

UNIVERSITY OF MINNESOTA
Graduate School

Minutes of the Executive Committee²⁵
Thursday, April 25, 1957, 2:30 P.M.
Johnston Hall 331

Present: Professors Beatty, Dawson (for Viasscher), Edwards, Lazan (for Fenton), Myers, Spratt, and Tselos; Deans T. C. Blegen, presiding, and J. G. Darley; and Miss Davis, secretary. Professor William McDonald of Classics on invitation to present Item I.

- I. Professor William McDonald described an exploratory study under way looking toward a plan of interuniversity cooperation for Ph.D. programs in the field of classical civilization. By drawing upon the resources of Minnesota, Iowa, and Wisconsin, doctoral programs could be given depth and breadth and candidates might also be offered some teaching experience. Faculty and offerings in fields other than classics would be utilized. The candidate would select one of the three universities as the institution from which he would take the degree but would spend a portion of his time at one or both of the others. "Transient" admission status would be given for those taking the Ph.D. at either of the other two schools, and there would be a similar simplification of admission procedures for our students going elsewhere.

Funds probably would be sought from a foundation to finance student fellowships, a visiting professor for each year, administration and travel, undergraduate instruction to release graduate faculty for graduate teaching during the year when the program is centered at a specific school, and library and teaching collections.

- II. Dean Blegen reported an increase of 100 Woodrow Wilson Fellowships for beginning graduate students in this national fellowship program, bringing the total for 1957-58 to 300. Ultimate support from the Ford Foundation of a total of 1,000 fellowships is assured. The new program will provide grants to the universities in accordance with the number of Woodrow Wilson Fellows that each university receives (the student selects his own graduate school), and three fourths of these grants will be used for final-year doctoral fellowships, the remainder in other ways to strengthen the institution's graduate program. For 1957-58, Minnesota is to have eight Woodrow Wilson Fellows.
- III. Currently, the stipend for 50 per cent-time assistants is \$1,593. In the Administrative Committee of the Senate, the Dean has urged an increase to \$1,750 or \$1,800. The Executive Committee favored an increase of a substantial amount in the compensation for teaching and research assistantships (and comparable appointments such as the administrative fellowships).

- IV. Dr. Darley reported that University Microfilms has informed us that its office no longer can assume the responsibility of checking for and correcting the many errors and discrepancies that occur in both theses and abstracts unless a fee higher than the present \$20 is charged. Having gone to the Regents recently for permission to lower the Ph.D. microfilm fee from \$35 to \$25, the Graduate School has been reluctant to request another change in the fee at this time and has elected for an experimental period of two years to continue the present rate; a memorandum has been prepared for each student, asking him to check very carefully both his thesis and his abstract before submitting them to the Graduate School for microfilming. The memorandum lists the most common types of errors, as reported by University Microfilms, Inc. (Sample of memorandum attached)
- V. Dr. Darley presented a report prepared by Mr. James Kruskopf, administrative fellow on the Graduate School staff, on the experimental Graduate Extension Engineering Program instituted in 1951, together with the recommendations of a special committee which has studied the problems involved. (Report attached)
- Voted unanimously to withdraw approval of the transfer of 18 quarter credits from the Extension Division for students in this engineering program and thus put transfer of evening courses for engineering Master's degrees on the same basis as transfer of all other Extension credits with the exception that for this area candidates under both Plan A and Plan B will be allowed to transfer a total of 9 quarter credits.
- VI. Voted unanimously to retain the "S" grade, with a request that the chairman report this position to the Senate Committee on Student Scholastic Standing with suitable comments on the advantages of the "S" grade.
- VII. Professor Beatty presented a preliminary report from the special committee studying the language requirements for the M.A. Copies of his report were distributed to members of the committee.
- VIII. Mr. Elegen and Mr. Darley presented several items of information, including a request that ways be found to encourage graduate work for county agricultural agents who are candidates for the Master's degree (referred to the Agricultural Group Committee); the current status of a plan to strengthen and coordinate the computing facilities of the University; the problem of making announcements of fellowships and possible grants available to graduate students and faculty; and current proposals for modifying the retirement regulations of the University.

A motion for adjournment was approved.

Respectfully submitted

Margaret L. Davis
Secretary

PLEASE CHECK YOUR THESES CAREFULLY FOR ERRORS BEFORE SUBMITTING COPIES TO THE GRADUATE
SCHOOL OFFICE

University Microfilms at Ann Arbor has notified the Graduate School that they no longer can assume responsibility for errors in thesis manuscripts before publishing them unless a fee higher than the present \$ 25.00 rate is charged.

To avoid this fee increase, we are asking each student to check very carefully his own manuscript for errors before submitting the copies in final bound form to the Graduate School Office. The following is a memorandum from University Microfilms which indicates the most common types of errors found by their staff in the checking of theses.

MEMORANDUM: Errors found in checking doctoral dissertations.

University Microfilms receives from participating institutions, on behalf of authors, three items. These are listed below, together with the types of errors generally found by those who check them.

1. The Abstract

- a. Variations in spelling or wording from the other two items:
 - (1) name of author
 - (2) title
 - (3) date of degree
- b. Illegibility of typescripts:
 - (1) mathematical or scientific formulae
 - (2) symbols, greek letters, etc.
- c. Incorrect pagination:
 - (1) pages out of order
 - (2) pages not numbered

2. The Dissertation

- a. Variations in spelling or wording (see 1.a)
- b. Incorrect pagination:
 - (1) pages out of order or lacking from typescript
 - (2) all pages not numbered (more serious than in the case of the abstract: usually pages not numbered consist of illustrative materials such as graphs, charts, etc.)
- c. Copyrighted materials quoted without permission:
 - (1) especially in education; candidates often insert entire copyrighted tests, etc., without ever having written to the copyrighted owner for permission.
 - (2) unless we are notified we have no assurance that permission has been secured for the microfilm publication of any copyrighted materials

3. The Agreement Form

- a. Variations in spelling or wording
- b. No indication of subject category of dissertation

UNIVERSITY OF MINNESOTA
Graduate School

Office of the Dean

May 24, 1957

To Members of the Executive Committee
of the Graduate School:

May I suggest that you substitute the enclosed version of the minutes of the Executive Committee meeting on April 26 for the earlier version and the correction sent out on May 17. However, please retain the supplementary documents that were attached to the earlier minutes. As you will note, the item on the "S" grade was omitted in the earlier version and has now been inserted in its proper place.

I may add that I have presented to Mr. Page of the Senate Committee on Student Scholastic Standing our action on the "S" grade with an explanation of the stand we are taking.

Sincerely yours,

Theodore C. Elegen
Dean

TCB/U

May 17, 1957

Professor N. R. Amundson
Professor John Alkman
Professor Richard C. Jordan
Professor W. G. Shepherd
Professor L. G. Straub
Professor S. E. Warchawski
Professor John Williams

Gentlemen:

For several years, on a trial basis, the Graduate School and the Extension Division have maintained a plan under which 18 credits of graduate study could be completed in the Extension Division and transferred to the Master of Science degree program in specified engineering programs. Announcements of this plan have appeared in Graduate School bulletins and in the publicity of the Extension Division.

At a meeting of the Executive Committee of the Graduate School held on April 26, 1957, this program was disestablished upon recommendation of a special committee of the graduate faculty. For your information at this time, and for the information of your colleagues, I enclose a copy of Dean Hlegen's letter of April 29 to Dean Hulte documenting the action of the Executive Committee. Will you be kind enough to see that this information is disseminated to graduate faculty members in your area?

Yours cordially,

JGD:EB
Enclosure

John G. Burley
Associate Dean and
Professor of Psychology

Dean Huntington Miller
Nicholson Hall 54

Dear Dean Miller:

Dean Elegen has asked me to reply to your letter of May 15 asking for a clearer interpretation of our action regarding the extension engineering program at the graduate level.

I shall try to give explicit answers to your questions.

It was the intent of the Executive Committee that graduate students who might ultimately seek a degree in the fields within the Institute of Technology should be able to petition for the transfer of a maximum of nine quarter credits toward either Plan A or Plan B. You are correct in this assumption and in the further qualification that courses offered in the Extension Division under this ruling must have received the prior approval of the instructor and of the content by the appropriate Graduate School committee.

It is equally obvious that the Executive Committee did not intend its ruling to be retroactive and to work toward the disadvantage of students who had entered this program in good faith. Consequently, the proper interpretation is that given by Dean Elegen's letter to Dean Holte of April 29, which reads "for students presently admitted to the Graduate School and contemplating further course work, we shall of course honor their programs so long as is necessary."

Specifically, we interpret this quotation to mean that no new students will be admitted to this program on or after September 1957, and that the physics sequence, 101A-103A-105A, may be offered during 1957-58 for those students who have been admitted to the program prior to September 1957.

Yours sincerely,

JGD:EB

cc: Dean J. M. Holte
Dr. W. G. Shepherd

John G. Darley
Associate Dean and
Professor of Psychology

April 29, 1957

Dean J. H. Holte
153 Johnson Hall
University of Minnesota

Dear Dean Holte:

You will recall that during the academic year 1955-56 we entered upon an experimental program of graduate work at the extension level in selected engineering fields. Under this program, individuals who had been properly admitted to the Graduate School would be entitled to complete by extension a maximum of eighteen credits of graduate study, which might later be transferred to their day school program for the Master of Science degree, under Plan A.

At the time the program began, cooperative arrangements were set up with your office, with our office, with the Institute of Technology, and with the Physics Department of the College of Science, Literature, and the Arts, for the management of students, the selection of instructors, and the maintenance of records.

I enclose now for your information a report prepared in my office on the progress of students admitted under our cooperative plan. I enclose also a letter from Professor W. G. Shepherd, who served as chairman of a special review committee, under the aegis of our Physical Science Group Committee. As you will see from these two documents, the program has not attained the success we all desired for it.

As a consequence, the Executive Committee of the Graduate School voted at a meeting on April 25, 1957, to abandon the experiment of allowing the transfer of a maximum of eighteen credits in the selected engineering fields for extension work taken in physics, mathematics, and the other units offered. In addition, the Committee voted to allow the transfer of nine extension credits toward either the Plan A or Plan B Master's degree, rather than to the Plan B degree only, as has been true in the past.

The net effect of this change is to return to our earlier set of regulations regarding the transfer to graduate programs of work taken in the Extension Division, with the additional privilege of three more credits allowable toward Plan A degrees.

Dr. Shepherd's letter, in its phrasing of specific recommendations, indicates no desire to invade your area of responsibility with respect to the determination of course offerings that may meet community needs. If, however, such courses are ultimately to be transferable to Graduate School programs, our approval of the teaching faculty will be required, as has been true in the past.

In the light of these actions, we shall drop the description of this program from our Bulletin, and I assume you will instruct your staff to discontinue

publicity for it also. I suggest that the program be discontinued on and after September, 1957. For students presently admitted to the Graduate School and contemplating further course work, we shall of course honor their programs so long as is necessary.

Sincerely,

TCE:as

Cc:

Dean Athelstan Spilhaus
Professor William G. Shepherd

Theodore C. Hagen
Dean

UNIVERSITY OF MINNESOTA
UNIVERSITY EXTENSION SERVICE
MINNEAPOLIS 14

GENERAL EXTENSION DIVISION

May 15, 1957

Mr. Theodore C. Blegen
Dean, Graduate School
Johnston Hall 321

Dear Dean Blegen:

Dean Nolte has passed on to me your letter of April 29th with attachments with regard to the graduate engineering extension program which has been in operation during the past few years. Obviously, the Physical Science Group Committee and the Executive Committee of the Graduate School are best qualified to determine the academic success, or lack of success, of the program in the terms of Graduate School standards required for a Master's degree in engineering. We shall, of course, abide by the decisions which have been made and will eliminate the formal graduate engineering program from our offerings and announcements in the Extension Bulletin for 1957-58.

I am especially pleased to note the second and third conclusions of Dr. Shepherd's special review committee with regard to the program. We feel that there is very good indication of a firm and steady need for advanced courses in mathematics and physics at the 100 and above course number level. We shall endeavor to continue our offerings of evening classes in these areas and at this level and under the usual Graduate School provisions: i.e., that such courses shall be offered for graduate credit only with the approval of the Graduate School and under the instruction of a member of the Graduate School faculty or an instructor approved for graduate instruction in the particular course concerned.

I also note that your Executive Committee has approved the allowance of the transfer of 9 credits taken through extension work toward either Plan A or Plan B of the Master's degree. It is my understanding that these 9 credits would be acceptable in any field in which a degree is offered in the Institute of Technology provided, of course, that the Extension Division is able to have sufficient courses approved and staffed at the proper level. Am I correct in this assumption?

I believe there is a need for clarification on one more point which is involved in your letter of April 29th to Dr. Shepherd and your letter of the same date to Dean Nolte. In the letter to Dr. Shepherd, you make the following statement: "By a unanimous vote, the Executive Committee concurred in the recommendations that this program be disestablished. So that this action will not adversely affect people who have entered it in good faith to date, we are ruling that no additional students will be permitted to complete the eighteen credits for possible transfer to a day-school program of graduate studies on or after September 1957." while in the letter to Dean Nolte you wrote: "I suggest that the program be disestablished on and after September, 1957. For students presently admitted to the Graduate School and contemplating further course work, we shall of course honor their programs so long as is necessary." As I am sure you know, the end of the academic year 1956-57 finds MS

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Reno
Physics

Dean Theodore C. Blegen

May 15, 1957

half way through the latest of our two-year cycles in the graduate engineering program. In other words, we have a group of students who have completed 9 credits in Calculus 150-152-153. The second half of their program as offered before this would involve a further year of registration for 9 credits in Physics 101A-103A-105A for a possible total of 18 credits transferable towards the Master's degree. If we take the wording used in your letter to Dr. Shepherd, these students would not be allowed to complete the remaining 9 credits on the old graduate extension program basis, whereas it would appear from your letter to Dean Nolte that the additional 9 credits would be honored for students who had been specifically enrolled under the provisions of the program during 1946-57 or previously, providing they had not already taken the Physics sequence. I hope that the latter interpretation is the correct one, since I do feel that the University made a pretty definite commitment to these students that the full program would be available to these students at the time they were admitted to the Graduate School and registered for the first courses of the program.

I would appreciate very much hearing from you with regard to the two or three questions I have raised above, as we are anxious to know definitely how to proceed in making the announcements for the coming year.

Sincerely,

Huntington Miller
Assistant Dean

HM:eb

Copies to: Dr. W. G. Shepherd
Dean Nolte

*accept no new students this fall
 complete Physics cycle only for those now registered
 no student of previous years
 check on us in State in student record
 all in the summer of 1957. In summer
 for 1957-58. For 1957-58.*

April 25, 1957

Professor W. G. Shepherd
137 Electrical Engineering
University of Minnesota

Dear Professor Shepherd:

At its meeting of April 25, 1957, the Executive Committee of the Graduate School reviewed the report prepared by you and your colleagues on the extension engineering graduate program.

By a unanimous vote, the Executive Committee concurred in the recommendation that this program be discontinued. So that this action will not adversely affect people who have entered it in good faith to date, we are ruling that no additional students will be permitted to complete the eighteen credits for possible transfer to a day-school program of graduate studies on or after September 1957.

The Executive Committee also approved your recommendation that a maximum of 9 quarter credits be accepted on transfer from the Extension Division, to apply either toward a Plan A or a Plan B Master's degree. Thus, for the engineering and technical personnel employed in our local companies, the way is now clear to make a substantial start toward an advanced degree by night work, prior to their entry to regular day school programs when released time from their companies.

Will you and your colleagues accept the thanks of the Graduate School and the Executive Committee for your careful review of all the problems involved in this important project?

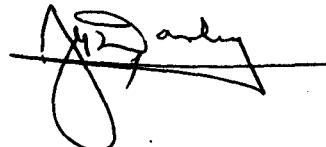
Sincerely yours,

Theodore G. Morgan
Dean

TGM:ms

cc: E. E. Hartig
E. G. Jordan
A. G. C. Har
S. E. Kurohanski
J. E. Williams
J. E. Hite

UNIVERSITY OF MINNESOTA
Graduate School



January 24, 1957

Memorandum to: John G. Darley, Associate Dean
From: James Kruskopf, Administrative Fellow
Subject: Graduate Extension Engineering Program.

1. A total of 178 students admitted to the Graduate School have registered for one or more courses in the Extension Engineering program since its inception spring quarter, 1951, through spring quarter, 1956. This figure includes 112 (62.9%) who registered for program courses only, and 66 (37.1%) who registered in regular Graduate School courses prior to, concurrently with, or after extension courses. An additional sixteen students registered for one or more extension courses without admission to the Graduate School as follows: 10 had no data in this office, 3 were rejected, 2 were referred to adult special status, and on 1 no final action was taken on his application.
2. At least 10 additional students were admitted by formal action, but never registered.
3. Of the 178 students admitted, 81 (45.5%) were in the field of Electrical Engineering, 47 (26.4%) in Mechanical Engineering, 23 (12.9%) in Chemical Engineering, 7 (3.9%) in Physics, 5 (2.8%) in Civil Engineering, 4 (2.3%) in Industrial Engineering, 3 (1.7%) in Mathematics, 3 (1.7%) in Mathematics and Mechanics, 2 (1.1%) in Aeronautical Engineering, 2 (1.1%) in Physical Chemistry, and 1 (.6%) in Agricultural Engineering. (See Table I)
4. Of the 178 students admitted, 100 (56.2%) were admitted unconditionally, 65 (36.5%) on probation, and 13 (7.3%) conditionally (prerequisites). It should be noted that only in Electrical Engineering was the conditional admission term employed, and it usually referred to prerequisite courses. (See Table I)
5. Of the 178 admitted, 26 (14.61%) cancelled, dropped, took incompletes or received a grade of Z. These individuals have no grades of A, B, C, D, F.
6. Of the 152 students receiving grades in Extension courses, 98 were admitted unconditionally or conditionally, and 54 on probation. Of the 98 students admitted unconditionally or conditionally, 14 (14.29%) completed 18 credits with a mean honor-point ratio of 2.36; 12 (12.24%) completed 15 credits with a mean HPR of 2.32; 9 (9.18%) completed 12 credits with a mean HPR of 1.81; 18 (18.37%) completed 9 credits with a mean HPR of 2.37; 17 (17.35%)

*discussed,
1950-51*

completed 6 credits with a mean HPR of 2.06; 28 (28.57%) completed 3 credits with a mean HPR of 1.79. The mean of all credits for those admitted unconditionally or conditionally was 9.06. The mean HPR for those 98 students was 2.09. (See Table II)

7. Of the 54 admitted on probation, 1 (1.85%) completed 24 credits with a mean HPR of 1.92; none completed 21 credits; 7 (12.96%) completed 18 credits with a mean HPR of 1.93; 8 (14.82%) completed 15 credits with a mean HPR of 1.65; 2 (3.70%) completed 12 credits with a mean HPR of 1.75; 9 (16.67%) completed 9 credits with a mean HPR of 1.78; 11 (20.37%) completed 6 credits with a mean HPR of 1.18; 16 (29.63%) completed 3 credits with a mean HPR of 1.19. The mean of all credits for those admitted on probation was 9.06. The mean HPR for these 54 students was 1.48. (See Table II)
8. The average number of credits for those admitted unconditionally or conditionally and those admitted on probation was the same, namely, 9.06. In addition, Table II indicates that approximately one half of both groups took 6 credits or less and that approximately two thirds of both groups took 9 credits or less.
9. The mean HPR for those admitted unconditionally or conditionally and those admitted on probation was 2.09 and 1.48, respectively, indicating that the unconditional and conditional group earned a B average and the probationary group earned a shade less than a C+ average. Table II indicates that the unconditional and conditional group did consistently better work than the probation group on each of the credit levels. The mean HPR for all 152 students earning grades in extension courses was 1.87.

The Graduate Faculty News Letter of November 22, 1950, page 10, Table II, contained an analysis of Master's degrees granted in 1948-49 for the Physical Sciences as follows:

	<u>Number</u>	<u>No. of Major Credits</u>	<u>No. of Minor Credits</u>	<u>HPR Weighted by major and minor fields</u>
Plan A	65	24.0	10.9	2.31
Plan B	83	27.5	21.2	2.43

10. Of the 178 students admitted to the Graduate School, 6 (3.37%) had received the M.S. degree by the close of the spring quarter, 1956. Table III indicates that of the 6, 3 were granted the M.S. degree in Mechanical Engineering and 1 each in Civil, Electrical, and Industrial Engineering. Of the 6, 4 took Master's degrees under Plan B and 2 under Plan A. (The Graduate Extension Engineering program was set up to offer degrees under Plan A only). Of the 6, 5 were admitted unconditionally and 1 on probation.

The number of extension credits completed by the 6, ranges from 3 to 18, with 3 students taking 15 or more. The extension HPRs

range from .50 to 3.00 with a mean HPR of 2.17. Of the 6, 3 registered in day school after taking some Graduate Extension Engineering work, 2 were registered in day school prior to extension work, and 1 registered first concurrently in extension and day school and then in day school only. (See Table III)

It should be noted that the 2 students who registered in the day school prior to work in extension repeated courses previously taken unsatisfactorily in day school. One student received 3 credits of D in day school, repeated the course in Extension and received 3 credits of A. The second student received 3 credits of D in day school and 3 credits of B by repeating the course in extension. The latter also substituted 3 credits of A earned in Extension for 3 credits of F received in the day school.

11. The Graduate School was unable to determine the major adviser for 47 students registered in the Graduate Extension program. In addition, this office lacks one or more graduate study programs for 103 students who registered for courses in this program.

Seven students who were working toward the Ph.D. degree registered for courses in the Graduate Extension Engineering program.

Table I. Number and Percentage Distribution by Major Field and by Admission Status (Unconditional, Conditional, and Probation) of the 178 Graduate Students Registered in the Graduate Extension Engineering Program from Spring Quarter, 1951, through Spring Quarter, 1956.

Major Field	<u>Unconditional</u> No.	<u>Conditional</u> No.	<u>Probation</u> No.	<u>Total</u> No.	%
Aeronautical Engineering	2	-	-	2	1.1
Agricultural "	1	-	-	1	.6
Chemical "	16	-	7	23	12.9
Civil "	3	-	2	5	2.8
Electrical "	41	13	27	81	45.5
Industrial "	3	-	1	4	2.3
Mathematics	2	-	1	3	1.7
Mathematics & Mechanics	2	-	1	3	1.7
Mechanical Engineering	26	-	21	47	26.4
Physical Chemistry	1	-	1	2	1.1
Physics	3	-	4	7	3.9
Totals	100 (56.2%)	13 (7.3%)	65 (36.5%)	178	100.0

Table II. Credits Carried and Mean H.P.R.'s for Those Extension Students Admitted Unconditionally, Conditionally, and Those Admitted on Probation.

No. of Credits Taken in Extension	Unconditional and Conditional				Probation				Total			
	No. of Students	%	Cum. %	Average Extension H.P.R.	No. of Students	%	Cum. %	Average Extension H.P.R.	No. of Students	%	Cum. %	Average Extension H.P.R.
24	-	-	-	-	1	1.85	100.00	1.92	1	.66	100.00	1.92
21	-	-	-	-	-	-	-	-	-	-	-	-
18	14	14.29	100.00	2.36	7	12.96	98.15	1.93	21	13.81	99.34	2.21
15	12	12.24	85.71	2.32	8	14.82	85.19	1.65	20	13.16	85.53	2.05
12	9	9.18	73.47	1.81	2	3.70	70.37	1.75	11	7.24	72.37	1.80
9	18	18.37	64.29	2.37	9	16.67	66.67	1.78	27	17.76	65.13	2.17
6	17	17.35	45.92	2.06	11	20.37	50.00	1.18	28	18.42	47.37	1.71
3	28	28.57	28.57	1.79	16	29.63	29.63	1.19	44	28.95	28.95	1.57
Totals	98	100.00		2.09	54	100.00		1.48	152	100.00		1.87

Note: H.P.R.'s calculated by assigning x values as follows: A = 3; B = 2; C = 1; D and F = 0. The denominator includes credits of D and F grades.

The average number of credits for the unconditional and conditional groups was 9.06. The average number of credits for the probation group was 9.06.

Table III. An Analysis of the Six Students Who Earned Graduate Degrees

Name	Degree, date rec'd., field	Plan A or B	Admission status	No. of Extension credits	Extension H.P.R.	Registered in Day School prior, concurrently, after*
Acker, William F.	MS in EE 6-11-55	A	Uncond.	18	3.00	Concurrent After
Christensen, Elmer M.	MS in ME 7-15-54	B	Uncond.	3	3.00	Prior
Goms, Richard H.	MS in ME 6-9-56	B	Probation	15	2.00	After
Johnson, Robert Alan	MS in CE 6-14-52	B	Uncond.	6	2.50	Prior
Tissol, Arthur E.	MS in Indus. E 8-19-54	B	Uncond.	6	0.50	After
Upton, James E.	MS in ME 6-9-56	A	Uncond.	15	2.00	After

*This column shows the sequence in which the student took his day school work in relation to his extension courses.

UNIVERSITY OF MINNESOTA
INSTITUTE OF TECHNOLOGY
MINNEAPOLIS 14

DEPARTMENT OF ELECTRICAL ENGINEERING

15 April 1957

*put on agenda for
Exec. Committee meeting
April 24 or April 25*

Dean Theodore C. Blegen
Graduate School

Dear Dean Blegen:

Sometime ago I was asked to chair a committee charged with the responsibility for reviewing the extension engineering graduate program. We were greatly assisted on this problem by the collection of data in your office. These data were summarized in a memorandum to Dean Darley from James Kruskopf dated January 24, 1957. This memorandum and the experiences of the departments concerned with the extension program were discussed by Professors R. C. Jordan, H. E. Hartig, A. O. C. Nier, S. E. Warschawski, Dean J. G. Darley, and the undersigned. From these discussions we have come to the following conclusions:

1. The program as presently constituted does not operate effectively for graduate study leading to a degree.
2. The enrollment suggests that it does fill a need for further training in mathematics and physics.
3. A relaxation of the present restrictions could enhance the usefulness of these courses without serious affect on their contribution to any graduate program.

The first two conclusions are obvious when one studies the memorandum prepared in the Graduate School office. The third conclusion results from the observation that we have been forced to turn away students desirous of registering for a particular extension graduate engineering course, because they did not intend to pursue a major in any one of the fields associated with the program.

The review committee would like to make the following recommendations:

1. That the course offerings which have constituted the extension graduate engineering program be continued as regular offerings of the extension division.
2. Admission to these courses should be independent of admission to the Graduate School, and based solely on the student's satisfaction of the stated prerequisites for these courses.

3. The instructors for these courses should be accredited members of the graduate faculty.
4. Transfer of credits from the extension program to the Graduate School should be made in accordance with the present rules regarding transfer of credits earned in the extension division, with the exception that we recommend that the number of credits transferrable to a Plan A program should be increased from 6 to 9 in order that a student registering for either the physics or mathematics sequence in extension will be able to transfer credits for a complete sequence.

The committee believes that the apparent failure of this program is a consequence of the extended period of time necessary to accumulate a sufficient number of credits when graduate work is done on a part-time basis, and that the fact that these courses have been offered in the extension division has had no marked influence on this difficulty in either direction. We suspect that one factor which may have influenced the poor showing in the case of electrical engineering is that we have expected students to work on a Plan A master's program. The committee is convinced that a Plan A program is unrealistic for students carrying on graduate study on a part-time basis, and that we would be well advised to permit students carrying a very limited program of graduate study on a part-time basis to make use of the Plan B master's program. This is not inconsistent with the statement which the Electrical Engineering Department makes at the beginning of its section of the Graduate Bulletin, and the only modification in the procedure which is recommended is that the students be informed at the time that they begin part-time graduate study that upon petition to the department they may work on a Plan B master's.

Although the committee cannot readily document the case, we believe that many of the students who have registered for graduate study under the extension division program have not been primarily motivated by a desire for a degree, but have wished to take advantage of an opportunity to obtain further instruction in mathematics, and that they have registered in the graduate program only because of the stipulation that these extension graduate engineering courses were open only to students aiming towards the master's degree. We are of the opinion that many of the students who come to the university for further course study on a part-time basis would be well advised to register as adult specials. We are proposing to recommend to the Institute of Technology that the basis for admission on an adult special status be clearly defined. Inasmuch as the adult special is an undergraduate status, we would recommend that adult specials not be admitted to courses carrying numbers above 200 without the permission of the instructor and Dean of the Graduate School.

We should like to make one further recommendation, although it lies outside of the charge made to the committee, and that is that the Graduate School not use the adult special category as a sort of probationary approach to the Graduate School. Applicants for admission to the Graduate School whose status is doubtful should, we believe, be admitted on probationary status and if they are not acceptable to the Graduate School their registration as adult specials might be encouraged, but not with the idea that this is an alternative means for ultimate admission to the Graduate School.

If there are any further questions which you may care to raise concerning our conclusions I should be very happy to discuss them with you.

Sincerely yours,

W. G. Shepherd

W. G. Shepherd
Professor and Head

NGS:je

cc: H. E. Hartig
R. C. Jordan
S. E. Warschawski
J. H. Williams

FEB 19 1957

Senate Committee on
Student Scholastic Standing

February 18, 1957

Dean Theodore C. Blegen
Graduate School
316 Johnston Hall

Dear Dean Blegen:

The Senate Committee on Student Scholastic Standing is currently reviewing the grading system of the University, hoping to minimize the number of grading symbols and to simplify the definitions. These objectives have a general virtue but they are especially relevant as the University faces expansion in staff and students which greatly increases the problems of communication.

In its study, the Committee noted deviation from the University uniform grading system in the use of the symbol S, standing for satisfactory, for graduate students in courses numbered 200. A legal question arises as to whether the Senate's action of 1943 defining the several possible grades to be used in the University and including no reference to S did not in fact eliminate the use of this symbol. It seemed wisest to the Committee, however, to consider the matter on its merits rather than on the basis of such a technicality.

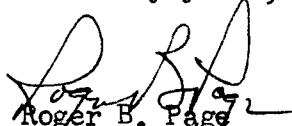
It appears that the symbol is not often used. Most graduate instructors in most courses assign the regular letter grades A, B, C. Members of the Senate committee, most of whom are members of the graduate faculty, voiced the opinion that a few instructors are reluctant to assign more specific grades in small seminar groups in which evaluation is highly subjective. The overwhelming majority of instructors, however, are able to bring themselves to these decisions, difficult though they may be. The truth is, of course, that the instructor is in fact assigning a B so far as the official honor point ratio is concerned and if this becomes more generally known among graduate students, the instructor will not in fact be "escaping" the dilemma of choosing among the several standard grades.

Several present in the Committee who have had experience at serving on national fellowship boards commented on the disadvantage to students of having records show A's, B's, and S's.

Against this background, the Committee directed me to request your opinion on the elimination of the S grade from the University's grading system. The Committee expressed the opinion that it should be eliminated.

Final determination of the grading system is in the hands of the Senate but of course we wish to bring in recommendations which have the prior endorsement of all interested groups insofar as we can obtain such approvals.

Sincerely yours,


Roger B. Page
Chairman

RBP vh

JD:

Miss Davis reports that Roger Page thinks that the Graduate School has not taken very seriously the proposal of the Senate Committee on Student Scholastic Standing that we of the Graduate School should eliminate the "S" grade.

I do not at the moment remember just where we stand on this. I think we have not had an official Executive Committee action. Will you please look into this and find out first whether we have given any reply that is definite or simply let the thing go by failing to act; and then consider what we should now do.

My own feeling is that the situation in some courses and areas definitely justifies the retention of the "S" grade, and I think that we probably should make this whole matter the subject of a resolution by the Executive Committee. If we do not take a stand we may be forced into compliance with some general policy resolution by the Senate. Perhaps I am mistaken in my own view that we should retain the "S" grade, but I suspect we might face almost insuperable difficulties in eliminating it.

TCB

TCB:

Earlier this spring, Roger Page on behalf of the Senate Com. on Stud. Schol. Stdg. referred to you the committee's request that the Grad.Sch. reconsider the possibility of eliminating the "S" grade. Roger felt the consideration given last spring was somewhat casual and did not involve a thorough study of the question.

So far this spring's referral has brought him no answer. He takes the work of his com. very seriously (also himself, if it is not unkind to say so) and if you do what he thinks is your duty, you are probably in for at least a group com. by group com. study if not a careful survey of all graduate faculty opinion! Not that he has specified the details involved in consideration - but obviously Exec. Com. discussion by itself does not seem adequate to him. Ah, me!

mld