

ONE—Senate Minutes

UNIVERSITY OF MINNESOTA  
SENATE DOCKET

TO THE UNIVERSITY SENATE:

Your Committee on Business and Rules respectfully presents the following matters for your consideration at the meeting of the Senate, February 14, 1946, Murphy Hall Auditorium, 3:30 p.m.

- I. Approval of Senate Minutes for December 13, 1945
- II. Report of the Committee on Business and Rules
- III. Report of the Administrative Committee
- IV. Report of the Committee on Relations of the University to other Institutions of Learning
- V. New Business

**I. APPROVAL OF THE MINUTES OF DECEMBER 13, 1945**

**II. REPORT OF THE COMMITTEE ON  
BUSINESS AND RULES  
Reported for Action**

1. *Establishment of a special Committee.* On the recommendation of President Morrill, the Committee on Business and Rules recommends that: A special committee of the senate be established, members to be nominated by the president, to consider the establishment of criteria that will be helpful in determining whether a given position should fall within the academic or the civil service, and to make recommendations relative to this problem; with the further understanding that this committee of the senate is to meet with the Civil Service Committee for the sharing of relevant information, and for discussion of suggestions or recommendations that may be formulated by the Senate Committee.

**III. REPORT OF THE ADMINISTRATIVE COMMITTEE  
Reported for Information**

1. *Tenure report and recommendations.*
    - A. Vice President Willey reported the following interpretations as chairman of the advisory committee on tenure:
      1. When an academic staff member transfers from a regular academic position to the civil service staff or to an X or T position, a statement in writing should be prepared by the administrative officer involved, setting forth in full the understanding with reference to tenure rights and status that may be involved by this transfer. On the basis of this memorandum the President's office will prepare for the tenure files, the dean, the department head, and the individual staff member a statement embodying the understandings.
      2. In determining probationary credit for assistant professors, all fractional years less than two-thirds will be dropped and fractions of two-thirds or more will be counted as a full year of service.
      3. Notification of termination of "C" appointments (October 1 to March 31) will be made on the same dates and in conformity with the same procedures as apply to "A" or "B" appointments.
      4. Official notices of termination to staff members should be sent by the President with copies to the dean and department head.
    - B. The following was reported for general information:
      1. The existing regulations concerning academic tenure make no reference to the status of associate and full professors appointed for less than 100 per cent time, and accordingly the question of their tenure rights is not clear. The committee voted to refer this matter to the President for reference to the Senate in accordance with Section 13, Amendments of the regulations concerning academic tenure as adopted by the Board of Regents on February 9, 1945.
      2. The committee agreed to accumulate once each year, early in the fall quarter, all interpretations of regulations concerning academic tenure that have been accepted by the President, the Administrative Committee, and the Senate in order that they may be distributed to members of the faculty for addition to their copies of the regulations.
      3. In the administration of tenure regulations, academic titles in medicine and dentistry, prefaced by the term "clinical" are to be considered as non-regular.
      4. Individuals holding positions listed in Section IX of the University of Minnesota academic positions classification plan, "extra-instructional," will not be considered as falling under the provisions of the tenure regulations except as they may also have an academic title preceding the title, falling within Section IX.
    - C. In conformity with section 10 of the regulations concerning academic tenure as adopted by the Board of Regents, the deans have informed the President's office concerning the tenure status of every regular instructor and assistant professor. This material has been compiled and checked and copy of the record has been sent to every staff member involved, for his approval. On the basis of this, there is now in existence for every regular instructor and assistant professor who falls within the provisions of the tenure policy a record that shows his tenure status as of June 30, 1945. This record is filed as a supplement to the minutes of the Administrative Committee.
    2. *Gifts to departments to be reported to the President.*
      - A. President Morrill requested that the deans inform their departments of the importance of taking account of every gift and reporting it to the President's office. It was emphasized that every gift be acknowledged by the department concerned, and that a copy of the departmental letter be submitted to the President's office. Mr. Nunn suggested that the deans advise his office of what they desire incorporated in any letter of appreciation sent by the Board of Regents.
      3. *Summer Session schedule for Medical School, and special course in Library Instruction in 1946 Summer Session.*
        - A. Mr. Teeter reported that the Advisory Committee of the summer session voted to support Mr. McDiarmid's petition that an 8 week course in library instruction be established in the summer session beginning June 17, 1946 with the understanding that this request is to be considered as a special request and the action of the committee is not to be interpreted as a precedent for procedure in organizing general Summer Session courses.
        - B. Mr. Teeter reported that the Advisory Committee of the Summer Session voted to support Dean Diehl's recommendation that the Medical School be permitted to carry its summer quarter beginning July 1 and ending September 14 in conformity with the schedule set up last summer.
- It was voted to approve both requests of the Advisory Committee of the Summer Sessions.

## TWO—Senate Minutes

4. *Recommendations of committee to consider possible revision of regulations governing sabbatical leave.* Dean Bailey, Chairman of the Sub-Committee of the Administrative Committee of the Senate that was appointed by President Morrill to consider the regulations governing sabbatical leaves, reported that his Committee had agreed to recommend the rewording of "Interpretations" on the reverse of President Form 6, "Sabbatical Furlough" to read as follows:

### Interpretations

Paragraph 1. A leave of absence within six years will not be considered an interruption of consecutive employment, but the duration of the leave must be added to the six years of service in determining eligibility for sabbatical furlough.

If, in special cases, it appears desirable for the University to release a member of the faculty for less than a full year of sabbatical furlough, consideration will be given to the completion of the one year total of sabbatical furlough in the second year following the original sabbatical furlough.

Paragraph 3-b. (No change)

It was *voted* to accept the recommendations of the Sub-Committee.

5. *Report of Committee on Classroom and Laboratory Use and Scheduling.* Mr. Morse, chairman of the sub-committee of the Administrative Committee reported the following interim recommendation of his sub-committee:

"After a consideration of the present system of classroom scheduling, the Committee on Classroom and Laboratory Use and Scheduling recommends that a central classroom scheduling office be set up immediately on an experimental basis under the jurisdiction of the Dean of Admissions and Records, with the understanding that in the beginning there be an allocation of responsibility for various units to such schools and colleges as the Institute of Technology; Medical group; and College of Agriculture, Forestry, and Home Economics. It is understood that this central office is to act as a clearing house for classrooms and laboratory space for instructional purposes only."

It was *voted* to approve the action of the Sub-Committee.

6. *Counseling Services.* President Morrill opened for discussion the many problems attendant to college counseling. The issues fall primarily into two groups: a. Whether there is a tendency toward decentralization of counseling activities and the wisdom of such a movement, and b. Whether counselors should be given academic standing or be under Classified Civil Service.

President Morrill stated that the whole question of border line cases now under Civil Service had been referred to a Civil Service sub-committee which had prepared a report. This report deals in a general way with criteria to be used in classifying employees but is not sufficiently definitive to be useful. President Morrill will ask Senate approval of a committee to review this whole matter and act in a consulting capacity with the Civil Service Committee regarding the determination of what work is truly academic.

President Morrill raised several questions concerning the growing practice of appointing professionally trained counselors in the various colleges. Should the counseling be done by members of the instructional staffs? Will they require training? Who is going to recommend their appointment and review their qualifications? Should they have academic standing in a college or where? What is the relation of college counselors to the Counseling Bureau?

Dean Lind said he considered the counseling problem in the Institute as temporary. Dean Schmitz said that in the School of Forestry older staff members should be given some relief from teaching duties in order to carry the increased counseling burden. Dean McConnell indicated that all members of his instructional staff do and should counsel, but that for specialized counseling the services of the Counseling Bureau would be used. Dean Williamson stated that the basic responsibility for counseling should remain with the different colleges but that the highly specialized counseling would be conducted by the Counseling Bureau. The current situation has come about through an evolutionary process that has now reached the second or third stage. He suggested the appointment of a committee to make a thorough going study of counseling developments and to make explicit the emergence of and relationship among different kinds of counseling. In response to an inquiry by President Morrill, Dean Williamson stated that the appointment of professionally trained counselors in colleges to the academic staff would aggravate the morale situation among those in the Counseling Bureau who are on Civil Service. Dean Williamson further stated that there are 12-15 different kinds of counseling but we use the same word to describe all of them. Therefore, what may appear at the policy level to be duplication and conflict, actually on the level of operations and relationship is neither.

Dean Peik and Mr. Morse stated that their counseling procedures were not in conflict with those of the Counseling Bureau. It was the sense of those who spoke that there is a need for the expansion of counseling facilities and that there was no conflict between the colleges and the Counseling Bureau.

7. *Registration, Spring 1946.* On the recommendation of Dean Carlson it was voted to extend the registration period for spring quarter 1946 to include Thursday, March 28 to provide three days March 28-29-30 to accommodate the large group of new students expected.

8. *Physical examinations.* On the recommendation of Mr. Willey, Dean Carlson, and Dr. Boynton it was voted to extend the physical examination requirement now provided for new freshmen and advanced standing students to apply to new special students who enroll for 5 or more credits of work with the understanding that the requirement will not apply to extension or summer session students. By this action veterans admitted as special students will be required to have a physical examination at entrance.

9. *Staff, space, and selective admissions.* Problems related to staff, space, and selective admissions were discussed. Discussion summary filed supplement to the minutes of the Administrative Committee.

WILLIAM S. CARLSON, Secretary

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

### Reported for Information

1. *GED Tests for General College Students.* It was *voted* to approve the request of General College to grant advanced standing on the basis of the General College being a type three institution.

R. R. SHUMWAY, Chairman

## V. NEW BUSINESS

1. Discussion of university recreation by Professor Frank McCormick.