The professional expertise of the University faculty is normally available to the state and its citizens for incidental and minor services without remuneration. When, however, the services desired from outside the University exceed a reasonable and mutually agreed limit, direct extra remuneration may be accepted, provided the extent of the involvement does not infringe on the consultant's regular University duties.

A person who accepts full-time employment in the University of Oklahoma assumes a primary professional obligation to the University. Any other employment or enterprise in which he engages for income must be understood to be definitely secondary to his University work, and, after consultation with those reviewing requests for outside employment and extra compensation, he must be willing to accept the judgment of the President and Regents as to whether he may engage in such employment and retain full-time employment on the University faculty or staff. In addition, the chairman should be informed and approve of arrangements which are made to dismiss classes or provide substitute teachers for them when the faculty members are to be absent from these duties.

All professional activities, whether within the University or without, whether for extra remuneration or for no remuneration of any kind, should contribute to the faculty member's professional growth or efficiency and to his teaching or scholarly competence.

POLICY: Subject to the above principles.

- (1) After prior arrangement, faculty members on nine-month contracts (whether on 9 or 12 payment options) may engage in professional activities for extra remuneration (from within the University or from outside sources or in any combination of the two) to a maximum of 25% of their nine-month full-time professional effort.
- (2) After prior arrangement, faculty members on eleven-month contracts may engage in professional activities for extra remuneration (from within the University or from outside sources or in any combination of the two) to a maximum of 25% of their eleven-month full-time professional effort. Faculty on eleven-month contracts may not receive extra compensation for teaching in Summer Session.
- (3) For faculty members on nine-month contracts, summer activities involving funds administered by or through the University will be formed by negotiation into an amended contract for a period up to twelve months and for assignments up to 1.0 full-time professional effort.
- (4) For faculty members on eleven-month contracts, activities during the twelfth month involving funds administered by or through the University will be formed by negotiation into an amended contract for a period up to twelve months and for assignments up to 1.0 full-time professional effort.
- (5) During any portion of the summer in which a faculty member is not on contract with the University, he may engage in outside employment without restriction.
- (6) Faculty members on amended full-time contracts during the summer months may engage in professional activities for extra remuneration (from within the University or from outside sources or in any combination of the two) up to a maximum of 25% of their full-time professional effort.
- (7) Within the University the time required for all extra compensation assignments during the entire year and for all professional assignments during the summer will be determined by those responsible for the various programs as an appropriate fraction of the faculty member's full-time professional effort. The question of level of remuneration for such assignments will be determined by the faculty member involved and those responsible for the program. The time required for all professional

activities for extra remuneration outside the University will be determined by the faculty member as an appropriate fraction of his full-time professional effort when approval for such activity is requested. The intent of the University policy is to assure the responsible use of the faculty member's time; it is not the intent of the policy to limit remuneration, whether from within or outside the University.

(8) Approval of outside employment is requested on a form "Application for Permission to Engage in Outside Employment" available from the Deans' Offices or the Office of Personnel Services. All activities performed inside the University for extra compensation must be arranged, as all in-load assignments are, with the agreement of the department chairman and dean. Such applications and arrangements must be resubmitted at the beginning of each contract year. Resubmission is the responsibility of the faculty member.

(9) Faculty should also be concerned to avoid possible conflict of interest with the University in all outside employment. Questions regarding potential conflict of interest should be addressed to the dean who may wish to consult the University's Legal Counsel.

(10) No faculty member may hold a split (joint) appointment which reflects more than a total of 1.0 full-time equivalent.

(11) The Regents look with disfavor upon any University employee's accepting either part-time or full-time employment in any political organization or in connection with the campaign of any candidate for public office.

#### STAFF

(12) The policy for faculty with eleven-month contracts shall apply to the University staff who are not classified personnel. With prior approval, such individuals may engage in professional activities for extra remuneration (within the University or from outside sources or in any combination of the two) to a maximum of 25% of their twelve-month full-time professional effort, but they may not receive extra compensation for teaching in Summer Session or for performing sponsored research.

(13) University staff who are not classified personnel may request approval of outside employment on a form, "Request for Permission to Engage in Outside Employment," available from the Office of Personnel Services. All activities performed inside the University for extra compensation must be arranged, as regular assignments are, with the agreement of the appropriate department head and vice-president.

(14) These regulations for both faculty and staff supersede the regulations on outside employment adopted by the Regents in 1931, 1948, 1958, and 1971.

#### STATE REGENTS' DIRECTIVE: Evaluation of Programs

Background Information: On November 4, 1974, the faculty of the College of Education approved the following resolution addressed to the Faculty Senate:

"That the faculty of the College of Education regards as highly inappropriate the recent request made of the Dean to qualitatively categorize the various programs of the College in the absence of the carefully developed evaluation of faculty and staff which should precede any such evaluative effort. Be it further resolved that the Faculty Senate of the University look into this matter in terms of its purposes and appropriateness."

Senate Action: Dr. Jischke presented a detailed account of events during the past few months. In reporting the above matter as an item of information, the Senate Chairman added that any formal action or discussion of this question would be welcomed later in the session under "New Business." The Senate adjourned, however, without further consideration of this matter.



## ADVISORY COMMITTEE: State Representative Mina Hibdon

Background Information: Earlier this fall, the Association of University of Oklahoma Professional Employees (AUOPE) requested the Senate Chairman to consider the election of two faculty representatives to serve on a proposed Advisory Committee that had been requested by Ms. Mina Hibdon, local Representative to the State Legislature. The Committee would concern itself with pertinent legislation and other matters of mutual interest. The Senate Chairman delayed bringing this matter to the attention of the Senate until the November elections had been completed. In his comments to the AUOPE, President Paul F. Sharp acknowledged dangers inherent in the existence of such a committee and urged that committee deliberations be coordinated closely with Vice President John Dean so as to avoid the problem of multiple input to Representative Hibdon. Both employee groups on this campus have already chosen their representatives.

Senate Action: During the ensuing discussion, faculty sentiment favored such a direct contact with the State Legislature, although there was also some feeling that the faculty could well establish its own advisory committee to work with both Senate and House members from this area to insure direct input of faculty ideas and recommendations. Senate consensus also favored sending an "observer" to the first meeting of the Committee with Representative Hibdon scheduled for Thursday noon, December 12.

Dr. Jischke added that he would send an observer to the meeting and also inform the AUOPE that the Faculty Senate in the meantime is considering the desirability of forming its own advisory committee to work with interested legislators in matters of interest of the faculty of this University. Pertinent Executive Committee recommendations will be presented to the Senate next semester.

ANNOUNCEMENT: Membership Drive - HEACO

Dr. Martin Jischke, Senate Chairman, called attention to his recent personal letter to all members of the faculty urging the faculty to join the Higher Education Alumni Council. In his opinion, HEACO is becoming increasingly more effective on the political scene and merits strong faculty support.

## ADJOURNMENT

The Faculty Senate adjourned at 4:30 p.m. The next regular meeting of the Senate will be held at 3:30 p.m., on Monday, January 13, 1975, in Room 218, Dale Hall.

Respectfully submitted,

Anthony S. Lis