

SENATE DOCKET
REPORT OF THE COMMITTEE ON BUSINESS
AND RULES

To THE UNIVERSITY SENATE:

Your Committee on Business and Rules respectfully presents the following matters for your consideration at the third meeting of the Senate, February 17, 1944:

- I. Approval of Senate minutes for December 16, 1943.
- II. Report of the Administrative Committee.
- III. Report of the Committee on Education.
- IV. Report of the Committee on Relations of the University to Other Institutions of Learning.

I. APPROVAL OF THE MINUTES OF
DECEMBER 16, 1943

II. REPORT OF THE ADMINISTRATIVE
COMMITTEE

1. Reported for Action

1. *University Calendar for 1944-45.* It was voted to approve the University calendar for 1944-45 as follows:

UNIVERSITY CALENDAR, 1944-45

Fall Quarter

1944			
September	18	Monday	Extension registration, first semester begins
September	21	Thursday	Fall quarter fees due for students in residence spring quarter in the Institute of Technology, Business Administration, Dentistry, Dental Hygiene, Law, Pharmacy, and Agriculture, Forestry and Home Economics
September	25	Monday	Entrance tests ¹
September	25-26		Registration for Freshman Week for new students entering the freshman class
September	25-29		Freshman Week; Medical and Speech examinations; Registration, ² College of Science, Literature, and the Arts, and General College
September	28-29		Registration, ² all colleges not included above. Fall quarter fees due for all students in Science, Literature, and the Arts, General College, Education, Public Health Nursing, Medical School, Medical Technology, Public Health, Physical Therapy, and for new students in other undergraduate colleges
October	2	Monday	Fall quarter classes begin 8:30 a.m. ³
			First semester extension class begin ⁴
October	7	Saturday	Last day for extension registration
October	14	Saturday	Last day for registration and payment of fees for the Graduate School and for teachers in service
October	19	Thursday	Senate meeting, 4:30 p.m.
November	7	Tuesday	Election Day; holiday (except extension)
November	11	Saturday	Armistice Day; holiday (except extension)
November	30	Thursday	Thanksgiving Day; holiday
December	15-16 and 18-21		Final examination period
December	21	Thursday	Commencement Convocation; Senate Meeting, 4:30 p.m. Fall quarter ends 6:00 p.m. ⁵

Winter Quarter

December	28	Thursday	Winter quarter fees due for students in residence fall quarter in undergraduate colleges
1945			
January	2	Tuesday	Entrance tests. ¹ Registration ² for new students in all colleges. Winter quarter fees due for new students in all undergraduate colleges
January	3	Wednesday	Winter quarter classes begin 8:30 a.m. ³
January	13	Saturday	Last day for registration and payment of fees for the Graduate School and for teachers in service
January	29	Monday	Extension registration second semester begins
February	10	Saturday	First semester extension classes close
February	12	Monday	Second semester extension classes begin ⁴
			Lincoln's Birthday; holiday (except extension)
February	15	Thursday	Charter Day Convocation; Senate meeting 4:30 p.m.
February	17	Saturday	Last day for extension registration
February	22	Thursday	Washington's Birthday; holiday (except extension)
March 16-17 and 19-22			Final examination period
March	22	Thursday	Commencement Convocation. Spring quarter fees due for students in residence winter quarter in undergraduate colleges. Winter quarter ends 6:00 p.m.

Spring Quarter

March	30	Friday	Good Friday; holiday (except extension)
March	31	Saturday	Entrance tests ¹
March 31-April 2			Registration ² for new students in all colleges except the Institute of Technology
April	2	Monday	Registration for students in Institute of Technology. Spring quarter fees due for new students in all undergraduate colleges
April	3	Tuesday	Spring quarter classes begin 8:30 a.m. ³
April	14	Saturday	Last day for registration and payment of fees for the Graduate School and for teachers in service
May	17	Thursday	Cap and Gown Day Convocation; Senate meeting 4:30 p.m.
May	30	Wednesday	Memorial Day; holiday (except extension)
June	8	Friday	Second semester extension classes close
June 8-9 and 11-15			Final examination period
June	10	Sunday	Baccalaureate service
June	15	Friday	Spring quarter ends 6:00 p.m.
June	16	Saturday	Seventy-third annual commencement
<i>Summer Session</i>			
June	18-19		Registration, ² first term. First term fees due for students in all colleges
June	20	Wednesday	First term Summer Session classes begin 8:30 a.m. ³
July	4	Wednesday	Independence Day; a holiday
July	26	Thursday	Commencement Convocation
July	28	Saturday	First term closes
July	30	Monday	Registration, ² second term. Second term fees due for students in all colleges. Second term classes begin 8:30 a.m. ³
September	1	Saturday	Second term closes

¹ Applicants are urged to take entrance tests a month in advance of the quarter for which admission is desired. Tests may be taken at the Student Counseling Bureau. See Admission, p. 8.

² Registration subsequent to the date specified will necessitate the approval of the college concerned. See privilege fees for late registration or late payment of fees, page 51. No student may register in the University after one week from the beginning of the quarter excepting in unusual cases wherein circumstances shall justify the appropriate committee of the college concerned permitting registration at a later date.

³ First hour classes begin at 8:15 a.m. at University Farm.

⁴ This date does not refer to correspondence study courses, which may be started at any time during the year.

⁵ Extension classes continue to Saturday, December 23, and will resume Tuesday, January 2, 1945.

2. Reported for Information

1. *Thomas Bill.* Dean Fraser, chairman of the special committee appointed to consider the question,

Do we prefer that the federal government pay the tuition and other fees directly to the school which the student chooses, or that the government pay a lump sum to the student and leave it to the student to pay the fees to the school which he chooses? reported that the special committee recommends that payment be made directly by the government to the institution because only by that plan can publicly supported schools hope to obtain full cost of instruction provided. On the recommendation of Dean Fraser it was voted to reply to Mr. T. O. Walton, chairman of the Executive Committee and Mr. W. A. Lloyd, director of the Association of Land Grant Colleges that, as at present advised, the University of Minnesota would prefer direct payment to institutions and favors the Thomas Bill.

2. *Procedure for counseling returning servicemen.* Dean Bailey reported for information procedures established in the Department of Agriculture to aid returning servicemen in selection of proper curricula and courses. The plans provide for a departmental committee that would be responsible for processing rehabilitation cases and certain groups of students that are now or may later be referred by the Veterans Bureau or otherwise. It is presumed that such a committee will have an executive secretary that will act for them in the intervals between their sessions and that the latter will be largely confined to the development of policy. It is anticipated that committee would:

1. Inform prospective students and their extra-university advisers concerning the facilities of the Department of Agriculture.
2. Apply and analyze such tests or other criteria as may be serviceable in measuring the student's capacity to pursue various courses.
3. Advise the various teaching units of the department concerning new needs of or demands for instruction which may appear in consequence of contacts with prospective students.

It is not intended to interfere with any of the other University units involved in related activities, such, for example, as the Board of Admissions, nor with the progress of students who have a well-defined objective supported by a normal background of earlier education. On the other hand, it does appear necessary to have a single point of contact for all questionable cases in order to insure that all student prospects are fully informed and their qualifications carefully analyzed before they are routed into some teaching unit.

3. *History of the University.* President Coffey discussed the desirability of writing a history of the University and reviewed previous consideration given to this matter. It was the opinion of the committee that a history would be very desirable and that immediate steps should be taken to formulate plans for collection of data and writing.

4. *Classification of student organizations.* It was voted to approve the Classification System proposed by the Senate Committee on Student Affairs:

Classification System

After considerable discussion, study, and analysis of the classification requirements and privileges of student organization on the campus of the University of Minnesota, it is recommended by the Office of the Dean of Students to the Senate Committee on Student Affairs that the report of the Committee on Student Affairs to the University of Minnesota Senate on May 7, 1914, be declared void, and in its place shall be substituted the following classification with attendant regulations relating to officially recognized Student Organizations.

I. Classification of Student Organizations

A. Every organization applying for official recognition shall be classified by this committee in one of the following groups with each group assigned a departmental number for accounting purposes in the Student Organizations Fund. Baird's Manual on America College Fraternities shall be the authority regarding classification of fraternities and sororities, academic and professional.

	Departmental Number
Governing boards and councils, including college councils and inter-organizational boards and councils (e.g. SWECC)	100 through 199
Publications (but not governing boards)	200 through 299
Enterprises (e.g. Book Stores)	300 through 399
Class organizations (including college classes)	400 through 599
Religious and Social Service	600 through 699
Recognition and Honorary	700 through 799
Special interest, departmental and professional (excluding professional Greek letter societies classified in Baird's Manual)	800 through 1199
Social and recreational	1200 through 1299
Academic fraternities	1300 through 1399
Professional fraternities	1400 through 1499
Academic sororities	1500 through 1599
Professional sororities	1600 through 1699
Not otherwise classified	1700 through 1899

II. Requirements and Privileges

A. All organizations including fraternities and sororities must be officially recognized and present to the committee for recognition, its purpose, constitution and by-laws, list of officers, list of members, the written consent of a faculty adviser, and written agreement to abide by the rules and regulations of the University previously enacted or to be enacted.

B. Privileges accorded to official recognized organizations are:

1. Listing in the official student organization roster.
2. Use of the name of the University in their title.
3. Right to the use of the University buildings for meeting places.
4. The use of post-office boxes for distribution of organizational material.
5. The use of University bulletin boards.
Specific approval shall be requested for each time the organization desires the use of the bulletin boards or the use of the post-office boxes for distribution.
6. The right of notices and data in University student publications.
7. The right to the financial advisory service of the Student Organization Fund.
This right is obligatory upon the organization and agreed to at the time of recognition. Any exception resides with the Dean of Students when in his judgment the circumstances warrant it.
8. The right to participate in the Student Organization Investment Trust Fund.
This is obligatory in situations where organizations have surplus funds to invest and such investments are in securities.

III. Register of Student Organizations

Office of the Dean of Students shall prepare and publish annually an official register of recognized student organizations and no student organization shall be included therein until it has secured recognition of the Senate Committee on Student Affairs.

IV. Social Function regulations

A. All social functions of Student Organizations including fraternities and sororities shall be approved by the Office of the Dean of Students prior to the event. Social functions requiring approval include those co-educational in nature after 8 p.m. and must be approved as to time, place, hours, budgets, contracts and chaperones. Such functions shall be restricted to Friday and Saturday nights or nights immediately preceding University holidays. Special approval for functions during vacations and University recesses are required. A calendar of social functions for the year shall be maintained in the Office of the Dean of Students in order to avoid conflicts and misunderstandings.

V. Financial transactions of student organizations, fraternities, and sororities

A. The University, in its official capacity has concerned itself with the welfare of Student Organizations and student activities in the areas of social regulations, University representation and publicity, housing, eligibility, and finance. In regard to the monies and finances of Student Organizations and organized student activities it shall be the responsibility of the Office of the Dean of Students to supervise, counsel and advise all student organizations including fraternities and sororities, through conferences, interviews, and periodic audits and reports for the purpose of ascertaining the stability and the prudent, efficient operation of the organization. Contact with faculty advisers and alumni advisers on boards shall be made to assist in fulfilling this responsibility. This is in line with the provision in the Constitution of the University Senate, Section 3, Part 12, reading: "Title to all funds raised through the means of Student Organizations and activities is vested in the Board of Regents in trust for the purpose for which such funds were raised, etc., etc." Student Organizations which encounter prolonged and serious financial difficulties shall be given special attention and financial supervisory assistance.

5. *Army-Navy Specialized Training Courses.* Mr. Willey reported that notice has been received that the Army Air Forces Pre-Flight Program is being discontinued and will end approximately May 20 when the last detachment assigned will have completed its work. The thought was expressed that this may possibly be the beginning of exodus of the Army-Navy programs. At the maximum 4,650 men were enrolled in these and other special programs. It was estimated that by spring quarter the enrolment in these programs may fall to approximately 3,400. Programs being discontinued include Army Air Forces Pre-Flight, Premeteorology C, Pratt-Whitney, Language and Area, and Machinists Mates. Problems of (a) staff and (b) housing that will arise were discussed.

6. *New deferment procedures.* Mr. Willey reported that beginning February 15 all existing deferments for college students will terminate. The quota for the University of Minnesota is 136 students who will graduate within 24 months from February 15 distributed as follows: Engineering 112, Chemistry 16, Physics 8. Problems in connection with the effect of this action were discussed.

7. *Japanese-American students.* The secretary reported having received 74 applications to date. It was the sense of the group that it would be unwise to establish a quota if it can possibly be avoided.

III. REPORT OF THE COMMITTEE ON EDUCATION

Reported for Action

1. Facilities for Housing Students

Students of the University of Minnesota live in the following types of residences:

- 53.1 per cent live with their parents
- 14.7 per cent live in dormitories
- 6.1 per cent live in fraternities or sororities
- 22.4 per cent live in rooming houses
- 3.7 per cent live in apartments, with relatives or with employers.

In 1939-40, when the University reached its maximum enrolment, approximately 3,000 students lived in private rooming houses near the two campuses. This figure, 3,000, probably represents the maximum number of students who can be housed in these private facilities with due regard for minimum standards of hygiene and conditions necessary to study. If the University's enrolment increases, during the postwar period, to an estimated 24,500 students, then a tremendous increase must be made in housing facilities. If increases are made in all of the above types of facilities in proportion to the present distribution, then private rooming houses must be increased to house a minimum total of 4,900 students, an increase of 1,900 over the maximum of 1939-40. If other types of housing facilities (dormitories, fraternities, sororities, apartments, homes, etc.) are not increased, then the figure of 4,900 must be increased.

At the present time, 22.4 per cent of the student population live in 604 private rooming houses. Because a large number of houses in the University district are very old and therefore difficult to remodel, it is highly unlikely that a minimum of 4,900 students can be housed in this type of residence. Probably not many more than 3,000 students can be so housed.

In view of the facts presented, it is clear that one of two steps must be taken by the University: (1) more students must be directed to live in other sections of Minneapolis and St. Paul, that is, at some distance from the campuses; or (2) more dormitories must be constructed by the University; and fraternities, sororities and private land owners must be encouraged to construct new facilities.

It is strongly recommended that the University seek financial assistance for the building of additional dormitories with sufficient capacity of house between 2,000 and 3,000 students. In the planning of these facilities attention should be given to the special need of such groups as foreign students and graduate students. It is further recommended that in planning the construction of new dormitories, due weight be given to: (1) the limited financial resources of a large proportion of the University's students; and (2) the desirability of continuing the present program of close co-ordination between management of the dormitories and the University's many counseling services to the end that the dormitories shall contribute positively to the students' educational and personal development. Finally, the Senate Committee recommends that the University expand its program of close co-operation with operators of private rooming houses to the end that students using these facilities shall not be neglected in the total program of assisting students to profit maximally from their experiences in the University.

2. Procedures for Identifying and Assisting Returning Servicemen and Women in Academic, Vocational and Social Adjustments

1. *In order to identify returning service men and women, it is recommended that:*

- a. The problem of identification of veterans be met by making provision on the following entrance and registration forms for servicemen to designate themselves as such:
 1. Application for admission, for information of director of admissions, deans, admissions committees and counselors.
 2. Census cards, for information of Dean of Students.
 3. Religious census cards, for information of religious organizations and Dean of Students.
 4. College registration blanks, for information of deans and advisers at time of registration.
 5. Class roll information forms. In order that each instructor will know of veterans in class it is suggested that class roll information forms be furnished to instructors for students to fill out in class on which returned servicemen may designate themselves as such and which will provide instructors with other basic information necessary to establish class roll and prepare college reports (if required). Suggested form follows:

Last Name	First Name	Middle Name
Department	() Course No.	() Section
Your College	Your Major or curriculum	() Fr. () Soph. () Jr. () Sr. () Gr.

Transferred from _____ Other College on this Campus or elsewhere

Education interrupted by the war? No _____ Yes _____ From: _____ to _____ in () Army () Navy () Marine () Coast Gd. () Other activity

List special military training and types of military experience: _____

- b. The information requested for the purpose of identifying veterans be uniform on all forms.
 - c. The procedures for identification outlined in (a) be effective beginning with the Summer Session 1944. That for the winter and spring quarters of the current academic year special lists of returned servicemen be prepared by the Office of Admissions and Records and distributed to deans for the use of advisers, counselors and instructors.
2. *To provide adequate procedures for admission, classification and initial advising and counseling of veterans, it is recommended that:*
- a. The President shall appoint a special Committee on the Co-ordination of Advisory Services for Veterans. This committee shall consist of a chairman and a special veterans' adviser from each college nominated by the dean of the college, the Director of Admissions and Records, and the Director of the Student Counseling Bureau. This committee shall be charged with responsibility:
 1. for planning, expediting and co-ordinating the advising of all veterans utilizing established University and college committees and officers;
 2. for the handling of special problems and circumstances encountered in the advising of veterans and including the facilitation of registration in more than one college when necessary for special curricula;
 3. for liaison with the U. S. Veterans Administration and other agencies concerned with veterans with regard to admission, registration and scholastic progress of individual cases; and
 4. for expediting the transfer of cases from one college to another when such transfer is indicated as in the best interests of the veteran concerned.
 - b. All applications for admission or readmission, transcripts, recommendations, test scores and Armed Forces Institute reports for returning servicemen be filed with the Director of Admissions in the same manner as for other applicants. In the case of graduate students, the dean and advisers shall function as in the case of other graduate students.
 - c. The Director of Admissions shall appraise the admission status and advanced standing of returning servicemen in accordance with University and college policies by consulting with the Counseling Bureau and the deans and admissions committees of the various colleges in the same manner as for other applicants.

- d. In the case of veterans who are recommended by the U. S. Veterans Administration for special curricula, great care shall be exercised by the Director of Admissions, in consultation with the admissions officers and veterans advisers of the colleges to make certain that each such case is given needed attention and is properly registered in the desired special curriculum, provided of course that the individual concerned is qualified for admission and that the proposed special curriculum is approved by the proper college official.
- e. The Director of Admissions, special veterans advisers and advanced standing committees of the colleges shall give careful attention to each veteran regarding possible accreditation of military training and experience for college credit. In line with the policy adopted by the Senate on December 17, 1942, accreditation of military training and experience may be based upon reports of tests and examinations administered by the Armed Forces Institute (U. S. Army) or by copies of these examinations administered to university students for the purpose of establishing standards of accreditation. The examinations to be used cover both general educational development and particular subjects. Appropriate special examinations may also be given for purposes of accreditation of training for advanced standing; the regular fee of \$5.00 for special examinations shall be waived for veterans. The established college admissions examinations shall be administered to veterans matriculating as freshmen in colleges. The examinations shall also be used in determining admission for veterans who are not graduates of high school. Accreditation for work in army specialized training and naval collegiate training programs shall be made in terms of the action of the Senate Committee on Relations with Other Institutions of Learning. (See Senate minutes for December 16, 1943, pp. 29-32, and subsequent actions.)
- f. The General Information Bulletin and application for admission forms shall include (1) instructions regarding use of the service of the Armed Forces Institute in collecting and furnishing information regarding educational experience in the Armed Forces, (2) information, presented convincingly, regarding the University's counseling programs, so that returning servicemen will voluntarily seek assistance as desired. A special bulletin is being prepared by the Board of Admissions to include the above information for issuance with applications for admissions.
- g. After admission and advanced standing has been determined, personnel information regarding returning servicemen be furnished to the deans for use of advisers at time of registration in the same manner as for other entering students.
- h. The present requirement of 24 years of age for special students who desire to take less than the regular full curricula or a special combination of courses involving more than one college, be waived for veterans providing it is demonstrated that they have sound vocational objectives and the requisite ability. In determining these two necessary conditions it is recommended that the colleges utilize the counseling and personnel facilities as is now the case in the admission of non-high school graduates. It is recommended that the colleges in individual cases waive normal prerequisites for regular courses for such students who have the requisite ability and who pass special examinations as required by the college concerned.
3. *To insure effective counseling and advising subsequent to enrollment in class, it is recommended that:*
- a. Instructors should continually be on the look-out for problems of study methods, vocational indecision, etc., and:
 1. Counsel veterans.
 2. Refer veterans to special counseling facilities in the dean's office.
 3. Refer veterans to other counseling agencies.
 - b. Each veteran should be assigned to a counselor or adviser who will also follow through the above procedures.
 - c. Through information contained in the General Information Bulletin, and in other bulletins, veterans should be urged to seek assistance through any counseling agency on the campus. In such cases each counseling agency should make reports to the college adviser of each veteran.

T. R. McCONNELL, Chairman.

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

1. Reported for Action

1. *McCahill Institute, Lake City.* On the recommendation of the inspector it was *voted* to place this school on the published list of accredited preparatory schools subject to review after one year.

2. Reported for Information

1. *Non-resident advanced standing students.* On the recommendation of the secretary it was *voted*, effective beginning with spring quarter 1944 applicants, to consider a "C average record at the last institution attended" as sufficient evidence of "better than average promise of ability" in the regents rule regarding admission of non-resident students as it applies to students who have completed a full year of work at an accredited college or university. It was understood that a non-resident student whose previous college average is below C will continue to have the privilege of taking entrance examinations as a further basis for admission.

2. *AST Personnel Psychology.* On the recommendation of the Advisory Committee of the College of Science, Literature, and the Arts it was *voted* to approve credit as follows:

1st Term

Statistics, AST 610, 6 quarter credits
 Social Psychology, AST 620, 2 quarter credits
 Occupations and Vocational Psychology, AST 631, 6 quarter credits
 Tests and Measurements, AST 605, 6 quarter credits

2nd Term

Work, Fatigue and Efficiency, AST 632, 4 quarter credits
 Normal and Abnormal Personality, AST 621, 3 quarter credits
 Personnel Methods, AST 635, 3 quarter credits
 Learning and Perception, AST 625, 6 quarter credits
 Tests and Measurements, Interview Methods, AST 606, 6 quarter credits

The secretary reported for information that the Department of Psychology has approved acceptance of satisfactory completion of the full AST Personnel Psychology Curriculum (Terms I and II) as the equivalent of a Psychology major toward a Bachelor of Arts degree.

R. R. SHUMWAY, Chairman