

OONE—SENATE 17671—
**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 Senate, February 18, 1926.

- I. Approval of the minutes of the meeting of October 22, 1925
- II. Report of the Administrative Committee of the Senate
- III. Report of the Special Committee on Freshman Week
- IV. Report of the Committee on the Relation of the University to other Institutions of Learning
- V. Report of the Committee on Relations.
- VI. Report on University Press.

I. APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 22, 1925
II. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. Actions Reported for Information

1. Report of the Special Committee on University Publications. Voted to approve the following recommendation:

"In the preparation of catalog bulletins there should be allowed for course descriptions and average of not to exceed four printed lines with a maximum of not more than seven lines, and that this average and maximum should apply to each quarter course, though it should so apply only in case of actual necessity.

2. University Calendar for 1926-27. Voted to approve the calendar as presented by the Registrar, subject to the adoption of Freshman Week by the University Senate. In this connection Dean Johnston outlined briefly the plans for the proposed Freshman Week.

UNIVERSITY CALENDAR

1926-27

1926		<i>Fall Quarter</i>	
September	16	Thursday	Payment of fees closes, except for new students
September	16-18		Entrance examinations (for removal of entrance deficiencies)
September	18-20		Registration of all new students entering the freshman class
September	20-24		Examinations for removal of conditions Physical examinations Registration period, ¹ colleges of Science, Literature, and the Arts, and Education
September	21-25		Freshman week
September	23-24		Registration days ¹ for all colleges not included above
September	24	Friday	Payment of fees for new students closes
September	27	Monday	Fall quarter classes begin, 8:30 ² a.m. Fall semester extension classes ³ begin
October	21	Thursday	Senate meeting, 4:30 p.m.
November	11	Thursday	Armistice Day; a holiday
November	20	Saturday	Homecoming Day
November	25	Thursday	Thanksgiving Day; a holiday
December	2	Thursday	State Day Convocation
December	15-18		Final examination period
December	16	Thursday	Commencement Convocation Senate meeting, 4:30 p.m.
December	18	Saturday	Fall quarter ends, Christmas vacation begins, 5:20 p.m.
December	22	Wednesday	Payment of fees closes for all students in residence fall quarter ⁴
		<i>Winter Quarter</i>	
December	27-29		Entrance examinations
December	30-31		Registration days for new students in all colleges
1927			
January	3	Monday	Christmas vacation ends, winter quarter classes begin, 8:30 ² a.m.
January	29	Saturday	First semester extension classes close
January	31	Monday	Second semester extension classes begin
February	12	Saturday	Lincoln's birthday; a holiday
February	17	Thursday	Charter Day Convocation Senate meeting, 4:30 p.m.
February	22	Tuesday	Washington's Birthday; a holiday
March	16-19		Final examination period
March	17	Thursday	Payment of fees closes for all students in residence winter quarter ¹
March	19	Saturday	Winter quarter ends, spring vacation begins, 5:20 p.m.
		<i>Spring Quarter</i>	
March	21-23		Entrance examinations
March	25-26		Registration days for new students in all colleges
March	28	Monday	Spring vacation ends, spring quarter classes begin, 8:30 ² a.m.
April	15	Friday	Good Friday; a holiday
May	12	Thursday	Cap and Gown Day Convocation
May	19	Thursday	Senate meeting, 4:30 p.m.
May	28	Saturday	Second semester extension classes close
May	30	Monday	Memorial Day; a holiday
June	8-11		Final examination period
June	11	Saturday	Spring quarter closes, 5:20 p.m.
June	12	Sunday	Baccalaureate service
June	13	Monday	Fifty-fifth annual commencement
		<i>Summer Session</i>	
June	17-18		Summer Session first term begins, registration and payment of fees
June	20	Monday	Classes begin, 8:00 a.m.
July	4	Monday	Independence Day; a holiday
July	30	Saturday	Registration and payment of fees for second term closes
August	1	Monday	Second term classes begin
September	3	Saturday	Second term Summer Session closes

¹ Registration subsequent to the date specified will necessitate the approval of the college concerned. See also penalty fees for late registration, page —.

No student will be allowed to register in the University after one week from the beginning of the quarter excepting in unusual cases wherein special circumstances shall justify the appropriate committee of the college concerned permitting registration at a later date.

² First hour classes begin at 8:00 in the Medical School and at 8:15 at University Farm.

³ This date does not refer to correspondence study courses, which may be started at any time during the year.

⁴ New students must pay fees on dates announced for registration.

2. Actions Reported for Information

1. Four Quarter Plan. Voted to recommend to the President the adoption of the four quarter for such of the colleges as desire to make it effective as follows:

a. The budget for the regular year shall incorporate the work of all four quarters beginning the summer quarter following the approval of the budget.

b. Toward this budget there shall be contributed from summer session funds an amount to be determined by the instruction load carried in previous summer sessions, and by the plans for the subsequent summer. This amount shall be determined by the President on recommendation of the Director of the Summer Session.

c. The four-quarter organization does not affect officers who are employed on the "A" basis.

d. Members of the teaching staff may be engaged on the regular year basis to teach any three of the four quarters during any fiscal year. Those who are members of the staff at the time the four-quarter organization is adopted, will not be required to teach during the summer session unless they elect to do so.

e. Those who teach more than three quarters in any fiscal year shall be paid for the extra teaching at the rate prevailing for the summer session.

f. While the period of service shall be determined by the academic calendar, the payments shall be made for each quarter as follows:

Summer Quarter—1st half—June 16 to July 31.

—2nd half—Aug. 1 to Sept. 15.

Fall Quarter—Sept. 16 to Dec. 15.

Winter Quarter—Dec. 16 to Mar. 15.

Spring Quarter—Mar. 16 to June 15.

g. No members of the faculty, except those on the "A" basis, shall offer instruction in the University of Minnesota more than eleven quarters in any three consecutive fiscal years. In this calculation one summer session term shall be regarded as equivalent to one-half of a quarter.

2. Text-Book Approval. Voted to approve the use of "Animal Ecology with Special Reference to Insects" by Royal N. Chapman for use in University classes.

3. Text-Book Approval. The use of the following text-books was approved: The Chemistry of Wheat Flour by Dr. C. H. Bailey; Qualitative Chemical Analysis by Prof. M. C. Sneed; Thermodynamics and Chemistry by Prof. F. H. MacDougall.

4. *Report on Proposed Insurance Plan.* Dr. Scammon, representing the Committee on Pensions and Insurance, presented an analysis of the various proposed plans for group insurance. On motion it was *voted* to request the Committee to submit for definite action two alternative plans, each of which should embody the essential features as discussed and be acceptable to an insurance company.

5. *Foundation Day Convocation.* The President presented the suggestion that the various state organizations be invited to send representatives to the University Foundation Day exercises scheduled for February 18, 1926. There being no objection, it was understood that this plan would be followed.

The President made the further suggestion that individual units of the University keep in mind the possibility of the University as a whole joining with them in the celebration of appropriate anniversaries.

6. *Stadium-Auditorium Pledge Payment Campaign.* A letter from Chester Salter requesting permission to carry on a campaign for bringing up arrears in student payments of their stadium-auditorium pledges was read. Approval was granted and a committee consisting of Messrs. Dowrie, Freeman, Leland, Pierce and Kelly was appointed to co-operate in carrying out the plan.

7. *Smoking in the Library Building.* A letter from Mr. Walter calling attention to existing situation with reference to smoking in the new library building was discussed, and it was the sense of the Committee that in the Library Building at least, smoking should be absolutely prohibited.

8. *Aeroplanes over Campus.* It was *voted* to protest the low flying of aeroplanes over the campus and request the Regents to take the necessary legal steps to prevent further violations of the law in this matter.

R. M. WEST, *Secretary*

III. REPORT OF THE SPECIAL COMMITTEE ON FRESHMAN WEEK

(See separate report.)

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

Your Committee on the Relation of the University to Other Institutions of Learning desires to report the following actions which have been taken subject to the approval of the Senate:

Lutheran Normal School, Madison, Minnesota. *Voted* to approve tentatively for the unprinted list of accredited secondary schools, subject to fulfilling the conditions laid down by the chairman of the committee relating to limitations of teaching by certain instructors who have not complied with the specified standard.

R. R. SHUMWAY, *Chairman*

V. REPORT OF THE COMMITTEE ON RESOLUTIONS

Your Committee on Resolutions desires to submit the following:

WILLIAM S. FOSTER

1886-1926

William S. Foster possessed in combination and fine proportion the intellectual and personal qualities that won the love and respect of his colleagues and his students. His frank and forthright intellectual honesty, his zest for work and play, his modesty that concealed a scholarship both broad and exact, his generosity in all labors, and organizations that knit our University life together, made him the sort of man whom we all knew and treasured in the knowing. In its expression of its sense of loss by his death on January 2, 1926, the Senate of the University of Minnesota speaks not only for the University but for its individual members.

This resolution is hereby made an entry on the permanent records of the University, and the President of the University and the secretary of the Senate are requested to transmit this resolution in the name of the Senate to Mrs. Foster and to Professor Foster's father and mother and sister.

JAMES H. FORSYTHE

1885-1925

Throughout a life all too brief Professor James H. Forsythe had so husbanded his strength and applied his talents that his achievements, when matched and measured beside those of our common day seem to stand forth as of one who had lived his full allotment of years. What drew his associates and students to him was not solely their appreciation of his services as teacher and builder. It was the loveable qualities of the man who had friends because he showed himself friendly, who gave himself unselfishly to the day's task, who illumined his intercourse with the cheer and healing of a spirit that hated sham and revered beauty and truth.

The University of Minnesota, housed in these newer structures to which Professor Forsythe contributed so much, stands as his temporal and visible monument. The memorial achieved by his spirit's impress upon those who knew him day by day will outlast them and the printed page on which we, his colleagues in the Senate of the University of Minnesota, have here set down our tribute for the consolation of those bowed in personal grief.

This resolution is hereby made an entry on the permanent records of the University and the President of the University and the secretary of the Senate are requested to transmit this resolution in the name of the Senate to Mrs. Forsythe and to those near and dear to Professor Forsythe.

GUY STANTON FORD, *Chairman*

R. M. WEST, *Clerk of the Senate*

VI. REPORT ON UNIVERSITY PRESS

Although the University Press Committee is not a committee of the Senate we have asked the privilege of submitting the following statement as a part of the proceedings to the Senate, in order that it may serve for the information of the members, upon whose co-operation the success of the Press depends.

At its July meeting the Board of Regents established the University of Minnesota Press. The conduct of the Press was placed in the hands of a committee of five and of a director to be nominated by this committee. Under the authority of the committee was put all publishing by the University except College bulletins and informational and scientific material distributed without charge (e.g., Minnesota Chats, Agricultural Station bulletins.) For the support of the press there is as yet no special appropriation and no salary for the director.

The President has appointed the undersigned as a University Press Committee. We have large powers, good traditions and standards in the monographs already published by the University, some ideas and no great amount of money. We have all the problems of accepting and editing manuscripts, of production and of distribution, sales and advertising.

All these difficulties will fade away if we have from the staff that kind of co-operation that such important ventures usually find at Minnesota.

A University Press must, whatever else it does, find its chief reason for being in the publication of valuable works of scholarship that publishing houses will not take because they are not widely saleable. Occasionally we can do this wholly on our budget, often we shall be obliged to make arrangements to share with authors the risk on some equitable basis which may vary with the occasion. In some cases there will be the possibilities of profit that can be applied to the publication of scientifically significant things where no profit is to be expected.

Perhaps also the Press may in the future be able to sponsor the publication of periodicals. That can only be considered in the case of new ones that fill a field not occupied at present. Duplication of existing efforts is not to be thought of. All the information we have shows that scientific periodicals can rarely be maintained without a subsidy.

The Committee on the Press would welcome suggestions from any member of the faculty. If we ask you on occasion for assistance we know that we can count upon the response.

There is just one specific thing that we should like to get some information about. That is the existence and use in classes of syllabi. Where those are now only mimeographed or published privately, we plan to put them in printed and saleable form. What we expect to take over especially are those used in large classes or in courses here furnishing a steady demand and usable elsewhere in similar courses, either in universities, colleges or junior colleges. Where the demand is such as suggested above a limited experience shows we may expect to make a small profit for the Press, yet save the student money. Such syllabi if they are to be ready for classes next fall ought to be put through the press in the spring and summer.

COMMITTEE ON UNIVERSITY PRESS.

MARTIN B. RUUD

SAWUEL B. HARDING

ROYAL N. CHAPMAN

JOHN T. TATE

GUY STANTON FORD, *Chairman*

P.S.—For your information, a copy of the resolutions of the Board of Regents follows. June 16, 1925.

1. That there be established a University of Minnesota Press.
2. That there be a director appointed on recommendation of the Executive Committee provided for in "3".
3. That the President shall appoint annually a committee of five from the faculty who, with the director, shall constitute an executive committee in charge of all matters pertaining to the Press.
4. That all publications of the University, except the following, shall be in charge of the University of Minnesota Press:
 - a. The official bulletin series.
 - b. Other publications containing chiefly information about the University and distributed without charge.
 - c. Publications giving results of investigations but distributed without charge.

The publications in charge of the University of Minnesota Press shall include all books, bulletins, studies, syllabi, outlines, papers, and other materials which are to be published by the University of Minnesota and sold.
5. That the Executive Committee shall, upon recommendation of the director, make all rules and establish all policies relative to type, paper, covers, size of pages, number of volumes issued, price, royalty, method of sale, and distribution, and all other matters that normally belong to the jurisdiction of a reputable publishing house.
6. That all questions concerning the desirability of publishing a particular document shall be passed upon by the Executive Committee on recommendation of the director. No college, school, or other unit of the University shall publish, independent of the Press, any document which by its nature falls under the jurisdiction of the University of Minnesota Press.
7. That all moneys collected from this sale of such books, syllabi, outlines and papers or other materials, shall be held by the comptroller, subject to the recommendation of the Executive Committee to the President of the University. All appointments and expenditures of money should follow the usual channels and conform to the established practices of the University.
8. That except for subsidies from income from sales which may be allocated by the executive Committee, the cost of all publications in the future, or at least until such time as the finances of the Press justify a change, shall be paid for as now, i.e., out of the various college and departmental budgets.
9. These regulations shall become effective at once. They shall be subject to change only by action of the Board of Regents.