

## REPORT OF THE COMMITTEE ON BUSINESS AND RULES

TO THE UNIVERSITY SENATE:

Your Committee on Business and Rules respectfully presents the following matters for consideration at the meeting of the Senate, December 22, 1918.

- I. Approval of the minutes of the meeting of June 8, 1918.
- II. Appointment of the following Senate Committees for 1918-19, as nominated by the President.
- III. Senate Roster for the year 1918-19.
- IV. Report of the Administrative Committee.
- V. Report of the Committee on Education.

### II. APPOINTMENT OF THE FOLLOWING SENATE COMMITTEES FOR 1918-19 AS NOMINATED BY THE PRESIDENT

- I. *Athletics*
  1. Intramural Sports and Physical Education  
Messrs. Sundwall, Cooke, Harding, Litzenberg, Norris, Paige, Peck.
  2. Intercollegiate Athletics  
Messrs. Paige, Harding, Litzenberg, Peck, Sundwall, 1 alumni, 2 students.
- II. *Finance and Audit*  
Messrs. Nicholson, Rotzel, 3 students.
- III. *Student Publications*  
Messrs. Nicholson, Holman, Kirkwood, 4 students.
- IV. *Student Affairs*  
Messrs. Nicholson, Beggs, Lansing, 4 students.
- V. *Debate and Oratory*  
Messrs. Glick, Lindsley, Olmstead, A. W., Rarig, Mrs. Phelan, 5 students.
- VI. *University Extension*  
Messrs. Price, Brooke, Rankin, Savage, Wilson, A. D.
- VII. *University Functions*  
Messrs. Pierce, Fitch, Forsythe, Price, Scott, C., Major Wheeler.
- VIII. *University Printing*  
Messrs. Kirkwood, Bruce, Gerould, Notestein, Pierce.
- IX. *Education*  
Messrs. Searles, Allin, Brown, C., Fraser, Kirchner, Riley, Scammon, Stakman, Swenson.
- X. *Business and Rules of the Senate*  
Messrs. Fletcher, Freeman, Pierce, Scott, F. H., Shepardson, White, A. B.
- XI. *Relation of University to Other Institutions of Learning*  
Messrs. Shumway, Bass, Coffman, Dowrie, Jackson, Pierce, West.
- XII. *Library*  
Messrs. Ford, Alway, Comstock, Gerould, Hunter, Jackson, Sedgwick, Thomas.
- XIII. *Appointments*  
Messrs. Reeve, Coffman, Flather, Krey, Sidener, Weigley.

### III. SENATE ROSTER 1918-19

‡Adair, Fred C.	LeCompte, Irville C.
Allen, John R.	Lee, Thomas G.
Allin, Cephas D.	Litzenberg, Jennings C.
‡Allison, J. H.	Lyon, E. P.
Alway, Frederick J.	†McClendon, J. F.
Appleby, William R.	‡McKeehan, Louis W.
Army, Albert C.	Mann, Frederick M.
Bachman, Gustav	‡Mann, A. T.
Bailey, C. H.	Maves, Herman A.
‡Baldwin, Louis B.	Mayne, Dexter D.
Bass, Frederick H.	Miller, Paul E. (Morris)
Bauer, George	Moore, William
Beach, J. W.	Nachtrieb, Henry F.
Beard, Richard O.	Newcomb, Edwin L.
Beggs, Gertrude	Nicholson, Edward E.
Bell, E. T.	Norris, J. Anna
Bernard, Luther T.	‡Notestein, Wallace
Boss, Andrew	Olmsted, Everett W.
Boss, William	Orton, Forrest H.
Bothne, Gisle	Owre, Alfred
Brekhus, Peter J.	Pagenkopf, Alfred A.
Brierly, W. G.	Paige, James
Brooke, William E.	Parcel, John I.
Brown, Carleton	Pease, Levy B.
Brown, Edgar	Peck, F. W.
Bull, Coates P.	Pike, Joseph B.
Burton, M. L. (President)	Preston, C. H.
Burton, Richard	Price, Richard R.
Bussey, William H.	*Peters, W. H.
*Bruce, Andrew A.	Rankin, Albert W.
‡Baines, Thomas M.	‡Ramsey, W. R.
‡Blakey, Roy G.	†Rarig, Frank M.
Cady, LeRoy	‡Reynolds, George W.
Cherry, Wilbur	Reynolds, Myron H.
Cheyney, Edward G.	‡Riley, W. A.
Christianson, Peter	Roberts, Thomas S.
Coffman, Lotus D.	‡Robertson, Harold E.
Comstock, Elting H.	Rosendale, Carl O.
Cooke, Louis J.	Rotzel, C. L.
Colvin, A. R.	‡Rowntree, Leonard G.
‡Corbett, Frank L.	Ruggles, Arthur G.
‡Craig, Hardin	Savage, Charles A.
Cumberland, W. W.	Scammon, R. E.
Damon, George M.	Schlenker, Carl
Davis, William Stearns	Scott, Carlyle
Dorsey, Maxwell J.	Scott, Frederick H.
Downey, Hal	Searles, Colbert
‡Durand, E. Dana	Sedgwick, Julius P.
*Dowrie, G. W.	Selvig, C. G. (Crookston)
*Durand, Elias J.	Shepardson, George D.
Emmons, William H.	Shumway, R. R.
Erdmann, Charles A.	Sidener, Charles F.
Erickson, Henry A.	Sigerfoos, Charles P.
*§Eckles, C. H.	Smith, Arthur C.
Firkins, Oscar W.	*Sneed, M. Cannon
Fitch, Clifford P.	Speinger, Frank W.
Flather, John J.	Stakman, Elvin C.
Fletcher, Henry J.	‡Stauffer, Clinton R.
‡Ford, Guy Stanton	‡Stewart, John T.
Fraser, Everett	Stoll, Elmer E.
‡Frankforter, G. B.	Stomberg, Andrew A.
Freeman, E. M.	Storm, Ashley V.
Gay, Carl W.	*Sundwall, John
Gerould, J. T.	Swann, W. F. G.
Godfrey, Henry S.	Swensen, David F.
Gortner, Ross A.	Swift, Fletcher F.
Granrud, John E.	*Sies, Raymond
‡Gray, John H.	‡Strachauer, C. A.
Green, Robert O.	‡Tate, John T.
Griffith, Charles A.	‡Temple, S.
‡Grout, F. F.	Thatcher, Roscoe W.
Gras, N. S. B.	Thomas, Joseph M.
Haecker, Theophilus L.	‡Thurston, Edward S.
‡Haggerty, Melvin E.	Tilden, Josephine E.
Hamilton, Arthur S.	Todd, Arthur J.
Harding, Everhart P.	‡Ulrich, Henry L.
Hartzell, Thomas B.	‡Vance, William R.
Hayes, Herbert K.	Walls, James M.
Hirschfelder, Arthur D.	Washburn, Frederick L.
‡Hotchkiss, W. E.	Washburn, Robert M.
*House, Ralph E.	Weiss, Oscar A.
‡Hoyt, Samuel L.	‡Weigley, Mildred
Hunter, W. H.	Wells, Amos S.
Jackson, Clarence M.	Wentling, John P.
‡Jager, Francis	West, Rodney M.
Jenks, Albert E.	Wheeler, E. E.
Johnston, John B.	White, Albert B.
*Jones, Lauder W.	White, S. Marx
Kirchner, William H.	Weithoff, Charles
Kirkwood, William P.	Wilde, Norman
Klaeber, Frederick	Wilson, Archie D.
Knight, R. R.	‡Woodrow, H. H.
Krey, A. C.	Wulling, Frederick J.
Larson, Winford P.	‡Yerkes, R. M.
Lasby, William F.	‡Young, Jeremiah S.
‡Law, Arthur A.	Zeleny, Anthony
Lawton, Harry C.	
Lambert, E. M.	
Leavenworth, Francis P.	

\* New members.

‡ Promotions.

† On leave of absence.

§ On leave of absence first two quarters.

*Non-Voting Members*

Northrop, Cyrus, President Emeritus	Holman, W. F.
Folwell, William W., Professor of Political Science, Emeritus	Hutchinson, John C., Professor of Greek, Emeritus
Abbot, Amos W., Professor of Gynecology, Emeritus	Jones, R. C.
Bell, John W.	Kiehle, David L., Professor of Education, Emeritus
Bracken, Henry M.	Lansing, R. C.
Buck, Solon J.	Lindsley, C. F.
Christison, James T., Professor of Pediatrics, Emeritus	MacLaren, Archibald
Downey, John F., Dean of College of S., L., and A., Emeritus	Mann, Arthur T.
Eddy, Henry T., Professor of Mathematics and Mechanics, Emeritus	Meyer, Adolph F.
Forsythe, J. H.	Miller, W. S.
Gillette, A. I.	Murray, William R.
Gillfillan, J. S.	Reeve, W. D.
Gislason, H. B.	Riggs, Charles E., Professor of Mental and Nervous Diseases, Emeritus
Glick, G. G.	Rothrock, J. L.
	Sanford, Maria L., Professor of Rhetoric, Emeritus
	Sweitzer, S. E.
	Ulrich, H. L.
	Zelner, Otto.

**IV. REPORT OF THE ADMINISTRATIVE COMMITTEE**

1. *Determination of senior status:* In establishing reserves in various departments of the University, the question as to when a student should be classed as a senior was raised. It was voted that in accordance with the custom of the American Universities the official interpretation of the classification "senior" means that period when a student has completed all the requirements of the junior year.
  2. *Quarter system:* Voted to adopt the quarter system for University instruction during the operation of the Students' Army Training Corps at the University of Minnesota (September 3, 1918).
  3. *Standard programs for S. A. T. C. students:* Voted to recognize fifteen hours as the standard program of work including the War Aims Course, with the understanding that if any student arranges a complete rational program, which totals only fourteen hours, it will be approved.
  4. *Flag at half mast:* Voted upon recommendation of the committee of University functions that the University Flag be placed at half mast upon the death of any member of the Faculty or other officers of the University.
  5. *University Health Officer:* Voted to recommend to the University Senate, that the University Health Officer be made a member of the Administrative Committee.
  6. *Course numbers for the year under the quarter system:* Voted that the plan recommended by the special committee appointed to give this matter consideration, which was reported at the General Faculty Meeting, be adopted by the entire institution. This scheme involved the use of the letters F.W.S. and S.U. to indicate fall, winter, spring, and summer terms respectively.
  7. *Hour schedule and military program:* Voted upon recommendation of the special committee appointed to give this matter consideration, that Military Drill be provided for at the following hours: 7:30 to 9:30; 10:30 to 12:30; 2:30 to 4:30.
  8. *Requirements for graduation at the end of the first quarter:* Voted that the following report of the special committee be approved.
    - a. Students withdrawing for military service at the end of the first quarter would receive a semester's credit under the present Senate rule, and may be graduated if this meets the normal requirements.
    - b. For civilian students no reduction is to be made in the requirements for graduation; but each college may permit students to carry *extra work* or to substitute subjects in order to meet the requirements for graduation at the end of the first quarter. It is assumed that the quarter credits will be considered equivalent in value to two-thirds of the corresponding semester credits.
- C. M. JACKSON, Chairman  
J. B. JOHNSTON,  
J. R. ALLEN,  
ALFRED OWRE,
- Committee*
9. *Requirements for War Program Courses:* Voted that students who are graduates of approved high-school courses may enter S. A. T. C. War Programs for which they have met the prerequisites.
  10. *Modification of daily schedules:* Voted to modify the hour schedule by reducing periods from 50 to 45 minutes in view of the necessity for more time at the noon hour to enable students to march to and from the Exposition Building. The following schedule was approved:
 

I Hour	8:35 to 9:20	(Civilian)
II Hour	9:30 to 10:15	(All students)
III Hour	10:25 to 11:10	(All students)
IV Hour	11:20 to 12:05	(All students)
Noon Hour	12:05 to 1:55	(All students)
V Hour	1:55 to 2:40	(All students)
VI Hour	2:50 to 3:35	(All students)
VII Hour	3:45 to 4:30	(All students)
VIII Hour	4:40 to 5:25	(Civilian)
  11. *Late registration:* Voted that students in the S. A. T. C. programs A, B, C, D, and E who enter after October 19, may secure University credits only in proportion to time spent in the University and to the records made by the individual student.
  12. *New grading system:* Voted that the numerical system be adopted for all students, both civilian and military, that the passing grade be fixed at 60 and that the numerical equivalent of the letters used at the present time, be as follows:
 

A,	90 to 100
B,	80 to 89
C,	70 to 79
D,	60 to 69
E,	50 to 59
F,	0 to 49
  13. *Authorized absences:* Voted that a list of all authorized absences, except those for sickness be published in the Bulletin.
  14. *Final examinations:* Voted that the permanent record sheets be modified to meet the conditions of the War Department which call for a monthly report for each student, and an average grade for the three months. Voted that in addition there be a final term grade which in the judgment of the instructor will represent the net result of the student's performance for the quarter.
  15. *Monthly reports:* Voted that monthly reports be made on all students. That such reports be posted on the respective Bulletin Boards, as well as in the Barracks.
  16. *General Faculty meeting:* Voted that a special meeting of the Faculty be held on Thursday night November 14, at 8 o'clock in the Chemistry Auditorium.
  17. *Dates of second quarter:* Voted that the second quarter begin Friday, January 3, that students in the twin cities register on Monday and Tuesday, December 30 and 31, and that all other students register on Thursday, January 2.
  18. *Class hour schedule:* Voted that the first hour begin at 8:30; that periods run for fifty minutes with a ten minute interval between classes and close at 12:20 in the forenoon. In the afternoon, classes begin at 1:30 and continue until 4:20. It was understood that the fourth hour on Thursday, that is from 11:30 to 12:20, be set aside for convocation purposes, in accordance with the schedule originally planned for this year.
  19. *Transferring of S. A. T. C. men to regular collegiate courses when credentials do not satisfy technical requirements:* Voted that without creating a precedent for the future, students of the S. A. T. C. be admitted to the Colleges of their choice at the beginning of the second quarter, subject to their meeting the prerequisites of the subjects selected. Voted that students transferring from the S. A. T. C. of other colleges be admitted here if coming from recognized institutions and that credits earned in war program courses elsewhere be recognized here, provided such credits are counted toward a degree by the sending institution.

20. *Admission of new students at beginning of the second quarter:* Voted that qualified students coming direct from high schools or camps, be admitted to all colleges which admit students from the high schools. It is understood that sophomores, juniors, and seniors transferring from the S. A. T. C. will be absorbed in the usual way as though entering the second semester of a normal year.
21. *Recognition of war program credits:* Voted that all war program students who have passed in their work of the first quarter be given time credit in all schools and colleges just so far as electives and substitutions will permit.
22. *Final examinations for first quarter:* Voted that all final examinations be given at the last recitation period of the quarter or, if the instructor prefers, the last two periods may be taken. No examination is to encroach upon the time of any other period.
23. *Final reports:* Voted that all class reports on the work of the first quarter be filed in the Registrar's office, not later than 6:00 o'clock, December 23.
24. *Calendar for remainder of the year:* Voted that the second quarter end March 26; the third quarter begin April 2 and close June 18; that Commencement be scheduled for June 19.
25. *Program Committee recommendations:* Voted upon recommendation of the special program committee:
  - a. That all students who have had Military Hygiene and Sanitation during the first quarter, be excused from the required twelve lectures in Personal Hygiene.
  - b. That each college print on its registration blanks the Personal Hygiene and Physical Education requirements and fix the hours for these in conference with the department of Physical Education.
  - c. That Military Drill be offered as a three-hour course on alternating days outside of scholastic periods or fitted into vacant periods at the option of the college.
  - d. That each college prepare at the earliest date possible a program of all studies offered at the second quarter, with information as to the classes eligible for the respective subjects, that these be printed by the Registrar on six by nine standard bulletin stock, all in uniform style so far as possible and made available for students and faculty.

E. B. PIERCE, *Secretary*

## V. REPORT OF THE COMMITTEE ON EDUCATION

1. The Committee favors the substitution of three quarters in place of the present semester plan.
2. Resolved that the adoption of the fourth quarter is not now advisable on account of reasons given in Report of the Committee on Education of June 6, 1913.
3. The following is a reprint of the aforementioned report:

### B. THE FOUR-QUARTER SYSTEM

After a canvass of the Faculty, a study of the four-quarter system at the University of Chicago, and Indiana University, and after learning the attitude of other universities toward the four-quarter system, the Committee does not consider it desirable to establish the four-quarter system at the present time, for the following reasons:

1. The four-quarter system would seriously handicap the **School of Mines**. The sophomores and juniors must spend the month of May in the mines; they can not be accommodated in the mines at any other time. Thus the spring term would be reduced to such an extent as to make it practically useless; furthermore, the two or three weeks lost in September could not be regained in June, as in other departments. (See page 5.)

2. "Development should follow the normal lines of growth," and it will be time enough to introduce the four-quarter system when the development of the summer session has demonstrated the need of a complete summer quarter. It seems wiser to let the work of the summer grow to the dimensions of a quarter, than to attempt to force this growth by organization.

3. There is not a single college or department of the University to-day unequivocally demanding the introduction of the four-quarter system in the immediate future. The Department of Agriculture would be well satisfied with the three-term system and a strengthened summer session. The Medical School is not yet ready for the four-quarter system.

4. It is not at all certain that we could at present make a success of a summer quarter of ten or twelve weeks, and it would be extremely embarrassing to announce and install four quarters, and then be compelled to withdraw the summer quarter after a few years.

5. It is not at all certain that the four-quarter system would either add to the efficiency of the University or stimulate its further development.

6. From the standpoint of finance, it is impossible to introduce the four-quarter system immediately; nor would it be wise to use money for this purpose so long as there are many pressing needs for the strengthening of the work of the regular collegiate year. It is estimated that it would be necessary to increase the budget for current expense from 20 to 25 per cent to maintain a complete four-quarter system. This estimate is based on replies received from the several Faculties of the University.

7. The experience of the various schools and colleges of the University of Chicago clearly indicates that there would be no gain in introducing the four-quarter system in the corresponding schools and colleges at the University of Minnesota so far as unifying the work of the year is concerned. This appears from the following facts pertaining to the summer quarter at the University of Chicago:

- (a) *Curriculum.*—There are many sequences of subjects extending over the fall, winter, and spring quarters; but the summer quarter stands apart, so far as sequences are concerned. There are sequences from summer to summer, but not from spring to summer, nor from summer to fall.

- (b) *Division of summer quarter.*—The summer quarter is divided into two parts, so that a student may take the first part or the second part independently.

- (c) *Personnel of student body.*—The great majority of the summer quarter students do not attend any other quarter; and conversely, only a small proportion of the students in attendance during the fall, winter, and spring quarters attend during the summer quarter. The only exception to this is in the Law School.

- (d) *Personnel of instructors.*—The summer teaching staff is quite different from that of the rest of the year, as many instructors are brought in from other institutions for the summer work.

- (e) *Pay of instructors.*—The annual salary is paid for three quarters' teaching. If a man teaches a fourth quarter in any year, he may take his pay either in cash or by way of accumulating leave of absence. The rate of payment, if taken in cash, is two-ninths of the annual salary, or two-thirds of the regular rate per quarter. The percentage of those taking payment for summer teaching in the form of vacation has been steadily decreasing, and the percentage of those taking payment in cash has been increasing.

These five considerations show conclusively that the summer work stands as a unit by itself quite as much under the four-quarter system as under the semester or the three-term systems with a summer session.

It should be here noted that there is no Department of Agriculture at the University of Chicago. Hence it does not follow from the above that a summer quarter in Agriculture could not closely correlated with that of the rest of the year.

C. SARLES, *Chairman*

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