

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 second meeting of the University Senate, Thursday, December 18, 1919:

- I. Approval of the minutes of the meeting of October 16, 1919.
- II. Report of the Administrative Committee of the Senate.

II. REPORT OF THE ADMINISTRATIVE COMMITTEE

The following actions have been taken since the last meeting of the Senate, and are reported for ratification:

1. *Committee Organization of the Colleges.*—Voted that the following report be approved:

(a) That there be created an All-University Schedule Committee, consisting of one representative from each of the schedule committees of the several colleges and a representative from the office of the University Registrar. It shall be the function of this committee to study the schedules of the several colleges with a view to harmonizing them in such a way as to make more easily possible election of courses between colleges or departments of the University and to present recommendations concerning these matters to the schedule committees of the several colleges for action.

(b) That there be created a University Curriculum Committee, consisting of the chairmen of the curriculum committees of the several colleges, this committee to serve as a conference body for the purpose of harmonizing curriculum differences or of developing general University standards of curriculum requirements.

(c) That there be organized a University Students' Work Committee, consisting of the chairmen of the students' work committees of the several colleges with the Dean of Student Affairs as *ex-officio* chairman. It shall be the function of this committee to deal with scholastic delinquencies, absences, and general matters of discipline, and such other functions as it may outline after its organization for work.

(d) That a special committee be appointed to investigate and to report upon the system of registration of students in the University.

2. *Armistice Day.*—Voted that, in consideration of all the facts, the action of the state officers, the attitude of the Governor and of the officers of the city of Minneapolis, all classes be suspended for the afternoon of November 11.

3. *Increase of Tuition Fees for 1919-20.*—Voted that the following fee schedule, as recommended by the special committee appointed to consider the matter, be approved and recommended to the Board of Regents for adoption:

QUARTERLY FEE SCHEDULE EFFECTIVE JULY 1, 1920

College	Resident Fee	Non-Resident Fee
Science, Literature, and the Arts	\$20.00	\$30.00
Engineering and Architecture	30.00	40.00
Agriculture, Forestry, and Home Economics	20.00	30.00
Law	30.00	40.00
Medicine	60.00	70.00
Dentistry	60.00	70.00
Pharmacy	30.00	40.00
Mines	30.00	40.00
Chemistry	30.00	40.00
Education	20.00	30.00
Business	30.00	40.00
Graduate	10.00	10.00
Graduate-Medicine	30.00	40.00

This advance in fee charges was deemed absolutely necessary to meet the tremendous demands made upon the budget in attempting adequately to take care of an unprecedented increase in enrollment. The appropriations made by the Legislature for the biennium were sufficient for the *status quo*, but not for the extraordinary situation which developed with this year's attendance. The precipitous rise of prices for supplies and equipment only served to augment the seriousness of the problem.

A noticeable feature of the new schedule is the additional charge in all colleges, except the Graduate School, of ten dollars a quarter for students who are not residents of Minnesota. Heretofore the fees for resident and non-resident students have been the same except in the Colleges of Liberal Arts, Agriculture, Forestry, and Home Economics, and Education.

It was further agreed by the Regents that the University in presenting its biennial budget to the next Legislature explain the increase of fees and the necessity for it in order to meet the expenses of the biennium; and that the University express its willingness to reduce the fees again to the present level and refund the increase to the students, provided the Legislature will furnish special appropriations for such purposes.

4. *Home-Coming Day, November 8.*—A committee appointed to give the matter consideration reported that, in view of the understanding reached by the students and of the arrangements already made, in its judgment third- and fourth-hour classes of the forenoon of November eighth should be dismissed for the Home-Coming Celebration, with the understanding that such action shall not be considered a precedent for subsequent occasions of similar nature. The report was adopted.

5. *Charter Day Convocation.*—This convocation was originally planned for February 12, but that day being a University holiday, it was pointed out that it would be impossible to assemble a convocation of students. Voted that the Convocation be set for Wednesday, February 11, at 11:30.

6. *Memorandum of Relationship between the General Extension Division and Other Units of University Organization on the Campus.*—Voted that the following statement, or definition, be approved and referred to the Board of Regents for adoption:

(a) All extension work undertaken by the University, with the exception of Agricultural Extension, shall be done through the General Extension Division. In general, extension work shall be the administration of all extra-mural teaching or service functions of the University, particularly when directed toward those persons who are not regular, resident students. It is understood, however, that this does not include work that is customarily and regularly carried on by other departments or schools. Typical of these extra-mural functions may be enumerated correspondence courses, evening classes, short courses on the campus and elsewhere, institutes, conferences, and other similar activities. To these may be added such services as municipal reference, visual instruction, community organization, University lyceum and drama advice. It is understood that in the administration of these teaching and service functions the General Extension Division is entitled to the advice and sympathetic assistance of all departments of the University. Differences of opinion as to what constitutes extension work in any particular case may properly be referred to the President of the University for decision.

(b) The larger general policies shall be decided upon by the Director of University Extension with the cooperation and advice of the Senate Committee on University Extension. The work representing any university department shall be outlined after consultation with that department. The General Extension Division shall have administrative control of the work.

(c) Extension teachers shall be recommended for appointment only when, in each case, the appointee has been approved by the head or chairman of the department or departments under whose jurisdiction the subject to be taught falls, and by the Director of University Extension. The rank and title, as well as the salary and promotion, of regular Extension teachers shall be agreed upon by the interested departments and the Director of University Extension. The name of each regular Extension teacher shall appear on the Extension Division staff and may also appear on the staff of the department chiefly represented by him.

(d) The technical subject matter and content of any Extension credit course shall be in harmony with the teachings of the department or departments interested.

7. *Pre-Professional Courses for the Winter and Spring Quarters.*—Voted that the following report be approved:

No difficulties appear in the case of students in the Pre-Medical Course of the College of Science, Literature, and the Arts.

With regard to the Medical Course proper, however, the University should reiterate the limitation on entrance and make clear that the Medical School is under no obligation to take more than ninety students in its freshman class next fall, even if a larger number have finished the Pre-Medical Course in the College of Science, Literature, and the Arts. Those students who are admitted are to be selected on the basis of scholarship, and the same opportunity is offered to students resident in the State of Minnesota whether they have had their pre-medical work in the University or at other colleges in the state. This announcement regarding the limits placed on registration in the Medical School should be published soon so that no misunderstanding may develop.

With regard to the four-year course in Dentistry, the same limitation to ninety students in the freshman class holds, and the announcement should be published in the same terms as for Medicine. An exception must be made to this in the case of students at present registered in the Pre-Dental class of the College of Science, Literature, and the Arts, because statements seem to have been made to them which obligate the University to take care of the whole number (now about 133). It should be made clear that the limitation holds good with regard to all other students not now actually in attendance, even including those who may wish to enter in January.

An effort will be made to give appropriate work so far as possible to Pre-Dental students who enter in the winter quarter, but they should be clearly informed in advance that the University can not guarantee that they will be able to complete their Pre-Dental work in time to enter the College of Dentistry next fall. It is very doubtful whether such students could get their required work in freshman English or Physics, and the Department of Animal Biology can take only a very limited number. Probably the Pre-Dental students who are now here and who are unable to get the required courses this quarter, will fill all the available places in the courses in required subjects next quarter.

We recommend that the University Schedule Committee be asked to take cognizance of the needs of the Pre-Dental students in preparing the revised program for next quarter.

The Department of English and Rhetoric with their present staff will just be able to take care of the present students and of the new classes already announced for the winter and spring quarters. Beyond this, their first obligation would be to take care of students who had part of a year's work in Rhetoric last year and have not been able to complete it. To clear up the work of these irregular students will require, as nearly as we can estimate, the full time of one additional instructor. To take care of the six hundred new freshmen who have not been able to get Rhetoric this quarter would require the addition of six new instructors. It is not at all likely that so many can be found, if any at all.

In Physics a beginning course for Arts and Pre-Medical students will be offered in the winter, but it is not likely that Pre-Dental students will be ready to take it. Any who are may be admitted to that course. In Zoology a single beginning section is announced to run through the winter and spring quarters, but Pre-Dental students already on the ground should be given preference over any who might enter in January.

8. *Summer Quarter.*—In view of the financial stringency, it was felt that it would not be wise to attempt to establish the fourth quarter as such this year, although some departments might continue that plan without serious budget difficulties, as, for example, the Medical School and the Department of Agriculture, Forestry, and Home Economics. *Voted* that the adoption of the fourth quarter as a University program be postponed, and that this year such summer courses be offered as may be necessary to the fulfillment of plans already in operation, and as may be feasible.

9. *State Day, December 4.*—The suggestion that the sentiment of members of the University towards the State of Minnesota be expressed on State Day in the form of a pledge met with approval. *Voted* that the following form of the pledge be approved:

As members of this University, we desire publicly to acknowledge our obligations to the State of Minnesota. We know that this institution has been established and maintained by the people of this state for the higher training of its youth. We pledge ourselves to do everything in our power to promote the welfare of Minnesota. We shall support its government, obey its laws, and defend its constitution. We purpose to cooperate with our fellow citizens in opposing all forms of injustice and in achieving social progress for all people through wise and timely legislation. We offer our loyalty to Minnesota as an evidence of our unswerving allegiance to the United States Government and our undying devotion to the fundamental principles of American democracy.

Voted further that it be the sense of this committee that members of the faculties appear in academic costume on each of the three special convocations: State Day, Founders' Day, and Cap and Gown Day.

10. *Quarter Final Examination Schedule.*—The following recommendations of the University Schedule Committee were adopted:

(a) That the final examinations for the fall quarter of 1919-20 be limited to four days, December 19, 20, 22, and 23.

(b) That the following schedule be considered the final examination schedule of the University, and that it be followed as far as possible:

Friday, December 19	8:00-10:00	I	MWF classes
	10:30-12:30	I	TThS classes
	1:30-3:30	VII	MWF classes
Saturday, December 20	4:00-6:00	VII	TTh classes
	8:00-10:00	II	MWF classes
	10:30-12:30	II	TThS classes
	1:30-3:30	VIII	MWF classes
Monday, December 22	4:00-6:00	VIII	TTh classes
	8:00-10:00	III	MWF classes
	10:30-12:30	III	TThS classes
	1:30-3:30	VI	MWF classes
Tuesday, December 23	4:00-6:00	VI	TTh classes
	8:00-10:00	IV	MWF classes
	10:30-12:30	IV	TS classes
	1:30-3:30	V	MWF classes
	4:00-6:00	V	TTh classes

(c) That all final examinations in freshman Rhetoric be scheduled for Saturday, December 20, at 1:30. The Committee is of the opinion that with a registration of nearly two thousand students and because of the difficulty of providing a sufficient number of sets of examination questions for individual sections, the assignment of the examination in this course to a common hour is justified.

(d) That variation from the above schedule for strictly intra-college courses may be approved by the officer or committee in charge of program in any college. This is not to be interpreted as authority to schedule final examinations prior to December 19.

(e) That, in general, three- and four-credit courses be limited to a two-hour period, and five- and six-hour courses to a three-hour period for the final examinations.

A class, meeting at 8:30 on MWF, would be examined according to schedule from 8:00 to 10:00 on December 19. The examination for a five-hour class meeting at 8:30 on MTWThF could begin at 8:00 o'clock on December 19 and continue to 11:00 o'clock without conflict.

(f) That examinations for classes not provided for in the above schedule and such conflicts as may arise be adjusted by the college officer or committee in charge of program on the general principle that the University Schedule has precedence.

11. *Military Drill Schedule.*—The following recommendations of the University Schedule Committee were approved:

(a) That no change be made in the program for the winter quarter, as practically all colleges have printed their programs and several have begun registration.

(b) That beginning with the spring quarter, freshman and sophomore Military Drill be scheduled for three single-hour periods.

(c) That one period in each case be scheduled at such a day and hour that the entire corps may be assembled in one or two groups. (Eighth hour Thursday and Friday suggested.)

(d) That so far as possible the Military Drill schedule be unified in the various colleges in order to reduce the number of sections now scheduled.

12. *Text Book Approved.*—*Voted*, upon the recommendation of Mr. Thatcher, that Professor Eckles' book on *Dairy Cattle and Milk Production* be approved for use in the School of Agriculture, beginning January, 1920.

E. B. PIERCE, *Secretary*