

The University of Minnesota

THE SENATE

MINUTES

REPORT OF THE COMMITTEE ON BUSINESS AND RULES

To THE UNIVERSITY SENATE:

Your Committee on Business and Rules respectfully submits the following matters for consideration at the meeting of the Senate, May 23, 1918:

- I. Approval of the minutes of the meeting of December 21.
- II. Report of the Committee on the Relation of the University to Other Institutions of Learning.
- III. Report of the Committee on Education.
- IV. Report of the Committee on Intercollegiate Athletics.
- V. Report of the Committee on Student Affairs.
- VI. Report of the Committee on Student Publications.
- VII. Report of the Committee on Finance and Audit.
- VIII. Report of the Committee on University Functions.
- IX. Report of the Administrative Committee.

II. REPORT OF THE COMMITTEE ON THE RELATION OF THE UNIVERSITY TO OTHER INSTITUTIONS OF LEARNING

The Committee on the Relation of the University to Other Institutions of Learning reports the following schools visited during this year:

Preparatory Schools

St. Mary's College, Winona
Summit School, St. Paul (formerly Loomis School)
Luther Academy, Albert Lea
Cretin High School, St. Paul

Junior Colleges

St. Mary's Hall, Faribault
Villa St. Scholastica, Duluth
Rochester Junior College, Rochester
St. Benedict's College, St. Joseph
Hibbing Junior College, Hibbing
Jackson Junior College, Jackson
Cloquet Junior College, Cloquet

Your Committee makes the following recommendations:

1. *Preparatory Schools:*

- a. That St. Mary's College, Luther Academy, Cretin High School, St. Mary's Academy and the Cathedral High School at St. Cloud be provisionally placed upon the accredited list for one year and that these schools be reinspected next year.
- b. That St. Mary's Academy, Graceville, be continued on the accredited list for another year in view of the improvements made at that school during the past year.
- c. That the Danish-Norwegian Seminary, Maplewood Academy, Parker College, Cathedral High School (Winona), and Carter Commercial High School, be continued on the list of provisionally accredited schools, during the ensuing year, provided that the inspection about to be made warrants this action.

2. *Junior Colleges:*

- That St. Mary's Hall and Villa St. Scholastica be allowed advanced standing on a one-year basis.
- That work at Rochester, St. Benedict's, Hibbing and Cloquet be recognized on a two-year basis.
- That work at Faribault be recognized on a one-year basis.
- That students who have completed college work at Jackson be allowed the appropriate advanced standing for work already completed, it being understood that the school will not continue to offer college work after this year.

3. *Student Estimates:*

That each Superintendent or Principal be asked to furnish the University, in addition to the customary data given on the admission blank, a personal statement of the student's capabilities and aptitudes. This plan has the approval of the committee representing the superintendent of the state.

4. That the following resolutions received from the Executive Faculty of the College of Education be approved:

Graduates in the three-year course in the state normal schools of Minnesota may receive not more than seventy-five credits in the College of Education at the University of Minnesota; credits earned in the three-year normal school course shall be applied in case they are deemed of equivalent merit, in the College of Education to courses leading to certificates for supervisors in elementary grades, as principals in state graded schools, as teachers in junior high schools or in normal school departments in high schools; students coming from the three-year course in normal schools shall not receive certificates in high-school subjects from the University without completing the prescribed courses of the University of Minnesota for such certificates.

5. That in view of the articulation of the Handicraft Guild of Minneapolis with the College of Education, the recommendation of the Executive Committee, that all Guild students, who have completed the two-year course, be admitted to the Junior class of the College of Education and that they receive the Bachelor's degree and Teacher's Certificate upon completing satisfactorily the requirements of the College of Education on the basis of a four-year course, be approved. It is understood that all Handicraft students were high-school graduates before entering the Guild.

The Committee reports conferences with the representatives of high schools of the state resulting in the elimination of the letter of warning now sent to students having low scholarship records.

The Committee further reports a closer affiliation of all the colleges of the state through the establishment of a committee consisting of representatives of these colleges and the University. This Committee will consider common problems of higher education in this State.

Respectfully submitted,

THE SENATE COMMITTEE ON THE RELATION OF THE UNIVERSITY TO OTHER INSTITUTIONS OF LEARNING

- R. R. SHUMWAY
- L. D. COFFMAN
- W. F. HOLMAN
- R. A. GORTNER
- E. B. PIERCE
- C. SCHLENKER
- D. F. SWENSON
- R. M. WEST
- C. N. JACKSON

III. REPORT OF THE COMMITTEE ON EDUCATION

In view of the unfortunate criticisms that have been directed against members of the faculty, because of expert service rendered to business concerns, we respectfully recommend that the Board of Regents so amend the regulations governing outside work, as to provide that any member of the faculty who engages in such work, shall file with the President of the University:

A. A full statement of the terms of his employment, the time being devoted to it with dates of beginning and ending, the compensation received, and the object of the investigation or other service.

B. A copy of any written report that is rendered to the employers, such report to be regarded as confidential but to be at the disposal of the Board of Regents in case it is necessary to make use of it to protect the interests of the University.

In view of the vital interest of the staff of instruction and of the effect which such complaints and criticisms may have on the work of instruction we would respectfully suggest:

C. That representatives of the faculty should be called upon to investigate and report upon such matters of complaint, and

D. Complaints, petitions, and memorials which may contain criticism of the faculty should be received in executive session of the Board and these should not be given to the public until they have been investigated and an opportunity given for defense, as in a public hearing or otherwise.

Resolved, that a committee of the Senate should be appointed to draft a revision of the Constitution of the Senate for submission to the Board of Regents, with a view to an extension of its jurisdiction over any matter which may affect the educational policy or reputation of the University, or the professional standing of members of the several faculties.

Respectfully submitted,

THE SENATE COMMITTEE ON EDUCATION

C. SEARLES
C. D. ALLIN
E. FRASER
A. E. JENKS
W. H. KIRCHNER
A. V. STORM

IV. REPORT OF THE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

The Committee on Intercollegiate Athletics begs leave to report that the Intercollegiate Conference of Faculty Representatives at its meeting on December 9, 1917, unanimously adopted the following resolution:

Resolved, that only eligible players, coaches, trainers, and managers not to exceed a total of thirty-five persons shall be carried at the expense of the athletic administration to any single event.

Your Committee unanimously recommends the approval of this resolution by the Senate.

Respectfully submitted,

THE SENATE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

J. PAIGE
E. P. HARDING
J. LITZENBERG
H. H. KILDEE
O. S. ZELNER

V. REPORT OF THE COMMITTEE ON STUDENT AFFAIRS

The work of the Committee during the past year has been largely routine. There have been very few requests for recognition of new organizations.

The Committee completed action on a recommendation made last year, to the effect that no student organization may give more than one party a semester on the campus. This recommendation was approved and published.

The Committee prepared and had printed a statement of the fees and responsibilities of chaperones, which were to be placed in the hands of those agreeing to act as chaperones.

E. E. NICHOLSON, *Chairman*

VI. REPORT OF THE COMMITTEE ON STUDENT PUBLICATIONS

A serious situation confronted those interested in student publications at the beginning of the year. The staffs of the various publications, elected last spring, were completely disorganized—most of the men having enlisted. The financial situation appeared to be exceedingly serious. There was serious doubt as to whether the advertising field could or would support all of the publications.

After numerous conferences it was agreed that two publications, *The Minnehaha* and *The Minnesota Magazine*, should temporarily suspend publication and all energies should be concentrated on the *Daily* and *Gopher*.

These two publications are completing a successful year, the partial reorganizations have been necessary more than once.

E. E. NICHOLSON, *Chairman*

VII. REPORT OF THE COMMITTEE ON FINANCE AND AUDIT

The policy of monthly financial statements from those organizations possessing a permanent or semi-permanent business organization, has been continued. All organizations with which the Committee has dealt are in good financial condition, with the exception of the Masquers, a dramatic club. It is hoped to have this organization on its feet within the near future.

More unpaid accounts (fraternity and class) have been brought to the attention of the Committee than usual. This has been due to war conditions, a large number of students leaving last spring before the close of the year. In some cases whole fraternity chapters disappeared.

Reasonable success has been had in arranging for payment of these accounts in a manner agreeable to all parties concerned.

E. E. NICHOLSON, *Chairman*

VIII. REPORT OF THE COMMITTEE ON UNIVERSITY FUNCTIONS

Your Committee reports that its responsibilities have been expanded to include the conduct of University Convocations. The following functions have been held thus far,—those of December 20, February 26, and May 2 calling for particular attention on the part of the Committee.

October	10	Opening Convocation
November	14	Y. M. C. A. War fund, Captain Sanborn
December	20	Christmas Convocation, Departure of Base Hospital
January	15	President King of Oberlin College
February	18	Lyman Powell, Hobart College
February	26	Service Flag Presentation, Governor Burnquist
March	19	Captain Chute
May	2	Cap and Gown Day
May	13	Major Gordon (Ralph Connor)

Baccalaureate Service and Commencement are the remaining convocations this year.

It has been the purpose of the Committee to give to these functions as much of impressiveness and dignity as the facilities at their disposal and the character of the meeting place will permit.

The Committee calls attention to the fact that it is exceedingly difficult to secure anything like the effects desired in a place which lends itself so poorly to artistic effort as does the Armory.

Respectfully submitted,

E. B. PIERCE, *Chairman*
J. H. FORSYTHE
S. Y. BRITT

IX. REPORT OF THE ADMINISTRATIVE COMMITTEE

Your Committee has taken the following actions since the last meeting of the Senate and presents them for ratification:

1. *Summer Session.*—Regulations governing the organization and conduct:
 - (a) Subject to the approval of the President and the Board of Regents, the University of Minnesota shall maintain an annual Summer Session to be of such length and to embrace such courses as may be determined by the Director in consultation with the Advisory Committee hereinafter constituted. Such Summer Session shall be administered as a separate unit in the organization of the University, and shall offer only work of collegiate grade properly articulated with the collegiate work of the regular session of the University.
 - (b) The maintenance of said Summer Session shall be provided for through the appropriation by the Regents of a definite sum annually. All income accruing from the Summer Session shall be paid into the general University fund.
 - (c) At the first meeting of the Board of Regents after the beginning of each University year a Director of the Summer Session shall be appointed by the Regents to serve for the period of one year next ensuing. In case the Director is a member of the staff on the main campus, there shall be appointed, upon the recommendation of the Director, a vice-Director for work offered on the campus of the Department of Agriculture.
 - (d) The Deans of the several schools and colleges, or their representatives approved by the President, together with the Director and vice-Director, shall constitute an Advisory Committee of the Summer Session. The Director shall advise with this committee concerning all questions of policy relating to the organization and administration and the work of the Summer Session.
 - (e) The Director with the approval of the President and the Board of Regents shall prepare a budget, arrange for the teaching staff, salary schedule, and take such other measures as he may deem necessary for the proper conduct and development of the work of the Summer Session.
 - (f) The Director shall also prepare and submit to the President an annual report on the work of the Summer Session together with such recommendations as he may choose.
 - (g) In the conduct of the work in the College of Agriculture the vice-Director, subject, however, to the approval of the Director, shall exercise all the powers and discharge duties of the Director.
 - (h) The Director, upon the advice of the Advisory Committee, may present to the University Senate recommendations relating to the length of the Summer Session, the articulation of the Summer Session with the work of the regular year, and such other matters as may affect general University policy.
2. *Gopher selling campaign.*—On the recommendation of the Committee on Publications it was voted that, owing to special conditions due to the war, the petition of the Gopher Management to use the button system in their selling campaign this year be granted, with the understanding that this action would not stand as a precedent.
3. *Convocation hour.*—Voted that it is the sense of this committee that one hour each week, preferably Thursday, be made available for convocation purposes.
4. *Calendar for 1918-19.*—Voted that the University begin September 25, that there be no classes November 5, 28, 29, and 30, that the Christmas recess begin December 22, closing January 1, classes resuming Thursday morning, January 2, that the second semester begin Monday, February 3, the Easter recess to cover April 18 to 21 inclusive, and that Commencement Day fall on June 5.
5. *Library statement in the Bulletin of General Information.*—Voted upon recommendation of the Printing Committee that the following statement, submitted by the Library, be printed in the *Bulletin of General Information*:

THE UNIVERSITY LIBRARY

The purpose of the University Library is to supply books and to teach students to use them with the minimum waste of time and effort and the maximum profit. The collections in the General Library and the College Libraries are maintained to supplement and to facilitate the work of all departments, and familiarity with their resources should be acquired early. Intelligent use of the libraries is essential for the successful pursuit of every college course.

The General Library contains a miscellaneous collection of books relating to all fields of learning but is especially adapted to meet the needs of students in the Academic Department. The College Libraries contain collections of technical books, periodicals, and transactions of learned societies relating to the work of the particular college to which they belong.

Registration automatically entitles students to library privileges. Library assistants are at all times ready to help students in obtaining references and in directing them in the use of catalogs and indexes.

6. *Modification of free tuition rule.*—Voted that, since the primary purpose of the original rule concerning free tuition is to encourage advanced work, the exemption from fees be restricted to those registering in the Graduate School; in other words, the present rule be modified to read as follows:

All fellows, scholars, assistants, instructors, and all members of the teaching staff and scientific bureaus or experiment stations, when regularly enrolled as students in the Graduate School, shall not be required to pay University fees or tuition.

Voted also that where necessary in individual cases the salaries of teachers may be increased to cover the amount of free tuition withdrawn in their cases.

7. *Granting of credit in cases of enlistment.*—Voted that the action of December 4 be amended by adding the following: In cases of special hardship the faculty of each college is authorized to make arrangements for giving special instruction and tests thereon whereby students called to military service after the date of this resolution, and before May 10, 1918, may receive credit for the current semester's work provided that all cases in which such action is taken shall be reported to this committee.

8. *Low scholarship letter.*—Voted on recommendation of the Committee on the Relation of the University to Other Institutions of Learning that the sending of letters of warning to students for low scholarship be discontinued.

9. *Sabbatical furlough and leave of absence.*

A. Sabbatical furlough.

The purpose of the sabbatical furlough is to encourage special studies, investigations, and research on the part of members of the faculty and thereby to increase their scholarship and capacity for service to the University.

1. Application for sabbatical furlough may be made by any member of the faculty who has served the University for six consecutive years, of which at least two years must have been with a rank not lower than that of Assistant Professor. The application may be for furlough for a year or for one semester, at the option of the applicant.
2. The application shall be made upon a blank to be provided, containing:

- a. Name, age, rank, department, college, and subjects taught.
- b. Date of leaving and of returning.
- c. Statement of successive changes in rank and salary.
- d. Reason for wishing furlough, place where furlough would be spent, and an outline of the program of studies or other activities which he proposes to follow.
- e. Statement of any previous leave of furlough granted.
- f. A definite statement of intention to devote his sabbatical furlough to the program outlined, and to continue his service to this University, after his furlough, for at least one year on the same pay, tho with no prejudice to his receiving any advance which he would have received had he not been absent on furlough.

3. Such application will be granted by the Board of Regents subject to the following conditions:

- a. The Board shall be satisfied that the applicant's ability and aptitudes are such that the University is likely to benefit from the increased efficiency acquired during his absence.
- b. The Board shall be satisfied that, by securing assistants with the other half of the applicant's pay, distributing his work among other members of his department, or by other adjustment, arrangement can be made so that the work of the department can be carried on satisfactorily during his absence.
- c. The application must have the approval of the Dean of the applicant's college, and, unless he himself be the head of a department, of the head of his department.

4. Service in another institution in which sabbatical furloughs are granted may be taken into account in granting the sabbatical furlough.
5. For the period of the furlough, the University will pay the absentee one half of his regular salary.
6. It is understood that the half salary paid to the absentee is not to be regarded as additional compensation for services rendered during the preceding six years, but as contemporaneous compensation for services rendered to the University during his furlough, acquiring greater efficiency for subsequent service to be rendered to the University.

B. Leave of absence under special conditions.

In exceptional cases a member of the faculty, having rank not lower than that of assistant professor, to whom are presented opportunities to increase his professional efficiency and his value to the University by engaging temporarily in private or public business, or in the practice of a profession, may make application for leave of absence. Upon approval of such application by the Dean of the College concerned, the Board of Regents may grant special leave of absence on such terms as to salary and period of absence as the particular facts of each case may warrant.

Respectfully submitted,

E. B. PIERCE, Secretary