

# The University of Minnesota

## THE SENATE

## MINUTES

The first meeting of the University Senate was held in the Lecture Room of the Chemistry Building, Thursday, October 3d, at 4 o'clock. The roll call was read by the Clerk. Voted that the following committees, nominated by the President, be appointed. First, the Membership Committee, to decide upon the official roster of the Senate for the current year, and to prepare a plan of organization:

Messrs. Fletcher, Bauer, Beard, Davis, W. S., Freeman, Orton, Schaper, Shepardson.

Second, the Auditing Committee for the supervision of financial affairs of student organizations:

Professors: E. E. Nicholson, C. W. Thompson.

Students: David R. West, Ag. '13; Wm. R. Hodson, Ag. '13; Benj. W. Cole, Ag. '14.

The President addressed the Senate upon the opportunities and functions of that body, and an informal discussion followed. New members of the University community were introduced to the Senate. Meeting adjourned.

E. B. PIERCE, Clerk.

# The University of Minnesota

## THE SENATE MINUTES

The meeting of the University Senate was held in the Library of the Engineering Building, Wednesday, January 29th, at 4 o'clock. Roll call led by Professor Anderson.

The report of the Senate Committee on Organization was presented for discussion. After voting upon the report by sections, and after making minor alterations, the Senate voted to adopt the work of the Committee as follows:

The committee recommend the adoption of the following

### BY-LAWS OF THE SENATE

#### I.

*Athletics.*—There shall be two standing committees on physical activities, (a) committee on intra-mural sports and physical education, (b) committee on inter-collegiate athletics.

(a) The Committee on Intra-mural Sports and Physical Education shall be composed of seven members, five recommended by the President from the Faculty, and the heads of the departments of physical education for men and for women. It shall have supervision of the gymnasium and the athletic grounds of the University including Northrop Field, except so far as and at such times as these grounds and this field may be used for inter-collegiate athletics. It shall have the supervision of intra-mural sports and physical education for men and women. It shall have no jurisdiction over inter-collegiate athletics.

(b) The Committee on Inter-collegiate Athletics shall be composed of nine members, five faculty members to be recommended by the President of the University, two alumni members to be recommended by the athletic committee of the Alumni Association, and two student members to be recommended by the student members of the Athletic Board of Control.

This committee shall appoint one of its faculty members to have supervision of tickets. He shall be responsible for all tickets and other sources of income and shall see that the tickets committee of the Athletic Board of Control files with the treasurer a complete ticket report for each game, showing tickets issued, tickets sold, complimentary tickets, and unused tickets, to-

gether with a statement of the actual cash received. The member so appointed shall become one of the two faculty members of the Athletic Board of Control and serve as chairman of the ticket committee of said board.

This committee shall also appoint one of its faculty members to have supervision of auditing. He shall have general supervision of all expenditures, and no bills shall be paid or debts incurred unless approved by him. The member so appointed shall become the second faculty member of the Athletic Board of Control, and serve as chairman of the auditing committee of said board.

This Committee on Inter-collegiate Athletics shall constitute the eligibility committee, and shall decide upon all questions of students' eligibility to participate in inter-collegiate sports. It shall have supervision of Northrop Field and the grandstands and the seats thereon, in so far and at such times as it may be used for inter-collegiate athletics. The committee shall satisfy itself of the safety of all stands before allowing them to be used.

The method of administering in detail the business of the Athletic Association shall be subject to the approval of this committee; this committee is given entire control of inter-collegiate athletics, subject to the constant revision and ratification of the University Senate.

The five members chosen from the Faculty at large to serve on these two committees, (a) and (b), shall be the same persons.

## II.

*Finance and Audit.*—There shall be a standing committee on Finance and Audit. It shall consist of five members, two being members of the Faculty, and three, students. One of the faculty members shall also be a member of the Committee on Student Publications and of the Committee on Student Affairs. It shall prescribe an adequate system of accounts to be kept by all student organizations over which the University has control (except the Board of Athletic Control), and shall audit the same at least once each semester and exercise such general control of the business policy of each organization as may be necessary to ensure honest and business-like administration of its affairs.

## III.

*Student Publications.*—There shall be a standing committee on Student Publications. It shall consist of seven members, three being members of the Faculty and four, students. It shall have supervision of all publications issued by students or by faculty and students. When exercising supervision over a publication issued by students and faculty of a single college or school, a member of that Faculty shall be added to the committee for the purpose only of such supervision.

## IV.

*Student Affairs.*—There shall be a standing committee on Student Affairs. It shall consist of seven members, three being members of the Faculty and four, students, the latter being re-

spectively the presidents of the Men's League, the All-University Council, the Student Government Association, and one other student. It shall have supervision over all student affairs not within the control of any other standing committee.

*Voted* to recommit to the Committee for later report.

V.

*Debate and Oratory.*—There shall be a standing committee on Debate and Oratory. It shall have charge of all local and inter-collegiate contests in debate and oratory over which the Senate has jurisdiction. It shall consist of five faculty and five student members.

VI.

*University Extension.*—There shall be a standing committee on University Extension. It shall consist of five members. It shall have charge of the Senate business on University Extension; shall promote correlation of extension courses and encourage co-operation in providing courses that may be offered away from the University Campus.

VII.

*University Functions.*—There shall be a standing committee on University Functions. It shall consist of not less than three nor more than eleven members, in the discretion of the President. Its duties shall be to take charge of details of Commencements and other University functions.

VIII.

*University Printing.*—There shall be a standing committee on University Printing. It shall consist of four members of the teaching staff and the Registrar of the University. It shall be its duty to standardize the printing of all catalogues, bulletins, and other official publications of the University and to arrange for suitable University stationery. Particularly it shall have charge of the mechanical form of such printing, and to secure dignity and unity in type, press work, etc.

IX.

*Education.*—There shall be a standing committee on Education. It shall consist of nine members. Its duties shall be to consider and to cultivate the relations between the University and other educational institutions within the State of Minnesota and such institutions as may express a desire for closer affiliation. It shall consider the propriety and equity of proposed changes in entrance requirements, closer articulation of the work of the other institutions with that of the University, and plans for making the University more helpful to the other institutions.

Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conference with the State High School Board, the Minnesota Educational Association, committees of State High School Superintendents or other organizations of teachers.

X.

*Business and Rules of the Senate.*—There shall be a standing committee on Business and Rules of the Senate. It shall consist of five members of the University Senate. The Clerk of the Senate shall serve as the clerk of this committee. It shall be the duty of this committee to arrange the order of business for the Senate and to present items of business proposed to the committee in advance of each meeting. All items of new business presented by individual members of the Senate at any meeting shall be referred to this committee for consideration and future presentation. It shall be the duty of this committee to encourage the presentation of topics which come within the jurisdiction of the Senate, and to recommend such other disposition of business offered which appears to be foreign to the purposes of the Senate, as its judgment may dictate. The committee may introduce business at meetings of the University Senate, with or without its recommendation, for discussion. The committee shall prepare copies of the outline of business to be so presented at each meeting, and these shall be sent in advance of the meeting to each member of the Senate.

The committee may recommend to the Senate, at its discretion from time to time new by-laws or standing rules.

Respectfully submitted,

HENRY J. FLETCHER, Chairman  
GEORGE N. BAUER  
RICHARD O. BEARD  
WILLIAM S. DAVIS  
E. M. FREEMAN  
FORREST H. ORTON  
WILLIAM A. SCHAPER  
GEORGE D. SHEPARDSON  
ANDREW BOSS  
E. B. PIERCE

*Voted* that the Senate Roster, including both voting and non-voting members, as presented by the Committee, be adopted.

The program of items for discussion at this meeting was presented.

*Voted* that the Chairman be requested to appoint a Committee on Education and that to this Committee be referred the question of the adoption of the quarter system for the University in lieu of the semester system.

Mr. E. M. Freeman presented a request for a change  
in the form of the University diploma for the Department  
of Agriculture.

*No action taken*

*Voted to adjourn.*

E. B. PIERCE,  
*Clerk.*

# The University of University

## THE SENATE

The regular meeting of the University Senate was held in the Library of the Engineering Building, Friday, June 6, at 4 o'clock, President Vincent presiding.

The roll was called by the Clerk.

*Voted* that the minutes of the meeting of January 29 as presented in printed form be approved.

The report of the Committee on Education was presented by Professor Thurston who read a letter from Dr. Bauer, Chairman, in explanation.

*Voted* that the report of the Committee be adopted as follows:

At the last meeting of the Senate, the question of the four-quarter system was referred to the Committee on Education. The Committee begs leave to offer the following report:

### A. GENERAL CONSIDERATION.

Although the only question formally referred to the Committee was the four-quarter system, it was necessary to consider four systems. They are:

1. The four-quarter system.
2. The semester system with a strengthened summer session.
3. The three-term system, dividing the collegiate year into three terms of substantially equal length, the first term ending at the Christmas holidays; the three terms to be supplemented by a strengthened summer session.
4. A modification of 2, with each semester divided into two parts by those colleges which would care to do so.

### POLL OF THE COLLEGES

The Department of Agriculture desires either the four-quarter or the three-term system.

The Medical School is not yet ready for the four-quarter system, but desires the three-term system, with a summer session of six weeks "as a means of developing the four-quarter system, or rather of testing its desirability."

The Colleges of Dentistry, Pharmacy, Education, and the Law School could work satisfactorily under either the semester system or the three-term system, but are not yet ready for the four-quarter system.

The College of Engineering has a decided preference for a division of the twelve-month period into three equal parts, but since this is out of the question for the entire University, this college is willing to accept any reasonable system which meets the needs of the other colleges. A majority of the departments has opposed the introduction of the four-quarter system.

The School of Chemistry, the School of Mines, and the Graduate School favor the semester system, and are opposed to the four-quarter system and the three-term system.

The College of Science, Literature, and the Arts, while rather evenly divided as between the semester and the four-quarter systems, by a majority of departments is opposed to the three-term system.

## FUNDAMENTAL PRINCIPLES

1. The various colleges are interlocked to a great extent as regards the work of both students and instructors. To maintain and still further develop this inter-relation of the colleges, it is essential that all the colleges operate under the same system; and this should be done so long as no college is seriously hampered.

According to this principle, a real need on the part of a single college becomes a strong argument for a readjustment of the entire University to meet such need; on the other hand, the special interests of any college, school, or department must be subordinated to the needs of the University as a whole.

2. The largest effective use should be made of the University plant.

## 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 cannot 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 today 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 be closely correlated with that of the rest of the year.

### **C. THE THREE-TERM SYSTEM**

#### **Reasons in Favor of the Introduction of the Three-Term System**

(1) The first and foremost reason is the need of the Department of Agriculture. This department could do its work to much better advantage under the three-term system, with a strengthened summer session, than under the present system. For a statement of the case, see the report made to the Committee by the Department of Agriculture, a copy of which is attached hereto. (Pages 8-13.)

(2) The Medical School feels the need of the three-term system because of the possibility of concentrating many of their short courses more effectively with the smaller unit, and for other reasons. It now accomplishes this purpose by dividing each semester into halves.

For a statement of the case, see the letter of Dean Westbrook, a copy of which is attached hereto. (Pages 15-16.)

(3) A secondary consideration is that the natural break at Christmas could be used as the dividing line between the fall and winter terms, thus obviating the division of the first semester by a long vacation.

To accomplish this purpose, it would be necessary, however, to begin the college year from two to three weeks later than at present, if the three terms are to be of substantially the same length.

#### **Reasons against the Three-Term System**

(1) The School of Mines, as already pointed out in discussing the four-quarter system, would be greatly handicapped by the adoption of the three-term system. For a fuller statement of the case, see the letter from Dean Appleby, a copy of which is annexed hereto. (Pages 14-15.)

(2) The adoption of the three-term system would tend to bring the University out of harmony with other institutions. When it is remembered that some years ago this University, with many others, was on the three-term system and found it expedient to change to the semester system, it seems unwise to go back to the three-term system unless the reasons are greatly in its favor.

(3) The task of adjusting the courses of a large University to a new system is considerable, and should not be lightly undertaken. On the other hand, the burden of changing would be but temporary.

(4) The introduction of an additional term would require an additional week for examinations in most of the schools and colleges. Many would probably recognize this as a loss.

#### **Educational Questions Involved**

Certain educational questions are involved in a change from the semester to the three-term system. These cannot be discussed intelligently until it is known what disposition would be made of the various courses under the new system. Thus, should the introduction of the three-term system tend to make the term, with greater concentration, the educational unit instead of the semester or the year, there would be objections on the part of those who believe in the larger unit; on the other hand, should the year, which is now the educational unit to a large extent, become the unit to a still greater extent, these objections would entirely disappear. Those who favor greater concentration would view these objections as advantages.

#### **D. SUMMER SESSION—A SEPARATE QUESTION**

The problem of the summer session is very different from the problem of the so-called academic year. This difference should be frankly recognized, and no attempt should be made to cast both in the same mould. There should be no objection whatever to a variable period for the summer session, each college using as much time as is necessary to meet its needs.

#### **E. RETENTION AND DIVISION OF THE SEMESTERS**

The plan to divide the semesters into two equal parts, following the lead of the Medical School, was not considered for the University as a whole. But the Committee suggests the possibility of dividing the technical work of the Department of Agriculture in this way to see if the needs of the Department could not be met by such internal adjustment, without affecting the rest of the University.

The administration of the Department of Agriculture is not willing to commit itself at this time as to the practicability of this method of securing needed relief; but the document setting forth the attitude of the Department of Agriculture on the four-quarter and the three-term systems indicates that it may be possible to solve the problem satisfactorily in this manner.

#### **F. RECOMMENDATIONS**

In view of the foregoing considerations, it seems best to exhaust the possibilities of the semester system before mak-

ing a change. Accordingly the Committee submits the following recommendations:

(1) That the four-quarter system be not established at the present time.

(2) That the three-term system be not established "for the University as a whole" at the present time.

(3) That each college, school, or department of the University be authorized to maintain a summer session of such length as its special needs require.

(4) That each college, school, or department of the University be authorized to offer courses continuing through either half of either semester, if it so desires.

This recommendation shall not be interpreted as restricting any college, school, or department of the University from seeking relief by other methods consistent with the Constitution of the Senate.

Respectfully submitted,

GEORGE N. BAUER,  
Chairman.

JOHN H. GRAY,  
W. H. KIRCHNER,  
RICHARD E. SCAMMON,  
E. V. STORM,  
DAVID F. SWENSON,  
FLETCHER H. SWIFT,  
EDWARD S. THURSTON,  
J. S. YOUNG.

May 26, 1913.

## STATEMENT FROM THE DEPARTMENT OF AGRICULTURE

Reasons why the Department of Agriculture desires a Three-Term plus Summer Session or a Four-Quarter System in the Colleges of Agriculture and Forestry.

### GENERAL

1. Use of equipment and buildings for the twelve months.—This general argument for the three-quarter plus summer session system, or for the four-quarter system, seems to be particularly applicable in the Department of Agriculture. During the year the following schools, courses, and colleges use the buildings and teaching staff of the Department: College of Agriculture, including Home Economics Course, September to June; College of Forestry, September to June; School of Agriculture, October to April 1st; Dairy School, November to December, five weeks; Farmers' Short Course, January, four weeks; Traction Engineering School, May, five weeks; Junior Short Course, about Easter time, one week; Summer Session of the College and Teachers' Training School, June and July, six weeks. A total of approximately 3,000 students attend these courses. In addition, numerous conventions and associations of agricultural and other socie-

ties assemble in the Department. It can readily be seen that there may be at times a very large demand on the space and instructional staff of the Department. This is particularly true of the period when the Agricultural School is in session. During this time the Colleges are also in session, the Dairy School and the Farmers' Short Course. The session of the School of Agriculture under present conditions overlaps both semesters. The first term of School begins in October and ends at Christmas time, and the second term begins about January 1 and ends the end of March. The School programs are all arranged in the second term before first semester of the College is completed, making it very difficult, not only for the first but also for the second semester, since the second term of School overlaps onto the second semester of the College about one month. Classes of the College have to be arranged in accordance with the second term of the School. This leaves, however, the long period from April 1 until the end of the college session with the equipment and buildings not used to capacity. Under a three-quarter system the first and second quarters in the College would practically coincide with the two terms of the School. Moreover, in the third quarter of the College the buildings, equipment, and teaching staff could be used almost exclusively for college purposes. This would allow a concentration in the third quarter which would add tremendously to the efficiency of the buildings and equipment. The same argument also applies to the summer session. In this way the collegiate work might also be lightened and arranged in the first or second quarters so that the buildings and staff could be used with greater efficiency.

**2. Repetition of courses and reduction of size of classes.—**

Under the three-quarter system, and especially with an additional summer session, it will be possible to repeat courses and thereby reduce the size of classes, enabling us to scatter the work into periods of less pressure from periods of higher pressure. This would enable a building up of the summer session, and would be particularly useful to a fairly large class of men, many of whom are of mature age, who desire to finish their work as soon as possible. In large classes, in cases at least where two sections might be formed, one might be offered at such a quarter as the third or the summer session, leaving the other section in the period of greatest pressure, namely the first and second quarters.

**3. Seasonal adaptation.—**The work of the Department of Agriculture calls for a good deal of practical instruction. It is of utmost importance that this work be correlated with the seasons. It will add greatly to the efficiency of the institution if courses can be offered when the apparatus and equipment of the farm can be well used in instructional work. Concentration of instruction during the proper season will unquestionably yield better results than a prolonged period at an inopportune time.

**4. Reduction of examination periods and bringing of vacations at the end of the quarters.—**In a three-quarter system

as opposed to a two-semester system there would seem to be a better opportunity to reduce the time now consumed by examination weeks. At least one vacation, namely the Christmas vacation, would probably come at the end of one of the quarters. Occasionally at least, the Easter vacation, if such were retained, would probably come at the end of the second quarter. Even if the vacations did not come at the end of the quarters, it would seem probable that a shorter time might be given over to examinations since the periods between the examinations would not be so long.

**5. Possibility of building up a large Summer School in the Department of Agriculture.**—It ought to be accepted without question that summer time is the most opportune time for the teaching of such subjects as Agriculture. The University Farm, the field equipment, and live stock can all be utilized to the best advantage at this time. The growing crops can be studied in the field; plant breeding systems can be studied while they are being operated; instruction in spraying can be best given in the growing orchard. Not only is the summer time opportune for any student, but there ought to be, and there is, a great demand by the professional summer school student to take work along these lines in the summer time.

#### FROM THE STANDPOINT OF STUDENT CONTROL

**1. Six months' farm management requirement for every student.**—Every male student in the College of Agriculture is required to have six months' practical farming experience. At the present time this is obtainable only in two summers' work and the student does not get the spring farm experience which he should have. Under the three-term system he could get this experience in the third quarter and during the summer time. Moreover students have great difficulty in getting employment on farms at such a late period as from June 1 to 15. A good deal of the labor is hired by that time. The experience would be greatly enhanced in value if it included all of the farm period from early spring until fall.

**2. Senior farm management students.**—Students specializing in this work are required to manage a farm under supervision for one year. Under present arrangements they must start at the end of the semester. Under the three-term system they could begin at about the beginning of the third quarter. This would articulate better under the three-term system than under the semester system.

**3. Practice teaching for Agricultural Education students in High Schools.**—There is a tremendous demand for teachers of Agriculture in this State. A very small percentage is now furnished from this University. The State rightfully expects us to furnish more teachers; and to furnish efficient teachers requires facilities for training so that the men shall have practice teaching experience in the high schools and with farmers. This can be accomplished in connection with the short courses given in the various high schools of the

State. These occur usually from about December 1 to March 1. At present they would interfere with both semesters' work. Under the three-term system it would practically coincide with the second quarter.

4. **Stock and grain judging at fairs, etc.**—Many students of the upper classes are used in supplying the large demand for judges in county and other fairs. The experience is an exceptional one and most students are eager to get it. At present since it is highly advisable to restrict such judging work to students in good standing, it makes a reduction in the amount of work the student takes, which results in either a good deal of confusion in handling such students or in a requirement that students drop a certain amount of work in order to take up judging work. The judging work ends about November 1 and the student therefore carries a very light program for a whole semester, while under the three-quarter system his light program would more closely coincide with the first quarter.

5. **Summer Forestry School.**—The Junior Foresters are required to spend about four to five months at Itasca Park. They now leave in the middle of the second semester. This necessitates special courses for half a semester. Some of these courses can be obtained with those offered to the Agriculturists under a three-quarter system. The work of the Itasca Summer School would under the three-quarter system fall naturally into the third quarter and the summer session. Moreover, midwinter field work is contemplated in various developments of the forestry work which would necessitate work in both semesters under the semester system. Under the three-quarter system it would fall practically entirely within the second quarter.

#### FROM THE STANDPOINT OF THE TEACHING AND INVESTIGATIONAL STAFF

1. **Instructors have work in the summer at the University Farm.**—Most of the instructors in the Department have Experiment Station Work at the University Farm in the summer which necessitates their presence at that time. Such men could most profitably use their vacations at other times of the year. While the investigational work is being done in the summer time additional instruction could be given. There are many reasons why vacation periods in the winter would be most useful to the instructors. Many of them attend meetings in other states, visit experimental stations, and particularly consult with the Departments and Bureaus of the U. S. Department of Agriculture, at Washington, D. C. This interchange of ideas involved is highly desirable and can only be accomplished in the winter time since both classes of men are out on their work in the summer.

Again it is frequently necessary for the Experiment Station workers to write up their experiments and investigations at some other time of the year than the summer. Numerous reports have also to be made upon the experiment work dur-

ing the summer. This naturally falls in the winter months, and instructors' programs could be so arranged that a large part of one or more quarters could easily be left open for winter work on bulletins and for vacations.

Many instructors are also called on for judging at fairs in and outside of the State. A light program at this particular quarter, namely the first quarter, would enable this to be done without prejudice to the class work.

**2. Complexity of interests in the Department demands opportunities for concentration.**—It must be remembered that each Division (or Department) in the Department of Agriculture has a multiplicity of interests. It has its duties in the College of Agriculture, in the School of Agriculture, in the Experiment Station, and in the Extension Department, in addition to the various short courses, and the work of correspondence, which is very considerable in amount. If these were all to continue contemporaneously throughout the year, the distraction would tell heavily on the men in charge and on the various workers in the Divisions. It seems absolutely necessary to allow a certain amount of concentration so that members of a staff can at a certain period devote most of their time to one line of endeavor and at another time to another line. Such concentration would undoubtedly add considerably to the efficiency of the teaching and working staff of the Department.

#### LETTER FROM DEAN APPLEBY

Dr. George N. Bauer,  
The University of Minnesota,  
Minneapolis, Minn.

Dear Sir:—Our position with regard to the proposed three-term plan is substantially as follows:

First, if the school year were to begin approximately three weeks later than it does at present we would lose the three weeks at the beginning of the first term. The second term would be available for our work in its entirety. The third term would begin approximately April 1, giving us but one month for class work, as it is necessary to begin work in the field May 1. The beginning of our field work May 1 is not an arbitrary matter, but is necessitated by conditions which we must meet in the field. Owing to the late opening of navigation the shipping season on the Minnesota Iron Ranges opens May 1, but the mines are just beginning to get under way. The mine superintendents, therefore, are able at this time to give us permission to work underground. If our field work opened at a later date, we should find the superintendents in the midst of the busiest part of the shipping season, at which time they could give us no attention and would naturally refuse permission for underground work.

Second, our field work in Mine Surveying continues for six weeks and geological field work two weeks, upon the completion of which our sophomores are required by the curriculum to serve as apprentices in the mine. It would be



practically impossible for our men to secure positions in the mines after July 1

Third, at the end of the junior year our men are required to take field work in metallurgical and mining districts in the West in order to become familiar with western practice which differs very materially from Minnesota methods. If this trip is started later than May 1, we would encounter two serious conditions: (a) The weather conditions render field work in metallurgy practically impossible in the smelters and milling plants owing to the fact that the students are not acclimated. From our past experiences a temperature of 106 generally prevails during field trips in June or later, resulting in much sickness among the men. (b) Tourist trade makes it practically impossible for us to secure hotel accommodations except at a price which is prohibitive to the student. By starting in May we avoid the tourist season and the hotels are glad to accommodate us at a very reasonable figure.

The three-term plan would cut down our year by three weeks and would give us but one month of the third term during which time the students would hardly get started in their class work. It would also necessitate our securing one additional man to take care of students from other colleges taking work in our school during the time our present staff was in the field.

In order that our men may cover the ground which they do at the present time it would be necessary for us to start earlier than the other departments of the institution. This would be impracticable, because so many of our courses are given in other colleges of the University.

Yours very truly,

WM. R. APPLEBY,  
Dean.

#### LETTER FROM DEAN WESBROOK

Prof. G. N. Bauer,

Chairman, Education Committee of Senate,  
University of Minnesota.

My dear Prof. Bauer:—The Faculty of the College of Medicine and Surgery took up the consideration of the questionnaire sent out by your Committee with reference to the four-quarter system and the summer session, at its regular meeting on April 26, 1913. The faculty voted to recommend the adoption of the three-quarter plan with a summer session of six weeks' duration, as a means of developing the four-quarter system, or rather of testing its desirability.

The Faculty further voted that in its judgment the full adoption of the four-quarter system would require an increase of 25 per cent in the number of the teaching staff and an increase of 15 per cent in budget; that it is desirable to use instructors from other institutions for the work of the summer quarter in the laboratory departments and such use

should reach a maximum of not over one-half of the teaching staff engaged in such instruction during that quarter.

It was the judgment of the Faculty that regular members of the staff should be allowed to teach in the summer session, but only for the purpose of accumulating vacation credits and not for pay. It is believed that sufficient instructors will be available to conduct the work of either the summer session or the summer quarter, provided vacation is given to such instructors at other times. It was agreed that every teacher who has taught for six years of three quarters each, or their equivalent, shall be entitled to a year's vacation at half pay or to a half year's vacation at full pay. It was the judgment of the Faculty that either plan adopted should not be allowed to diminish the available time for research and that this time should represent not less than one-third of the teaching year.

The Faculty believes that beginning and advanced courses for undergraduate instruction in the summer session or in the summer quarter should be given only for the relief of conditioned Minnesota students or of deficient students coming from other institutions. It is anxious that graduate and research work should be increased and stimulated by the summer session. It is expected that there will be a considerable demand for work by deficient students; but that undergraduates who desire to work in the summer session only should not be encouraged. It calls the attention of your Committee to the fact that the present four-year period of medical study cannot be shortened by the use of the four quarters upon the part of undergraduates, without invasion of the provisions of the Medical Practice Act. The only work which can be done more satisfactorily in the summer than in the other quarters of the year, is graduate work and certain phases of research.

Respectfully yours,

F. F. WESBROOK,  
Dean.

The nominations of Senate Committees were approved as follows:

BUSINESS AND RULES OF THE SENATE

Messrs. Fletcher, Beard, Shepardson, Boss, Davis, W. S.

FINANCE AND AUDIT

Messrs. Nicholson and Rotzel; students: Walter Kennedy, A. 14; H. S. Rockwell, Eng. 14; Benj. W. Cole, Ag. 14.

STUDENT PUBLICATIONS

Messrs. Craig, West, Morgan; students: Harold Rypins, A. 14; Barbara Pecor, A. 14; Charles D. Simpson, L. 14; Fletcher Rockwood, Eng. 15.

STUDENT AFFAIRS

Messrs. Swift, Ford, D., Holman; students: Harvey S. Hos-

hour, L. 14; Roy Speer, Ag. 14; Helen Drew, A. 14; Frances Ford, Ag. 14.

DEBATE AND ORATORY

Messrs. Rarig, Lansing, Jenks, Gislason, Mrs. Phelan; students: Fred Tryon, A. 15; Roy Harlan, A.; Freeman Weis, Ag. 15; Donald Pomeroy, A. 14; Raymond Ziesemer, L. 14.

UNIVERSITY EXTENSION

Messrs. Carlyle Scott, Gray, Quigley, S.

UNIVERSITY FUNCTIONS

Messrs. Nachtrieb, Scott, F. H., Stewart, J. T.

UNIVERSITY PRINTING

Messrs. Johnston, Gerould, Beach, Thatcher, Pierce.

EDUCATION

Messrs. Bauer, Gray, Kirchner, Scammon, Storm, Swenson, Pike, Thurston, Young.

LIBRARY COMMITTEE

Messrs. Ford, G. S., Kovarik, Freeman, Gerould, Schlenker, Constant, Thurston, Jackson, Comstock.

*Voted* that the report of the Committee on Education with reference to the acceptance of normal training subjects towards admission be approved as follows:

Normal training subjects, one to three units from schools giving normal courses approved by the State High School Board provided that the applicant has had one year of subsequent teaching experience.

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## THE SENATE MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, October 2, at 3 o'clock, President Vincent presiding.

Sixty-six members responded to the roll-call by the Clerk.

The following new members were introduced by the President: Deans E. P. Lyon and Guy S. Ford; Professors Josephine T. Berry, Arthur D. Hirschfelder, C. M. Jackson, E. R. James, F. M. Mann, Richard Price, George J. Young, and T. B. Hutcheson.

The following report of the Committee on Business and Rules was received and the recommendations adopted.

I. That the following regular order of business be followed at the meetings of the Senate:

1. Roll-call.
2. Reading of minutes of previous meeting.
3. Unfinished business.
4. Reports of committees  
Committee reports scheduled on program.  
Reports of committees not scheduled.
5. New business as scheduled.
6. Other new business.
7. Adjournment.

II. That regular dates be fixed for the quarterly meetings of the Senate, the suggested dates being the first Thursdays in October, December, February, and May.

III. That a membership committee be appointed in accordance with Article III of the constitution.

The Committee also reported that they had been unable to perform fully their duties as set forth in by-law X, particularly with reference to preparing copies of the outline of business to be presented at this meeting and sending them in advance of the meeting to each member

of the Senate, by reason of the fact that members of other committees and others having business to present to the Senate, have apparently not understood that notifications of such business should be sent to this Committee long enough in advance of the meeting to enable the Committee to prepare the proper schedule of business and distribute it among the members of the Senate. The Committee suggest that they will be enabled best to serve the Senate if the Committee be early informed through its chairman, or its clerk, who is the clerk of the Senate, of committee reports or other business which it is desired to bring before the Senate, so that a schedule of such business may be sent out together with the notices of the meetings.

*Voted* that the report of the Committee on Printing be printed and distributed to the members of the Senate.

The following report of the Committee on Athletics was presented by Professor Paige and was adopted.

The following resolutions having been received by the Regents of the University from the Regents of the University of Michigan and referred by the Regents of the University to the University Senate and duly referred by the President of the University to the Senate Committee on Intercollegiate Athletics, your Committee begs leave to make the following report:

The resolutions, which are as follows:

*Resolved*, First, that it is inconsistent with the dignity of any university to surrender to any other authority its rights to prescribe and maintain its own rules and regulations.

Second, that a university can best meet its responsibilities by reserving full power over the activities of the students under its control except where that power is expressly delegated to others under specific limitations.

Third, that this Board believes that an agreement can be reached upon rules heretofore adopted by the Western Conference, and that these rules, and all subsequent rules, before enforcement and adoption respectively, should be approved unanimously by the members of the Conference; that under these conditions this Board would welcome a resumption by the University of Michigan of membership in the Conference

were fully and carefully considered by your Committee at a meeting held September 18, 1913. It was unanimously voted to recommend to the Senate the following action:

WHEREAS, Certain resolutions have been received by the Regents of the University from the Board of Regents of the Uni-

versity of Michigan, and said resolutions have been duly and fully considered by this body, we recommend the adoption of the following resolutions by the Board of Regents:

*Resolved*, First, that while we are in hearty accord with the spirit of the first resolution, still we do not consider a delegation of authority subject to revocation at pleasure as the surrender of authority.

*Resolved*, Second, that we are in complete sympathy with the second resolution, which, if we understand it, expresses the present *status quo* in the Western Intercollegiate Conference.

*Resolved*, Third, that we do not feel that any real progress could be made in the Western Intercollegiate Conference if all changes depended upon a unanimous vote, as this resolution would practically establish minority control in the Conference.

*Resolved*, Fourth, that the University of Minnesota expresses to the University of Michigan the hope that Michigan may soon find it possible to re-enter the Western Intercollegiate Conference, and pledges to Michigan its hearty support in securing that result, so far as possible without sacrificing fundamental principles as underlying the organization of the Conference.

*Voted* that the report of the Library Committee defining its functions as presented by Dean Ford be printed and distributed to members of the Senate for consideration.

*Voted* that the Athletic Fraternity, Sigma Delta Psi, be recognized by the University of Minnesota and that the appointments on the Certification Committee be approved.

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## THE SENATE

### MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Monday, December 4, at three o'clock, President Vincent presiding.

Seventy-six members responded to the roll-call by the Clerk.

The minutes of the meeting of October 6 were approved, and the appointment of the following committees on Intercollegiate Athletics and Intramural sports and Physical Education as announced by the President were approved:

(1) Intramural Sports and Physical Education: Allin, Harding, Litzenberg, Paige, and Robinson. *Dr. Norris & Clarke*

(2) Intercollegiate Athletics: Faculty, James Paige, Allin, Harding, Robinson, and Litzenberg. Alumni, Belden and Page. Students, Alfred Bierman and Emmons Sawyer.

The report of the Committee on Business and Rules was presented by Mr. Davis, and approved as follows:

Your Committee on Business and Rules begs leave to report:

I. The following roster for the current year for acceptance by the Senate.

#### *Roster of Voting Members*

Cephas D. Allin  
J. H. Allison  
Frederick J. Alway  
Frank M. Anderson  
Charles M. Andrist  
William R. Appleby

Josephine T. Berry  
Andrew Boss  
Gisle G. J. Bothne  
William E. Brooke  
Edgar D. Brown  
Richard Burton

Frederic H. Bass  
George N. Bauer  
Richard O. Beard

LeRoy Cady  
Edward G. Cheyney  
Peter Christianson

Elting H. Comstock  
Frank H. Constant  
Louis J. Cooke  
J. Frank Corbett  
Hardin Craig

William S. Davis  
Hal Downey  
John F. Downey  
E. Dana Durand

William H. Emmons  
Charles A. Erdmann

John J. Flather  
Henry J. Fletcher  
Guy S. Ford  
George B. Frankforter  
Edward Freeman

J. T. Gerould  
Henry S. Godfrey  
John E. Granrud  
John H. Gray  
Charles L. Greene  
Charles A. Griffith

T. L. Haecker  
Everhart P. Harding  
George D. Head  
Arthur D. Hirschfelder  
T. B. Hutcheson  
John C. Hutchinson

Clarence M. Jackson  
Francis Jager  
Eldon R. James  
George F. James  
Albert E. Jenks  
John B. Johnston

William H. Kavanaugh  
Raymond A. Kent  
William H. Kirchner  
Frederick Klaeber

William F. Lasby  
Francis Leavenworth  
Thomas G. Lee  
Jennings C. Litzenberg  
E. P. Lyon

Edward McCarty  
E. W. Major  
Frederick M. Mann

Herman A. Maves  
Dexter D. Mayne  
James E. Moore  
John G. Moore  
E. M. Morgan  
Robert H. Mullin

Henry F. Nachtrieb  
J. Anna Norris

Forrest H. Orton  
Alfred Owre

James Paige  
Levi B. Pease  
Joseph B. Pike  
Richard R. Price

Albert W. Rankin  
J. O. Rankin  
Myron H. Reynolds  
H. E. Robertson  
Edward V. Robinson  
C. O. Rosendahl  
C. L. Rotzel

Charles A. Savage  
Richard E. Scammon  
Carl Schlenker  
Carlyle Scott  
Frederick H. Scott  
Francis C. Shenehon  
George D. Shepardson  
Charles F. Sidener  
Charles P. Sigerfoos  
Arthur C. Smith  
Howard R. Smith  
Samuel G. Smith  
Franklin W. Springer  
John T. Stewart  
Andrew A. Stomberg  
A. V. Storm  
Margaret Sweeney  
David Swenson  
Fletcher H. Swift

Roscoe W. Thatcher  
Joseph M. Thomas  
Edward S. Thurston  
Josephine E. Tilden

William R. Vance

James M. Walls



Frederick L. Washburn  
Robert M. Washburn  
Oscar A. Weiss  
Amos A. Wells  
John P. Wentling  
Albert B. White  
S. Marx White  
Norman Wilde  
Archie Dell Wilson

Albert F. Woods  
James B. Woolnough  
Frederick J. Wulling

George J. Young  
J. S. Young

Anthony Zeleny  
John Zeleny

II. It also recommends for consideration at this meeting as unfinished business

- (a) The Report of the Committee on Printing (as printed).
- (b) The Report of the Library Committee (as printed).

III. This Committee further recommends as new business to the Senate the appointment of a standing Committee on the Inter-Relations of the Colleges and Schools of the University and that to that Committee be referred

- (1) The question of uniformity in dates for condition examinations.
- (2) Conditions of transfer from one college to another.
- (3) Credits earned in another college by students of a given college.
- (4) Uniformity of a marking system in reporting grades to the Registrar.
- (5) The advisability of making provision for a limited number of class visitors or auditors.

Respectfully submitted,

HENRY J. FLETCHER,  
WILLIAM S. DAVIS,  
ANDREW BOSS,  
RICHARD O. BEARD,  
GEORGE D. SHEPARDSON.

Mr. Nicholson, Chairman of the Committee on Student Finance and Audit reported briefly the two-fold purpose of the Committee: (1) instructional, rendering assistance in the devising of methods of accounting to meet the needs of particular organizations; (2) insuring publicity of accounts by publication in the Daily.

The Chairman explained the grouping of the different organizations as Publications, Class Organizations, Interfraternity Organizations, and Miscellaneous, outlining the methods of handling each group. The report was accepted.

*Voted* that items 1 to 4 inclusive of the report of the Committee on Printing be approved and that item 5 be referred back to the Committee for further consideration.

Your Committee on Printing begs leave to report that annual contracts have been made, covering all classes of University printing. Instruction for the preparation of copy will shortly be sent to each department in order that time may be saved through uniform methods of procedure. It is hoped that the new contracts, together with better organization of the printing work, will soon enable us to secure prompt publication of all work. The Committee bespeaks the coöperation of all members of the University in keeping the volume and variety of printing within as narrow bounds as possible, in order that promptness and economy may be secured.

Your Committee respectfully recommends the following changes for the improvement of the University bulletins:

1. The publication about the middle of each college year of a University calendar or catalogue. This should be a new book written to present in clear and concise form the resources, equipment, and actual work of the University during the current year.

2. The continuance of the publication of a bulletin of General Information to contain information regarding admission, curriculum, graduation, fees and expenses, etc., for each college; also the history, resources, equipment, student activities, scholarships, etc., as far as necessary for the information of prospective students. This bulletin should not duplicate material contained in the Announcements (see below) and should be limited to useful information in concise form.

3. The publication of an announcement of courses in each college and school. The contents of these announcements should be strictly limited to what is necessary for the prospective student in the particular college or school. Each college should fix the date when the announcement should be published; the Printing Committee will then set the date when the copy must be furnished to the publication office.

4. The copy for the Announcements should be prepared by representatives of the colleges and schools, copy for the bulletin of General Information by the Registrar, and copy for the General Catalogue by a new appointee with special qualifications for this work.

5. With the object of securing from year to year careful revisions and clear and concise statements, it is further recommended that the cost of printing all statements in the several bulletins which represent particular colleges or departments be charged to the funds of the respective colleges or departments.

Respectfully submitted,

J. B. JOHNSTON,  
*Chairman.*

Mr. Swift in reporting for the Committee on Student Affairs stated (1) the difficulties in connection with providing chaperonage for student functions, and (2) the problem of faculty obligation in this matter. The report was accepted.

The report of the Library Committee was discussed at some length, and finally adopted as follows:

DUTIES OF THE LIBRARY COMMITTEE—

I. It shall be the duty of the Library Committee, prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

II. To consider and recommend to the Senate any resolutions in connection with library policy and administration that may be deemed advisable.

MEETINGS—

The Committee shall hold stated monthly meetings, of which due notice shall be given by the Secretary through the proper University publications. Besides the usual business, the Committee will hear at this meeting, by letter or in person, any member of the University who desires to present any subject connected with the library interests.

Respectfully submitted,

GUY S. FORD,  
*Chairman.*

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## THE SENATE

### MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, February 4, at three o'clock, President Vincent presiding.

Forty-nine members responded to the roll-call by the Clerk.

The minutes of the meeting of December 4 were approved with a minor correction.

The informal report of the Library Committee, presented by Dean Ford, urged the desirability of having each department select some one person who will be responsible for the care of the Library, the question of its funds, and the development of its resources, and who will be able to represent fully the department in dealing with the Library Committee.

Professor Swift, for the Committee on Student Affairs, reported progress in the chaperon problem, and with reference to the coöperation of the faculty with fraternities in matters regarding students' scholarship, presented a recommendation in the form of a motion which was amended to read as follows:

It is hereby recommended that the heads of departments be requested to present to the members of their departments a statement of the efforts and a description of the general plan and principles which the academic fraternities of the University of Minnesota are using in their efforts to stimulate scholarship, and request the said members of their departments to coöperate with the fraternities; and to this end, to furnish *through the Registrar*, when requested, to committees on scholarship of the respective

fraternities the monthly standings of fraternity members  
the amendment being in italics.

The following committee appointments were approved:  
Committee on Inter-Relation of Colleges and Schools:

Messrs. Bauer, Gray, Kirchner, Scammon, Storm,  
Swenson, Pike, Thurston, Young, the Registrar.

Committee on Student Publication: Mr. Morgan,  
chairman, in place of Mr. Craig, absent on leave.

Committee on University Printing: Mr. Gerould,  
chairman, in place of Mr. Johnston, absent on leave.

Committee on Intramural Sports: Mr. Zelner, chair-  
man, in place of Mr. Allin, resigned.

Mr. Bauer, chairman of the Senate Committee on Edu-  
cation, announced that the report of the Committee would  
be presented in printed form at a later meeting.

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## THE SENATE.

### MINUTES

A special meeting of the University Senate was held in the Library of the Main Engineering Building, Monday, March 30, at three-thirty o'clock, President Vincent presiding.

Sixty members responded to the roll call by the Clerk.

The meeting was called to consider the report of the Committee on Education with reference to entrance requirements. The report, which was submitted in printed form, was presented by Mr. Bauer, Chairman, as follows:

#### ADMISSION REQUIREMENTS

The Committee on Education, to which was referred the question of the requirements for admission to the University in the case of those students entering directly from the high school, hereby submits the following report.

#### HISTORICAL

The establishment of a scholarship standard for admission, on certificate, higher than that set for graduation from high school dates from the year 1908. Within the faculty of the College of Science, Literature and the Arts there had long existed dissatisfaction with the quality of scholarship obtainable from a considerable percentage of the students, and several unsuccessful efforts had been made to commit the University to the re-establishment of the old examination method of admission. And among the teachers in many high schools it was felt that standards were being lowered with a bad influence on capable but intellectually unambitious pupils, and that there was need for the introduction of an adequate incentive, such as the raising of the admission standards of the University. A committee, representing the high school principals of the state, met with a committee from the Academic faculty, and suggested to the latter the principle of the present plan. It was provided that schools should certify the records of their graduates as *pass*, *pass with credit*, *pass with honor*, and that admission to the College upon the basis of a certificate should be conditioned upon the maintenance of a rank of *pass with credit* in each of the required fifteen units

required for admission. The rule went into immediate but partial operation in the College of Science, Literature and the Arts, and in the College of Agriculture, which followed the example of the first-named college. Students were admitted in 1909 with the rule applying to only the last year of the high school course, and each succeeding year another high school year was included in the operation of the rule, until, in 1912, it went into full effect. The old practice of allowing three half year conditions, to be made up before the sophomore year was also in effect until that year. In the year 1912, however, some changes were made in the details of the rule, again in conference with the high school principals' committee. The practice of allowing conditions was discontinued, and an *average requirement of pass with credit* was substituted for the former minimum requirement; that is, a mark of *pass with honor* was counted as an offset to each mark of *pass*. At the same time, it was decided, in the interests of uniformity, that the College of Engineering and the School of Chemistry would at once adopt the same standards; so that in the fall of 1913 the present rule went into operation in the four colleges named. High School Board Certificates, or University entrance examinations are, as before, accepted in lieu of high school ratings of *pass with credit*.

In the conference of 1912, a wish was expressed by the high school men participating, that no change would be made by the University for at least five years, but no formal action to this effect was taken. Several members of the conference feel that there was what amounted to a tacit understanding on this point, which would of itself be an argument against making a change previous to that time, except for exceptionally weighty reasons. However, because vigorous dissatisfaction with the operation of the rule was expressed, both publicly and privately within and without the University, from educators and from parents of rejected candidates for admission, it was thought best to reopen the question last fall, and your committee was instructed to investigate it in all its phases, and to report to the Senate. It is to be noted, however, that the Senate has only advisory power in the matter.

#### SCOPE OF THE INVESTIGATION

1. *To ascertain the present views of high school principals and superintendents.* For this purpose a conference was had with the Committee on Entrance Requirements established by the Superintendents' Section of the Minnesota Educational Association, and later a letter was sent to all the principals of accredited schools, canvassing the issue, and enclosing a questionnaire.

2. *To ascertain the experience of other colleges, if any, with such a system as that of Minnesota, and the present trend of sentiment relating thereto.* Letters were sent to the authorities at Michigan, Illinois, Iowa, Wisconsin, Missouri, and Chicago for this purpose.

3. *To ascertain the probable preparedness for college work attained by the group of students excluded by the rule, and to ascertain the reliability of high school records as at present cer-*

tified to the University under the operation of the rule as a basis for judging such preparedness. The records of 130 students in the College of Science, Literature and the Arts and School of Chemistry, 96 students in the College of Engineering, and 98 in the College of Agriculture, in all 324 students belonging to the freshman class during the year 1912-13, were carefully compiled, and compared with the high school records of the same students.

## SUMMARY OF RESULTS

### 1. The Attitude of the High Schools

There are 211 public high schools in Minnesota, all accredited to the University, and in addition a small number of accredited private schools. The number of letters sent out was 228. Replies were received from 184 public high schools, and from 16 private schools. A few of these replies were non-committal on the issue raised, and hence the total number of votes for and against the present plan will be slightly less.

On the general question whether there should be a higher scholarship requirement for entrance to the University than for graduation from high school, the vote was as follows:

	Public schools	Private schools
YES .....	125	15
NO .....	57	1

It is seen that high school men are in favor of maintaining the principle of our present rule by a majority of more than 2 to 1, and that the private schools are almost unanimously in favor of it. The distribution of the vote among high schools of varying enrollment can be seen from the accompanying table:

	Number Enrolled		
	1000-2000	100-1000	0-100
YES .....	6	47	72
NO .....	2	16	39

From the eight high schools in the first group, the University receives considerably more than 40% of its enrollment. It is to be noted that the proportion favoring the rule is about 3 to 1 in the large and medium sized high schools, while it falls only slightly below 2 to 1 in the smallest schools. The enrollment figures are taken from the State High School Inspector's report for 1913.

Of those high school officials who favor the principle of the present rule, 93 expressed themselves against any relaxation of its present standard; but there were 47 who favored, with more or less urgency of emphasis, some modification in its operation, either in the form of admission on the basis of a special letter from the superintendent in such cases as he felt to be exceptional, or in a reduction of the number of units to which the rule should be applied, ranging all the way from two to seven of the fifteen-year units now required to have an average of *pass with credit*. This expression of opinion was solicited by your committee through the form of its questions asked.

Of those high school officials who do not favor the principle



of the present rule, 25 wish to admit on the basis of the scholarship indicated by the diploma alone; while 32 favor a somewhat higher standard. This they propose to determine, however, not by any regular method of grading, but by more general considerations at the discretion of the Superintendent, he to certify the preparedness of the pupil on his own responsibility.

## 2. Attitude of Neighboring Universities

The correspondence with Missouri elicited the fact that this University requires the high school record to show whether the student ranked in average grade among the upper, middle or lower third of his class. But they have not yet undertaken to discriminate in the admission of students from the different classes. The high schools are annually furnished with a copy of the record made by their graduates in the first two years of their college work.

The University of Chicago has had in operation for one year a "higher average" requirement for admission. A student must have made in his high school work an average grade above the pass mark of the high school by at least 25% of the difference between the pass mark and 100. Thus if the pass mark is 75, he must have received an average grade of at least 81 to secure admission. The application of the rule has resulted in a decrease of the number of students dismissed and put on probation for poor work.

The University of Michigan requires in addition to the high school diploma a formal certificate of recommendation from the high school principal. It is stated that this recommendation should be given, not to every member of the graduating class, but only to those *who have a distinctly higher grade*. Just what this difference should be is left to the discretion of the principal, who is held sponsor for the success of the freshmen recommended from his school. A report of the first semester's record is sent to the principal.

## 3. Comparison of High School and College Records

The study includes, among others, the record of all the students entering in 1912, in the Colleges of Engineering, Agriculture, Science, Literature and the Arts, and the School of Chemistry, who did not present entrance credentials satisfying the scholarship standards of the rule in force at present. This group consists of 91 students, of whom 26 were enrolled in Engineering, 12 in Agriculture, 34 in the School of Chemistry and 19 in Science, Literature and the Arts. The two divisions last named are combined because the course of study for the freshman year is substantially identical for both, in the amount and distribution of the work required, and in the faculty of instruction; and because the great majority of these students entered Chemistry only because their records would not admit them to the Academic college. The difference in entrance standards was due to an oversight in the publication of the bulletin. Very little stress can be laid upon the 12 students in Agricul-

ture, both because the group is small, and because it is a selected group, constituted as it is of exceptional cases allowed to enter upon supplementary evidence of their fitness, as approved by the administrative authorities of the College of Agriculture. Excluding these students, the record for the freshman year shows that out of the 79 remaining only three students carried their work without conditions or failures, while only five maintained an average record equivalent to the minimum graduation requirement of their respective colleges, namely two in the Academic group, and three in Engineering. Including the exceptional group of twelve students in Agriculture, the corresponding figures become 7 and 10 respectively, out of a total of 91 students.

These facts cannot justly be evaluated in their bearing upon the issue presented in this report, without some comparison with the corresponding records of students who presented entrance credentials satisfying the scholarship standards of the present rule. Your committee therefore requested clerks in the office of the registrar to select at random, from the registration lists of the colleges previously mentioned, the names of students having high, medium, and barely satisfactory high school records; the scholarship of these students, numbering 233 in all, for their freshman year in college was then ascertained and compiled. The results are to be found in the following tables.

For convenience in comparison, the marks received were weighted as follows: To the mark of Excellent was assigned the value of 5 per credit hour; to Good, 4; to Pass, 3; to a condition, 0; while to a failure was assigned the value of -3. It is not intended that these ratings should represent comparative abilities, but that they should indicate by means of one average figure the comparative progress made by each student toward graduation. In Agriculture and Engineering the figure 3 represents the minimum graduation standard on the basis of the scheme chosen by the committee, while in the Academic college the same standard is represented by the figure 3.5. In the accompanying tables the scholarship ranks attained by students in the University are reported in seven groups, I, II, III, IV, V, VI and VII, of which the first four are above the passing grade, and the last three below. Rank I indicates a grade averaging between 4.5 and 5 per credit hour, i. e., half way between Good and Excellent, or better; II means between 4 and 4.5; III between 3.5 and 4; IV means between 3 and 3.5; V, VI and VII indicate progressively poorer records down to a minimum of -3, all lower than Pass. The high school records of these students are grouped in the four classes A, B, C, and D. The group D includes all those mentioned above who failed to attain a scholarship standard in the high school of *pass with credit* on the average, and who could not therefore enter under the present rule without submitting to one or more examinations. The group A includes those having very exceptional high school records, (three-fourths or more of the course averaging *pass with honor*), B the average students (between one-fourth and three-fourths of the course averaging *pass with honor*), while C is the group of those who are just above the line established by the prevailing

entrance standard (not more than one-fourth of the course averaging *pass with honor*). Bearing these necessary explanations in mind, it is believed that the tables appended will tell a very clear and interesting story.

(A) S. L. AND A., AND SCHOOL OF CHEMISTRY

Group	I	II	III	IV	V	VI	VII	Average Rank
A (43) .....	.49	.30	.12	.07	.02	none	none	4.34
B .....	No compilation made							
C (34) .....	none	.11	.06	.24	.26	.24	.09	2.18
D (53) .....	none	none	.04	.11	.08	.30	.47	.98

(B) COLLEGE OF ENGINEERING

Group	1 & II	III	IV	V	VI	VII	
A (7) .....	.43	.29	.14	none	.14	none	3.74
B (29) .....	.17	.21	.24	.24	.04	.10	3.11
C (34) .....	.06	.09	.30	.24	.17	.15	2.39
D (26) .....	none	.04	.08	.35	.38	.15	1.91

(C) COLLEGE OF AGRICULTURE

Group	1 & II	III	IV	V	VI	VII	
A (7) .....	.72	.14	.14	none	none	none	4.16
B (24) .....	.46	.29	.08	.04	none	.13	3.56
C (45) .....	.11	.29	.20	.27	.13	none	2.91
D (12) .....	.08	.33	.17	.08	.17	.17	2.32

The figures given under each column constitute the percentage of students belonging in each group that earned the average rank indicated by the position and numbering of the column; the figures in the last column indicate the average rank in points earned by the group as a whole. The figures in parentheses after the group letter indicate the number of students belonging to each group. The figures to the left of the double lines in the several tabulations indicate the percentage of students attaining a record above the graduation standard.

The facts summarized in the above three tables may be stated in a somewhat different way. Instead of attempting to express the scholarship record of each individual student, the record of the group as a whole may be given, in terms of the proportionate number of marks of each kind received. This method is used in the following tables. For example 50% of all the marks assigned to all the students in group A below, were *Excellent*.

(A) S. L. AND A. AND CHEMISTRY

Group	Excellent	Good	Pass	Con. & Failure	Average Points
A .....	.50	.38	.11	.01	.434
B .....	No compilation made				
C .....	.05	.20	.48	.24	2.18
D .....	.02	.15	.37	.45	.98

(B) COLLEGE OF ENGINEERING

Group	Excellent	Good	Pass	Con. & Failure	Average Points
A .....	.29	.43	.22	.05	3.74
B .....	.10	.39	.40	.11	3.11
C .....	.06	.27	.45	.22	2.39
D .....	.01	.25	.43	.31	1.91

(C) COLLEGE OF AGRICULTURE

Group	Excellent	Good	Pass	Con. & Failure	Average Points
A .....	.37	.50	.11	.01	4.16
B .....	.21	.51	.21	.07	3.56
C .....	.08	.48	.31	.13	2.91
D .....	.04	.47	.31	.18	2.32

COMMENTS UPON THE STATISTICS

1. The preparation for college possessed by the students in Group D is undoubtedly inadequate. It is not of course fair to assume that this is always due to limited ability. The factors entering into the case are many and complex; but chief among them must be reckoned habits of industry, ideals of thoroughness, training in methods of study, and interest in intellectual accomplishment. Deficiency in these respects is to a large extent remediable; but our experience with students in this group leaves it open to grave question whether such deficiency may best be removed in college.

2. The high school record, with all its imperfections, is undoubtedly the best available basis for prognosticating any student's probable success in college. It is better, we are convinced, than the general impression of the superintendent or college admission committee, even if these had better opportunities to study the individual applicants than they now have; for such impressions are fleeting, and based on superficial considerations, while the teacher's rankings are based on relevant facts, acquired through prolonged study and acquaintance with the pupil.

3. The high school record is, as would appear from a comparison with similar studies in this field, probably a better indication of preparedness for college work than would be the record of a series of entrance examinations. Such examinations have the supplementary value, however, of giving the student an opportunity to remedy minor deficiencies in his record, and to appeal from a possibly erroneous rating by his secondary school. The present Minnesota plan gives proper emphasis to the examination as a recourse for the decision of doubtful cases, and students ought to be encouraged to prepare themselves for examination in subjects in which they are deficient. The examination is not only a test of scholarship, the willingness to prepare for it is also a test of ambition and seriousness of purpose.

4. The inauguration of a systematic and continued investigation, comparing the high school and the college records of students, ought to be of great use to the University and to the high schools. The records, if wisely interpreted, would constitute a check upon the standards and the efficiency of the teaching in both school and college, and in any case would be a useful starting point for further investigation and school visiting. This plan has already been adopted by California.

5. When the statistics for the individual colleges are compared with one another, the inference is strongly suggested that the problem presented by the relative unpreparedness of students in Group D is most acute in the College of Science, Literature and the Arts. This is apparently confirmed by the experience of the past few years. It was in this college that the need for some such plan as the present was most strongly felt, while the other colleges, on the contrary, adopted it chiefly for external reasons. Indeed, it may be that the College of Science, Literature and the Arts could justify, on strong educational grounds, a policy with regard to its entrance requirements that would differentiate it from those professional schools which admit directly from the high school.

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In view of the investigations outlined above, your committee is of the opinion that the situation with respect to the relative preparedness of high school graduates is too serious in its bearings upon the efficiency of teaching in the University to be safely ignored. This situation may be met in at least two different ways: (a) by a continued maintenance of the *pass with credit* standard, with such slight modification in detail as will make it more easy of administration; (b) by a reorganization of the plan of teaching in the freshman year that shall take adequate cognizance of the fact that there is a wide divergency of preparation possessed by different groups of students. The first alternative, under which the University is now working, is supported by reasons of weight and should be continued until a satisfactory substitute be provided. But the committee recognizes the existence of strong considerations on the other side. Besides, the plan which the committee is about to propose, has such independent merit as to compensate for much that may be lost in the abandonment of the present plan. This proposal is intended to serve a three-fold purpose: (1) To set up a proper standard of preparation for the guidance of such high school pupils as intend to enter college; (2) to care properly for such freshmen as are apparently less well prepared than the majority of their classmates; (3) to prevent in some degree the retardation of the ordinary classroom work by the presence of inadequately prepared students in undue numbers. If efficiently administered, the committee believes that the plan proposed will constitute a very satisfactory substitute for the qualitative admission requirements now in force, and may perhaps prove to be an important step in advance.

The committee therefore beg leave to present the following:

## RECOMMENDATIONS

### A

1. High schools shall continue to certify the records of their graduates in accordance with the present practice; save that all reference to numerical percentages be omitted from the official statement of the University.

2. All graduates of accredited high schools who satisfy the subject requirements of the various colleges shall be admitted without examination.

3. Upon receiving applications for admission, the parents or guardians of such students as have not maintained an average standing of *pass with credit* during their high school course shall be notified by means of a form letter from the registrar's office that in the experience of the University very few students having such high school records find themselves prepared to carry successfully their University work, but that the University is willing to admit them to a trial, provided the risk of failure assumed is thoroughly understood, and the co-operation of the student and his guardians may be counted on by the University to the end that this risk may be minimized. (The Registrar may omit sending this letter in such cases as by reason of supplementary evidence in his possession seem not to be properly included in such group, and may include others for similar reasons.)

4. Each college shall so reorganize the work of its freshman year that special and adequate provision may be made for the teaching of such students as are referred to in the preceding paragraph. This may be done either by means of special sections consisting of a smaller number of students per class, or by means of special or individual instruction for such students over and above that afforded to students in general. It is understood that the high school records shall be made the basis for a preliminary classification of students under this plan upon their first admission, but that re-classification shall be made as the progress of the class work reveals the actual preparedness of pupils independently of their high school record. Such special instruction shall be offered during the freshman year only. The scope of the work and the final standards set shall be the same for all students.

### B

1. Your committee further recommends, in view of the fact that the immediate realization of the plan proposed may not be practicable in all colleges, that the Senate in proposing it to the various colleges recommend that each college maintain the present entrance standards until such time as the plan outlined above may be put into effective operation.

2. Also that no college take final action to change the present entrance requirements before a conference shall have been had with the proper committee of the High School Superintendents' Section of the M. E. A., in accordance with the settled policy of the University.

## C

Finally, it is recommended to the Senate that a comparative record be compiled by the Registrar for each freshman student, showing the college record of such student as well as his high school record, and that a transcript of this record for each of the graduates of any accredited school be sent to the superintendent or principal of that school at the close of the school year.

The reports to be sent to the superintendents and principals shall separate the students into two groups: (a) Those who entered the University satisfying the qualitative entrance requirement; and (b) those who did not satisfy the qualitative entrance requirement.

Signed, GEORGE N. BAUER, Chairman  
JOHN H. GRAY  
W. H. KIRCHNER  
A. V. STORM  
E. S. THURSTON  
J. S. YOUNG

The Minority Report was presented by Mr. Swenson, as follows:

### MINORITY REPORT

#### I

The undersigned members of the committee beg leave to dissent from the above recommendations, for the following reasons:

1. The reorganization of the freshman work on the plan proposed, cannot be effected without additions to the teaching staff, involving the expenditure of funds yet to be provided; and the announcement that the University intends to lower its entrance standards some time in the future will embarrass the University in the maintenance of the present standards.

2. It is our opinion that such additional expenditures incurred for the sake of relieving unambitious and uninterested students from the necessity of properly training themselves in habits of study in the preparatory school would be unwarranted, in view of other pressing needs.

3. The plan proposes to set up a proper standard of high school preparation by means of a warning, which is bound to be, to a large extent, ineffectual, since it is not backed up by appropriate action. Under the proposed plan, the moral position of the University with respect to the students warned but admitted will be lamentably weak.

4. The requirement of additional preparation or of an examination must ordinarily be a much better moral and intellectual stimulus to the insufficiently prepared student and less harmful to the general student life than the several months of idleness or wasted effort on the part of such students with a rude awakening in the form of a dismissal that is only too often excessively demoralizing and disheartening, necessary though it be for the welfare of the University as a whole.

5. The qualitative entrance requirement under which the University is now working, is too valuable an educational principle to be lightly abandoned. It furnishes the best available basis for the proper articulation of the University and high schools into one system, since it takes into account the two-fold function of the latter; namely, (a) the provision of a rounded education for those who do not intend to pursue their school education further and these constitute a great majority, upwards of 90%; and (b) the preparation of a smaller number for college. It is a requirement founded in reason and common sense that the high school diploma should represent the larger function of the high school, at the same time that a special certificate is used to designate the specific preparation requisite for the successful prosecution of college work; and it follows from the very nature of the relation between secondary school and college, that this certificate should be based in part upon the evidence of somewhat higher intellectual attainments. The evidence gathered by your committee shows conclusively that the qualitative standard at present in force, is moderate in the extreme, and does not surpass the barest minimum necessity for adequate preparation for the work of the University on its present level.

## II

For these and other reasons the undersigned minority cannot assent to the abandonment of the qualitative entrance standard, but submit instead the following recommendation:

A. Admission to the University upon certificate shall be conditioned upon the maintenance of a *pass with credit* average in the secondary school, except that the Colleges of Dentistry, Pharmacy, and Mines five-year course may be relieved from the maintenance of this standard if the faculty of such school find that another method of admission is more appropriate to its specific needs. The term *pass with credit* shall not be defined by reference to percentage marks, but shall be understood to indicate a degree of proficiency adequately equipping the student to pursue with success more advanced courses in the same general field.

B. Graduates of accredited high schools who have failed to maintain an average of *pass with credit* in their high school course, may be admitted upon either of the following conditions:

1. That they pass satisfactorily entrance examinations in a sufficient number of units in which their high school records show them to be deficient, to bring the average of their record up to the *pass with credit* standard.

2. That they pass satisfactorily entrance examinations in a selected list of three subjects determined by the faculty concerned, in general agreement with what is known as the "Harvard plan."

3. That they present High School Board certificates in a sufficient number of units to bring their record up to the average of *pass with credit*, each High School Board certificate being counted as satisfying the *pass with credit* standard.



The undersigned concur in the recommendation (C) of the majority report above.

Signed, J. B. PIKE  
R. S. SCAMMON  
DAVID F. SWENSON

After a full discussion of both reports, it was voted by thirty-one to twenty-nine that the Minority Report be adopted.

Dean James offered a substitute motion that admission be determined on the basis of the high school diploma, plus the recommendation of the superintendent and principal, which was seconded.

*Voted* that the action on the Committee's report be reconsidered.

*Voted* that the meeting adjourn, to meet at the call of the President to reconsider the Minority Report.

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## SENATE.

### MINUTES

A special meeting of the University Senate was held in the Library of the Main Engineering Building, Wednesday, April 8, to reconsider the adoption of the Minority Report. The roll call was omitted.

*Voted*, on motion of Dr. Bauer, that paragraphs 1, 2, the first one half of 3 with slight modifications, and the first three lines of 4 with slight modifications, and paragraph C in its entirety, of the Majority Report be substituted for the Minority Report.

*Voted* that the Majority Report as presented, be considered section by section.

*Voted* that paragraphs 1 and 2 be approved without alteration.

*Voted* that paragraph 3 be approved as follows: Upon the receipt of applications for admission, the parents or guardians of such students as have not maintained an average of *pass with credit* during their high school course, shall be notified that in the experience of the University very few students having such high school records find themselves prepared to carry successfully their University work.

*Voted* that paragraph 4 be stricken out.

*Voted* that paragraph C be adopted as printed.

*Voted* on a count of thirty-six (36) to seventeen (17) that the recommendations of the Majority Report be finally adopted as follows:

1. High schools shall continue to certify the records of their graduates in accordance with the present practice; save that all reference to numerical percentages be omitted from the official statement of the University.
2. All graduates of accredited high schools who satisfy the subject requirements of the various colleges shall be admitted without examination.

3. Upon the receipt of applications for admission, the parents or guardians of such students as have not maintained an average standing of *pass with credit* during their high school course shall be notified that in the experience of the University very few students having such high school records find themselves prepared to carry successfully their University work.

4. Finally, it is recommended to the Senate that a comparative record be compiled by the Registrar for each freshman student, showing the college record of such student as well as his high school record, and that a transcript of this record for each of the graduates of any accredited school be sent to the superintendent or principal of that school at the close of the school year.

The reports to be sent to the superintendents and principals shall separate the students into two groups: (a) Those who entered the University satisfying the qualitative entrance requirements; and (b) those who did not satisfy the qualitative entrance requirement.

Meeting adjourned.

E. B. PIERCE,  
*Clerk.*

# The University of Minnesota

## THE SENATE MINUTES

The special meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, May 7, at 3:30 o'clock, Dean Downey presiding. President Vincent was detained by the Regents' meeting.

Forty-two members responded to the roll-call by the Clerk.

The minutes of the meeting of April 8 were approved.

The program presented by the Committee on Business and Rules was not followed in the order given, but all of the items were considered, with the action in each case as indicated.

Your Committee on Business and Rules respectfully submits the following matters for consideration in the order named:

1. The report of the special committee consisting of the Committee on Education and the Registrar.
2. The report of the Committee on Education.
  - (a) Affiliated schools.
  - (b) The use of the terms "Honorable Dismissal" and "Statement of Record."
  - (c) Simplified spelling.
  - (d) The affiliation of four particular institutions.
3. Actions of the Administrative Committee reported for information, in accordance with Article 7 of the Constitution of the Senate.
4. The report of the Committee on Student Affairs.

Respectfully submitted,

HENRY J. FLETCHER, Chairman; RICHARD O. BEARD,  
ANDREW BOSS, WILLIAM S. DAVIS, GEORGE D. SHEP-  
ARDSON.

### REPORT OF THE SPECIAL COMMITTEE, CONSIST- ING OF THE COMMITTEE ON EDUCATION AND THE REGISTRAR

At the meeting of the University Senate, held on December 4, 1913, a special committee consisting of the Senate Committee on Education and the Registrar was appointed to consider and report on the following questions:

- (1) Uniformity in dates for condition examinations.
- (2) Conditions of transfer from one college to another.
- (3) Credits earned in a college other than the one in which the student is registered.
- (4) Uniformity of marking system in reporting grades to the Registrar.
- (5) Advisability of making provision for a limited number of class visitors or auditors.

The Committee, upon consideration, begs leave to present the following report:

*Approved*

## I

### UNIFORM DATES FOR CONDITION EXAMINATIONS

The Committee recommends the adoption of the following regulation as to examinations for the removal of conditions:

Regular examinations for the removal of conditions shall be given at no other times than (1) the week following the Easter recess and (2) the registration week in September.

The examinations in second semester courses shall be given in the September period and those in first semester courses shall be given after the Easter recess or in September, or at both times, as each school or college may determine.

NOTE: This regulation shall not be interpreted to imply that a student is entitled to take more than one examination to remove a given condition.

*Approved*

## II

### TRANSFER OF STUDENTS FROM ONE COLLEGE TO ANOTHER

It is recommended by your committee that in cases of transfer of students from one college to another, the following regulation shall apply:

Each case shall be decided by a committee consisting of the Registrar and the deans of the two colleges involved, or their authorized representatives.

The chairman shall send a minute of each transaction to every member of every such committee.

*Approved*

## III

### CREDITS EARNED IN A COLLEGE OTHER THAN THE ONE IN WHICH THE STUDENT IS REGISTERED

Your Committee recommends the adoption of the following regulation:

Whenever a student, matriculated in one school or college takes work offered in another school or college (1) the direction and grading of such work shall be under the final control of the instructor in charge, subject to the general regulations of the school or college in which the work is offered.

- (2) The school or college in which the student is matriculated

shall determine whether or not—and to what extent—such work shall be necessary for the completion of its graduation requirements, and its faculty shall be finally responsible for the voting of the degrees which it has been empowered to grant. It is to be understood that each faculty shall apply the same principles to credits or failures in another school or college that it applies to such records in its own school or college.

*Approved*

#### IV

##### A UNIFORM MARKING SYSTEM

The following marking system is recommended for all the schools and colleges of the University:

There shall be four passing grades, designated by the symbols *A, B, C, D*, and two non-passing grades, designated by the symbols *E, F*.

There shall be a mark which represents neither a passing nor a non-passing grade, designated by the symbol *I*.

There shall be a mark which represents a transfer of credit from another institution, designated by the symbol *T*.

##### SIGNIFICANCE OF SYMBOLS.

The four letters *A, B, C, and D*, shall represent varying degrees of merit, *A* representing the highest passing work and *D* the lowest.

*E* (condition) shall represent a deficiency which may be removed by an examination and such supplementary work (if any) as the department concerned may impose.

*F* (failure) shall represent such a serious deficiency as to require that the course be repeated in order to obtain credit therein.

*I* (incomplete) shall represent that the student has not had opportunity to complete all of the required work and that the final mark has not yet been determined.

*T* (transfer) shall represent that credit has been received for the work in another college or university.

To interpret percentages in terms of the above symbols, the following is suggested:

The interval from 100 to the passing grade should be divided into four equal subintervals, and percentages falling within these subintervals shall be designated by *A, B, C, and D* respectively.

*Approved.*

#### V

##### AUDITORS

Your Committee recommends the adoption of the following regulation with regard to class visitors or auditors:

If the Faculty of any school or college shall vote in favor of admitting to its classes as auditors either

- (1) Persons of mature age not otherwise connected with the University; or
  - (2) Students of the University,
- the following regulations shall prevail:

a. Any course in such school or college shall be open to a

limited number of auditors upon the written approval of the dean of said school or college and the instructor in charge of the course.

b. Before being admitted to the course, such auditor shall be enrolled by the Registrar and shall pay the fee usually charged for regular membership in such course.

c. Attendance as an auditor upon any course shall not lay any foundation for claim to credit in such course nor for admission to the regular examination in such course.

Respectfully submitted,

GEORGE N. BAUER, Chairman; JOHN H. GRAY, W. H. KIRCHNER, E. B. PIERCE, JOSEPH B. PIKE, RICHARD E. SCAMMON, DAVID F. SWENSON, A. V. STORM, EDWARD S. THURSTON, J. S. YOUNG.

*Approved*

## REPORT OF THE COMMITTEE ON EDUCATION

### AFFILIATED SCHOOLS

Certain schools that are not of full collegiate rank are doing a limited amount of college work and desire to have their work recognized by the University. It is difficult to judge properly of this work by visiting the schools. We are therefore offering the following plan for accrediting schools and provisionally receiving students from such schools.

This report is not intended to change the existing regulations concerning our relations to normal schools, nor to modify the present practice of admitting to advanced standing the students from other colleges.

Your Committee recommends the adoption of the following:

#### REGULATIONS AS TO THE AFFILIATION OF SCHOOLS GIVING A PARTIAL COLLEGE COURSE AND THE ADMITTANCE OF STUDENTS FROM SUCH SCHOOLS TO ADVANCED STANDING IN THE UNIVERSITY

*Affiliation of schools.*—1. Any school (a) offering at least a year's work of college grade, and (b) requiring for admission to such work of college grade a four years' course in secondary education equivalent to the course of a state high school, that wishes to have such work accepted for advanced credit by the University, is invited to make application for affiliation with the University.

2. Upon presenting satisfactory evidence that the foregoing requirements have been fulfilled and that the advanced work is of collegiate grade, such school shall be notified that its students may be admitted provisionally to advanced standing without examination.

*Admittance of students on advanced credits.*—3. A student from an affiliated school satisfying all the entrance requirements of the University and presenting credits for at least one-half year of college work shall be admitted to the University without examination. Upon completing a year's work in the University without conditions or failures such student shall receive credit for

the college work done in the affiliated school to the extent that such work is recognized in the school or college of the University in which the student is enrolled. If, however, a student shall receive any conditions or failures in his first year at the University, his case shall be considered by the appropriate committee for the purpose of adjusting credits.

Students are advised, during their first year at the University, to pursue some courses which are a continuation of those for which they seek advanced credit in order that in the event of their receiving conditions or failures, the record in such continuation courses may serve as a basis for assigning advanced credits.

4. Students admitted to provisional advanced standing shall be subject to the regulations that would apply if the work done in the affiliated school had been done in the University.

5. In no case will more than two years' credit be given for work done in a school not of full collegiate rank.

6. The Registrar shall compile a report for each affiliated school, showing the record of each student in each subject taken in the University.

*Admittance of students from schools outside the state.*—7. On receiving students from schools outside the state, the University shall provisionally give the same standing which the state university or other school or college of equal standing of that state would give. The final standing is to be assigned only after a year's work has been completed, and in harmony with the foregoing principles.

*Referred back to the Committee.*

#### "HONORABLE DISMISSAL" AND "STATEMENT OF RECORD"

"Two years ago the attention of the National Conference Committee on Standards of Colleges and Secondary Schools was called to the fact that there was in this country very great diversity in the use of the terms 'honorable dismissal' and 'statement of record.' It seemed to the Committee that it would be greatly to the advantage of all concerned to secure such a degree of uniformity in the use of these phrases as should make the transfer of students between educational institutions a matter of safe and intelligent procedure, and should render feasible the interpretation of letters of recommendation involving these terms."

The National Conference Committee, from whose report the above quotation is taken, formulated and adopted at its meeting of February 19, 1913, the following resolution:

*Resolved,* That the term 'honorable dismissal' should be used to refer to conduct and character only, and that honorable dismissal should never be given unless the student's standing as to conduct and character is such as to entitle him to continuance in the institution granting the dismissal. Furthermore, there should in every instance be given, in the statement of honorable dismissal, full mention of any probation, suspension, or other temporary restriction imposed for



bad conduct, the period of which restriction is not over when the papers of dismissal are issued.

"That the term 'statement of record' should be used to refer to the recorded results of a student's work in the classroom, and that this statement should in every instance contain all the important facts pertaining to the student's admission, classification, and scholarship. In particular, no partial or incomplete classroom record (for example, with failures omitted) should ever be given without clear evidence that it is partial or incomplete; if the student's scholarship has been such as to prevent his continuance in the institution issuing the statement of record or to render him subject to any probation, suspension, or other temporary restriction, the period of which is not closed at the date of the record, a plain statement of any and all such facts should be included; and such information should be given as will make clear the system of grades employed, the number of exercises per week devoted to each course, etc."

Your Committee recommends the adoption by the Senate of these definitions of the terms "honorable dismissal" and "statement of record."

*Approved*

#### SIMPLIFIED SPELLING

Your Committee recommends that the Senate adopt for use in University publications the forms of spelling listed below:

abridgment	eponym	paleozoic
accouter	era	paraffin
acknowledgment	esophagus	parlor
adz	esthetic	partizan
altho	esthetics	patronize
anapest	estivate	pedagog
anemia	ether	pedobaptist
anesthesia	etiology	phenix
anesthetic	exorcize	phenomenon
antitoxin	fagot	pigmy
apothem	fantasm	plow
apprize	fantasy	polyp
arbor	fantom	practise
archeology	favor	prenomen
ardor	favorite	pretense
armor	fervor	preterit
artizan	fiber	pretermit
assize	flavor	primeval
ax	fulfil	program
bans	fulness	prolog
bark	gage	pur
behavior	gazel	quartet
brazen	gelatin	questor
brazier	gild [noun]	quintet
bun	gipsy	rancor
bur	gloze	raze
caliber	glycerin	recognize

caliper	good-by	reconnoiter
candor	gram	rigor
catalog	harbor	rime
catechize	harken	rumor
center	hematin	saber
check	hiccup	salt peter
checker	hock	savior
chimera	homeopathy	savor
civilize	homonym	scepter
clamor	honor	septet
clangor	humor	sepulcher
clue	hypotenuse	sextet
coeval	idolize	silvan
color	instil	simitar
colter	jail	skilful
comprize	judgment	smolder
controller	labor	somber
coquet	lacrimal	specter
criticize	legalize	splendor
cue	license	stedfast
cutlas	licorice	subpena
cyclopedia	liter	succor
dactyl	lodgment	sulfate
decalog	luster	sulfur
defense	mama	sumac
demagog	maneuver	surprize
demeanor	materialize	synonym
deposit	meager	tabor
develop	medieval	teazel
dieresis	meter	tenor
dike	miter	theater
dispatch	mold	tho
distil	molder	thoro
dolor	molding	thorofare
domicil	moldy	thoroly
draft	molt	thru
dram	mullen	tumor
dulness	naturalize	valor
ecumenical	neighbor	vapor
edile	niter	vigor
egis	ocher	vizor
enamor	odor	wagon
encyclopedia	offense	whisky
endeavor	omelet	wilful
envelop	orthopedic	wo
Eolian	paleography	woful
eon	paleolithic	woolen
epaulet	paleontology	

*Voted* that this particular list be referred back to the Committee for further consideration and investigation.

*Voted* that it is the sense of this meeting that the Senate is ready to recognize the principle of simplified spell-

ing by adopting a limited list of words in simplified form.

*Approved*

### THE AFFILIATION OF CERTAIN SCHOOLS

Your Committee recommends (1) that the following preparatory schools be recognized under the following provisions: That the authorities of these several schools be notified that until further notice, graduates from such schools will be admitted to the University without examination, provided that such graduates have satisfied the subject entrance requirements of the University, but that the names of these several schools shall not be placed upon the list of accredited schools of the University until after a probationary period of at least two years. The final listing of these schools as accredited schools shall be dependent upon the records of their graduates made in the University, and any further investigation that the University may desire to make:

....., Maple Plain.  
Danish-Norwegian Seminary, Hutchinson.  
St. Mary's Academy, Graceville.  
North Star College, Warren.

*Approved*

(2) That the Academy of the Red Wing Seminary be placed on the list of accredited schools of the University of Minnesota.

*Approved*

(3) That the University of Minnesota give college credit toward its undergraduate degrees for courses corresponding to its own that have been completed in the College Department of the Red Wing Seminary, up to and including three full years of college work (90 credits), such credits to be conditioned on the successful completion of one year's work in this institution.

*Action postponed*

Respectfully submitted,

GEORGE N. BAUER, Chairman; JOHN H. GRAY, W. H. KIRCHNER, JOSEPH B. PIKE, RICHARD E. SCAMMON, A. V. STORM, DAVID F. SWENSON, EDWARD S. THURSTON, J. S. YOUNG.

### ACTIONS OF THE ADMINISTRATIVE COMMITTEE

In accordance with the Constitution of the Senate, the following actions of the Administrative Committee are reported:

1. The appointment of the following committee to consider the policy for the Summer Session: Deans James, Ford, Lyon, Owre, and Downey.

2. The question of the academic rank of the University Library staff has been referred to the Library Committee.

3. It was decided that it might be desirable for the Military Department to inaugurate a seventeen-day camp in September as an optional plan for securing Military credit, but that it does not seem desirable to make the attendance compulsory.

4. The plan to hold at the University in March a one-week short course for school superintendents was approved.

5. The matter of a legislative reference bureau was deemed to

be a research function rather than belonging to Extension service. Upon the approval of the Board, the President appointed the following committee to consider plans for this work: Messrs. Vance, Ford, Gerould, and Young.

6. The President's selection of the following committee to work out the practical details of the organization of a new apparatus store room was approved: Messrs. Frankforter, Beard, Thatcher, J. Zeleny, and Wulling.

7. With reference to the status of members of the Extension Department, it was decided that members of that division belong to the Extension faculty, and that representation in the Academic faculty be allowed on the same basis as faculty affiliation with any other college or school.

8. In order to facilitate the recognition by Oxford University of credits from the University of Minnesota, it was decided that the University make formal application for such recognition.

9. The use of the University Armory by the National Guard Battery under conditions approved by the Commandant was approved.

10. It was decided that Tag Days at the University be abolished, except as held in accordance with the accepted plans of certain recognized charitable institutions.

11. Certain regulations with reference to absences of students from the University were presented to the Committee, and the general scheme approved. It was decided, however, to refer the entire matter to the Committee on Intercollegiate Athletics, with a request that they formulate regulations for the entire University with reference to the eligibility of students participating in outside student functions of any sort, together with regulations concerning absences necessitated by such functions.

12. The following recommendations of the Chairman of the Committee on Intramural Sports were approved:

- (a) The adoption of official colors for each college.
- (b) The election by each class of an athletic manager.
- (c) The appointment of a student to oversee or manage the spring tennis tournament.
- (d) The offering by the Deans of a cup which might be competed for annually by swimming teams of each college; the cup to remain with the winning college for the period of one year, when it shall be put up again for competition.

13. With reference to excusing from final examinations students who expect to participate in the University Weeks, June 1 to 14, it was decided that those who are not exempt under the senior plan, and those who can not be excused from examinations due to the nature of their work, be allowed to take special examinations without charge.

14. With reference to the coming of the U. S. Military Inspector, May 12, it was decided that all classes in those colleges in which Military Drill is a part of the curriculum be dismissed, and in other departments students who are members of the cadet corps or band are to be excused from class work.

*No action necessary*

# REPORT OF THE COMMITTEE ON STUDENT AFFAIRS

## INTRODUCTION

During the present year the Committee has undertaken the following work:

1. The publication of a students' guide book, "What the Twin Cities Offer to Students."
2. The chaperone problem.
3. The formulation of principles for guidance in dealing with student problems.

At the present time the Committee finds itself face to face with a number of problems growing out of the fact that we have on our campus a large and increasing number of student organizations which have organized and have assumed that they possess various rights and privileges and which claim certain prestige, without any authorization or cognizance on the part of the University.

Before further progress can be made, it is necessary to determine and define certain standards. What is a university organization? What a college organization? What privileges shall be accorded or withheld from organizations of different classes? What action shall be taken with respect to organizations which the Committee decides ought not to be recognized?

The present report is concerned (1) with the answers which the Committee on Student Affairs has sought to work out to questions of the above character, (2) with the preparation of a calendar of social functions, and (3) with the problem of restricting certain classes of student social functions to Friday and Saturday nights. The work of the Committee can be most easily shown by presenting the standards and definitions it has adopted and the action it has taken with respect to these matters. For the sake of reference the following actions are numbered as items. The pages refer to pages in the book of the minutes of the Committee.

## PART I.

### GENERAL ACTIONS OF THE COMMITTEE

#### I. CLASSIFICATION OF STUDENT ORGANIZATIONS--

##### A. General Classification

1. University
2. College
3. Intercollegiate
4. Class (University or College)
5. Student private organizations

##### B. Subclassification

This subclassification is approximately the same for each of the above general groups and is therefore presented for first only.

1. University
  - (1) Coeducational
    - a. Official
    - b. Unofficial

Item 1.  
p. 13 b-d  
p. 16 a.

Item 2.  
pp. 15, b-d;  
16; 17, c.

- (2) Men's
  - a. Official
  - b. Unofficial
- (3) Women's
  - a. Official
  - b. Unofficial

## II. DEFINITIONS—

As *University Student Organizations* shall be classed organizations whose membership is open to students of all colleges and all classes, in so far as the same shall be possible under University rules or conditions.

Item 3.  
p. 16 d.

As *College Organizations* shall be classed all organizations whose membership is limited to a particular college.

Item 4.  
p. 13, (2)

As *Intercollege Student Organizations* shall be classed student organizations whose membership is open to students in two or more colleges but not to all colleges of the University.

Item 5.

As *University Class Organizations* shall be classed student organizations whose membership is open to the students of a particular class of all colleges within the University in so far as such classes exist.

Item 6.  
p. 18 d.

As *College Class Organizations* shall be classed student organizations whose membership is restricted to students of one class of one particular college.

Item 7.  
p. 18 d.

As *Student Private Organizations* shall be classed all student organizations whose membership is limited in number and admission into which is dependent upon the ballot of the members and is determined more largely upon the basis of common interests and common ideals than upon capacity or skill.

Item 8.  
p. 13 d.

*Official and Unofficial Student Organizations*: Within any field of University, College, or Class student activities may exist official or unofficial organizations.

Item 9.  
p. 17 b.

*Official Student Organizations* are recognized as representing officially the University, the College, the Class, or other group with which they are identified.

Item 10.

*Unofficial Student Organizations* are student organizations authorized to cultivate interests and carry on activities within a particular field but not authorized to represent officially the University.

Item 11.

As the *Official University, College, or Class Organization* within a particular field of student activities or interests may be classed or recognized only that organization which is under the control of the University or under that of some individual or group appointed or authorized by the University or College for that purpose. (Cf. Minutes, p. 17 a.)

Item 12a.  
p. 16c, 17c.

Within any particular field of student interest or activity there can be only one official organization of each of the following classes: (1) Coeducational, (2) Men's, (3) Women's.

Item 12b.

No *student organization of limited membership* shall be classed as the *official University organization* within its field of activity or interest which does not meet the following requirements:

Item 13.  
p. 15  
a and b.

a. It must be open to students of all colleges and membership in it must depend primarily upon ability in the field of activity which the organization represents.

b. Admission to membership must be determined in part at least by some official of the University appointed by the University for that purpose.

Item 14a.  
p. 17 d.

As *Unofficial University, College, or Class Organizations* within any particular field of student interest or activities shall be classed any organization whose active membership is composed exclusively of students and instructors of the University and admission into which is dependent upon the vote of the members or upon the decision of some official appointed by them.

### III. RECOGNITION OF STUDENT ORGANIZATIONS—

#### *Requirements and Privileges*

Item 15.  
p. 9.

Before any organization be recognized on the campus it must apply for recognition to this Committee, stating its purposes, giving a list of its members, its endorsements, its place of meeting, and, if possible, a copy of its constitution and by-laws. If this Committee does not recognize such organization it shall be refused the following privileges: (1) appearance in student organization lists whenever published; (2) a meeting place on the campus; (3) permission to appear in the *Gopher*; (4) the use of the name of the University in any attempt to secure patronage; and (5) the use of the University bulletin boards.

### IV. PRIVILEGES—

(See also item 12b and 15.)

#### *1. Privileges of Official Organizations*

Item 16.

a. None other than official university organizations shall be permitted to use the name of the University in their titles.

Item 17.

b. Only official organizations may be granted the exclusive use of rooms on the campus.

#### *2. Privileges of Unofficial Organizations*

Item 18.

Unofficial university organizations may apply to the Senate Committee on Student Affairs for permission to use as a subtitle, "Composed of Students of the University of Minnesota," such subtitle to appear in *small type* on any announcements, programs, and advertising material. In proper cases, the Committee on Student Affairs may grant a revokable authority to use such subtitle.

### V. REGISTER OF STUDENT ORGANIZATIONS—

Item 19.

The Senate Committee on Student Affairs shall prepare and publish annually an official register of recognized student organizations. No student organization not included therein shall be entitled to recognition until it has secured the same through the action of this Committee.

### VI. RESTRICTION OF STUDENT SOCIAL FUNCTIONS TO FRIDAY AND SATURDAY NIGHTS—

Item 20.

All all-university (i. e., social functions open to all students in the University), all intercollege, college, and class social functions shall be restricted to Friday and Saturday nights or nights immediately preceding university holidays.

## VII. CALENDAR OF SOCIAL FUNCTIONS—

The Committee on Student Affairs shall be authorized (1) to prepare a calendar for the registering of all social functions of the classes referred to in section VI; (2) to require the registering of such social functions with the Chairman of the Committee or with whomsoever he shall authorize, two weeks in advance of the date set for the same. (The preparation of such a calendar is to be at the discretion of the Committee. The purpose is to fix in advance the dates for important university and college affairs. It is believed that such a calendar will prove of benefit both to the organizations and to the university.)

Item 21.  
p. 18c.

## VIII. OFFICIAL APPROVAL OF STUDENT PLAYS—

No play shall be given a public performance by any student dramatic club unless sanctioned by the Committee on Student Affairs or by those authorized by this Committee or by the University.

Item 22.  
p. 7, a.

## PART II.

### SPECIFIC ACTIONS OF THE COMMITTEE ON STUDENT AFFAIRS

I. A list of student organizations recognized by the Senate Committee on Student Affairs shall be published in the *Minneapolis Daily*, together with a statement that any student organization not included in this list and wishing to be recognized, must, within two weeks from the date of the publication of the list, apply to the Committee on Student Affairs. After the expiration already secured recognition shall be entitled to the same until it has secured it through the formal action of the Committee on Student Affairs.

Item 23.  
p. 9e.

### II. Actions respecting dramatic clubs:

1. Under present conditions no dramatic club shall be allowed to use the word "University" in its title.
2. "The Players" is recognized as an unofficial university organization.
3. "The Masquers" is recognized as an unofficial university organization.
4. The "Garrick Club" is recognized as a student private organization.

Item 24.  
p. 5, a.

Item 25.  
p. 5, a.

Item 26.  
p. 17, a.

Item 27.  
p. 9, c and d.

Unanimously approved by the Committee.

Signed, Faculty members: F. H. SWIFT, Chairman; DANIEL FORD, WILLIAM F. HOLMAN; student members: HARVEY S. HOSHOUR, L. '14; SPENCER B. CLELAND, Ag. '14; HELEN DREW, A. '14; ELIZABETH VERMILYE, Ag. U.

*Approved*



# The University of Minnesota

## THE SENATE

### MINUTES

A special meeting of the University Senate was held in the Library of the Main Engineering Building, Monday, May 25th, at 4:30 o'clock, Dean Downey presiding.

Twenty-two members responded to the roll-call by the Clerk.

The report of the Committee on Education was presented by Doctor Bauer, and approved as follows:

Your Committee recommends the adoption of the following:

**REGULATIONS AS TO THE RECOGNITION OF CREDIT IN A SCHOOL GIVING A PARTIAL COLLEGE COURSE, AND THE ADMITTANCE OF STUDENTS FROM SUCH SCHOOL TO ADVANCED STANDING IN THE UNIVERSITY**

#### I

### RECOGNITION OF CREDIT EARNED IN SCHOOLS NOT OF FULL COLLEGIATE RANK

The University will recognize toward advanced standing credits earned in a school giving a partial college course if such school complies with the following requirements:

- (1) All students enrolled in such college course must be graduates of a school accredited by the University.
- (2) Such school must offer at least one full year of college work approved by the University.
- (3) Instruction in such college course must be given by teachers qualified to conduct college classes.
- (4) The equipment and facilities for the work of such course must be adequate for work of college grade.
- (5) Before its work can be recognized for University credit, application for recognition must be made to the University and passed upon by the Senate Committee on Education, and at least one authorized representative of the University shall visit such school and shall make an examination of its equipment, facilities, and method of instruction sufficient to satisfy such representative that the foregoing requirements have been complied with.

(6) After a school has been recognized for University credit, it shall each year notify the University of any changes in its curriculum and instructional staff.

The Registrar shall compile a report for each school thus recognized for advanced credit, such report to show the record of each student in each subject taken in the University.

*Approved.*

## II

### ADMITTANCE OF STUDENTS UNDER ADVANCED CREDITS

A student from a school the work of which has been recognized for University credit in accordance with the foregoing provisions, (a) upon satisfying all the entrance requirements to the University, and (b) upon presenting credits for at least one-half year of college work, shall be admitted to the University without examination. Upon completing a year's work in the University without conditions or failures, such student shall receive credit for college work done in such school to the extent that such work is recognized in the school or college of the University in which the student is enrolled. If, however, a student shall receive any conditions or failures in his first year at the University, his case shall be considered by the appropriate committee for the purpose of adjusting credits.

Students are advised to pursue during their first year at the University, some courses which are a continuation of those for which they seek advanced credit, in order that in the event of their receiving conditions or failures, the record in such continuation courses may serve as a basis for assigning advanced credits.

Students thus admitted to conditional advanced standing shall be subject to the regulations that would apply if the work done in such school had been done in the University.

In no case will more than two years' credit be given for work done in a school not of full collegiate rank.

*Approved.*

## III

### ADMITTANCE OF STUDENTS FROM SCHOOLS OUTSIDE THE STATE

On receiving students from schools outside the state, the University shall provisionally give the same standing which the state university or other school or college of equal standing of that state would give. The final standing is to be assigned only after a year's work has been completed, and in harmony with the foregoing principles.

*Approved.*

## STANLEY COLLEGE

Your Committee further recommends that credits earned in Stanley College, Minneapolis, be recognized to the extent of one year's work in accordance with the foregoing regulations.  
*Approved.*

The Committee on Education recommends the introduction of

### A GENERAL LECTURE COURSE FOR ALL FRESHMEN

- (1) To be given in the first semester before the Christmas holidays;
- (2) To consist of
  - (a) One or two lectures by the President,
  - (b) Six lectures on hygiene,
  - (c) Three lectures on the use of the library.
- (3) The course to be in charge of a committee of five persons as follows:
  - The Librarian,
  - The Director of Physical Training for Men,
  - The Director of Physical Training for Women,
  - Two representatives from the University at large.
- (4) Every freshman in each school or college admitting students directly from high school shall be required to attend the lectures as one of the requirements for a degree.
- (5) This course shall carry no credit.

*Approved.*

Respectfully submitted.

GEORGE N. BAUER, Chairman; JOHN H. GRAY, W. H. KIRCHNER, JOSEPH B. PIKE, RICHARD E. SCAMMON, A. V. STORM, DAVID F. SWENSON, EDWARD S. THURSTON, J. S. YOUNG.

Meeting adjourned.

E. B. PIERCE,  
Clerk.

# The University of Minnesota

## THE SENATE

## MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, October 1, 1914, President Vincent presiding.

Sixty members responded to roll call by the Clerk.

The program of business was presented by the Committee on Business and Rules as follows, and action taken as indicated:

### I. The following roster for the current year 1914-15.

#### *Roster of Voting Members*

Allin, Cephas D.	Durand, E. Dana
Allison, J. H.	Emmons, William H.
Alway, Frederick J.	Erdmann, Charles A.
Appleby, William R.	*Erikson, Henry A.
Bass, Frederic H.	Fletcher, Henry J.
Bauer, George N.	Ford, Guy S.
Beard, Richard O.	Frankforter, George B.
*Bender, Wilbur H.	Freeman, Edward M.
Berry, Josephine T.	Gerould, J. T.
Boss, Andrew	Godfrey, Henry S.
Bothne, Gisle C. J. (2d Sem.)	*Gortner, Ross A.
Brooke, William E.	Granrud, John E.
Brown, Edgar D.	Gray, John H.
Bull, Coates P.	Greene, Charles L.
*Bussey, William	Griffith, Charles A.
*Butts, Edmund L.	Haecker, T. L.
Cady, LeRoy	*Hamilton, Arthur S.
Cheyney, Edward G.	Harding, Everhart P.
Christianson, Peter	*Higbie, E. C. (Morris)
Clements, Frederic E.	Hirschfelder, Arthur D.
Comstock, Elting H.	Hutchinson, John C.
Cooke, Louis J.	Jackson, Clarence M.
Corbett, J. Frank	Jager, Francis
Craig, Hardin	James, George F.
Damon, George M.	Jenks, Albert E.
Davis, William S.	Johnston, John B.
Downey, Hal.	Kavanaugh, William H.

\*New Members.

- \*Kent, Raymond  
Kirchner, William H.  
\*Kirkwood, W. P.  
Klaeber, Frederick  
Lasby, William F.  
\*Law, Arthur A.  
Leavenworth, Francis  
Lee, Thomas G.  
Litzenberg, Jennings C.  
\*Lorenzen, E. G.  
Lyon, E. P.  
McCarty, Edward P.  
\*McGuire, Arthur J.  
Major, E. W.  
Mann, Frederick M.  
Maves, Herman  
Mayne, Dexter D.  
\*Meyer, Adolph F.  
Moore, James E.  
Morgan, E. M.  
Mullin, Robert H.  
Nachtrieb, Henry F.  
\*Newcomb, Edwin F.  
\*Neystrom, Paul H.  
Norris, J. Anna  
\*Notestein, Wallace  
\*Olmsted, Everett W.  
Orton, Forrest H.  
Owre, Alfred  
Paige, James  
\*Parcel, John I.  
Pease, Levi B.  
Pike, Joseph B.  
Price, Richard R.  
Rankin, A. W.  
Reynolds, Myron H.  
Rosendahl, C. O.  
Rotzel, C. L.  
Ruggles, Arthur G.  
Savage, Charles A.  
Scammon, Richard E.
- Schaper, William A.  
Schlenker, Carl  
Scott, Carlyle  
Scott, Frederick H. (2d Sem.)  
\*Searles, Colbert  
\*Sedgwick, Julius  
\*Selvig, C. G. (Crookston)  
Shenehon, Francis C.  
Shepardson, George D.  
Sidener, Charles F.  
Sigerfoos, Charles P.  
Smith, Arthur C.  
Smith, Howard R.  
Smith, Samuel G.  
Springer, Franklin W.  
\*Stauffer, Clinton R.  
Stewart, John T.  
Stomberg, Andrew A.  
Storm, A. V.  
Sweeney, Margaret  
Swenson, David F.  
Swift, Fletcher H.  
Thatcher, Roscoe W.  
Thurston, Edward S.  
Tilden, Josephine E.  
Vance, William R.  
Walls, James M.  
Washburn, Frederic L.  
Washburn, Robert M.  
Weiss, Oscar A.  
Wells, Amos  
Wentling, John P.  
White, Albert B.  
White, S. Marx  
Wilson, Archie Dell  
Woods, Albert F.  
Wulling, Frederick J.  
Young, George J.  
Young, J. S.  
Zeleny, Anthony

\*New Members.

II. The following Standing Committees of the Senate as appointed by the President:

*Business and Rules of the Senate*

Messrs. Fletcher, Beard, Shepardson, Boss, Davis, W. S.

*Finance and Audit*

Messrs. Nicholson and Rotzel; students: Hubert Kennedy, A. 15; D. S. Helmick, E. 15; H. C. Lende, Ag. 16.

### *Student Publications*

Messrs. Craig, West, Olmsted; students: Fletcher Rockwood, Eng. 15; D. Paul Kingsley, Ag. 15; Althea Heitsmith, A. 15; Carl Painter, A. 15.

### *Student Affairs*

Messrs. Holman, Sweeney, Pattison; students: John Jenswold, L. 15; Roy Wilcox, Ag. 15; Margaret Grimm, A. 15; Charlotte Hillstad, Ag. 15.

### *Debate and Oratory*

Messrs. Rarig, Lansing, Price, Gislason, Mrs. Phelan; students: Fred Tryon, A. 15; Rex Harlan, Ag. 17; Freeman Weis, Ag. 15; Thorgny Carlson, A. 15; Emil Lindstrom, A. 15.

### *University Extension*

Messrs. Carlyle Scott, Gray, Quigley, S.

### *University Functions*

Messrs. Nachtrieb, Major Butts, Stewart, J. T.

### *University Printing*

Messrs. Johnston, Gerould, Beach, Kirkwood, Pierce.

### *Education*

Messrs. Bauer, Searles, Kirchner, Scammon, Storm, Thatcher, Frary, Thurston, Young.

### *Library Committee*

Messrs. Ford, G. S.; Kovarik, Freeman, Gerould, Schlenker, Kirchner, Lorenzen, Jackson, Comstock.

### *Intramural Sports and Physical Education*

Messrs. Zelner, Paige, Cheyney, Harding, Litzenberg, Dr. Cooke, Dr. Norris.

### *Intercollegiate Athletics*

Messrs. Paige, Zelner, Harding, Cheney, Litzenberg; alumni: Belden, Page, Richard J. Lewis, R. E. Ramaker.

### *Approved*

III. The question as to the senate membership of an assistant professor who for the year acts as chairman of his department.

### *No action taken*

IV. The following recommendation of the Committee on Finance and Audit:

On behalf of the Senate Committee on Student Finance and Audit I wish to submit the following recommendation for consideration by the Senate:

It is recommended that where business firms or individuals are found to have used improper means to obtain the business of student organizations, as secretly furnishing free invitations or direct monetary inducements, University stu-

dents be prohibited from doing any business with such firms for some definite period of time; such action to be taken by the Senate Committee on Student Finance and Audit after very careful consideration of all facts in each case.

Respectfully submitted and signed,

EDWARD E. NICHOLSON, *Chairman*  
*Approved*

V. In accordance with the Constitution of the Senate the following actions of the Administrative Committee are reported:

(1) The suggestion of the Music Department to allow University credit for membership in the proposed University orchestra met with approval. It was suggested that Professor Scott present the question as a matter of curriculum to the College of Liberal Arts, and arrange with the different colleges to have the subject approved as an elective.

(2) It was decided that an exception be made to the University regulations in the printing of the Law School Bulletin by allowing the inclusion of textbook notations in the description of courses offered.

(3) In accordance with the action of the Senate requiring that the parents or guardians of such students as have not maintained an average standing of *pass with credit* during their high school course be notified that in the experience of the University very few students having such high school records find themselves prepared to carry successfully their University work. The following form letter for such purpose was approved:

The high school report of your son, as submitted for entrance to the University, shows a kind of scholarship which is lower than the average grade of those who succeed in their University courses. We therefore ask you to consider carefully the advisability of your allowing him to enter upon a University course.

While some students under similar conditions succeed, we deem it not only a wise policy, but the duty of the University to warn you of the danger of failure as based on the past experience of many students.

If you still think it advisable that your son attempt to carry a University course, he will be given, without discrimination, all of the privileges of any student, but he will be required to maintain the standard which is set for all of the students of his class.

(4) With reference to the general lecture course for all freshmen approved by the Senate, May 25, it was decided that in view of the Librarian's absence, and the fact that programs for the year had been made up without reference to the reservation of a common hour for the general University lecture course that the work be postponed for this year.

(5) It seemed best that the University of Minnesota make no exhibit at the Panama Pacific Exposition.

*Approved*

VI. This Committee recommends:

(a) That each standing committee of the Senate make at least one report each year; with the exception that the Administrative Committee submit a report at each meeting of the Senate.

*Approved*

(b) That the Senate instruct this Committee to withhold or cancel notice of a Senate meeting when in the judgment of the Committee there is not sufficient business on the docket to warrant such meeting.

*Approved*

*Voted*, upon recommendation of the President, that the new problems to be solved, as outlined in the following statement made by him, be referred to the Senate Committee on Education:

#### MANY NEW PROBLEMS TO BE SOLVED

Many problems demand careful study and wise solution. These problems fall into two groups: those which may be called administrative, and those which are essentially educational.

The Administrative Committee of the Senate is at work upon a revised system of reports from individual instructors, from departments, and from colleges. It is planned to have significant information gathered regularly and included in the President's annual report. It is believed that this system will increase intelligence in administration without seriously burdening the members of the teaching staff.

The University Bureau of Statistics is at work upon a schedule of inquiries which will be related, not only to the administrative reports mentioned above, but will include various special inquiries that may have bearing on particular problems of either administration or education.

The Administrative Committee is of the opinion that while purely administrative reports and statistical inquiries fall properly within its control, questions of an essentially educational character belong to the Senate and should be considered by that body. In behalf of the Administrative Committee, therefore, I present the following enumeration of questions which the Senate is asked through its Committee on Education to consider and report upon with as little delay as possible:

1. Questions dealing with general plans for instruction:
  - a. Are departments co-operating as they should to secure adequate and well correlated instruction without duplication.
  - b. Is each department by means of course syllabi, departmental conferences, or in other ways correlating its courses and doing its work most effectively?
  - c. Are the suggestions and criticisms of instructors systematically gathered at the close of one semester and reviewed with the idea of improving the work for the next year?



2. The actual work of instruction:
  - a. Are departmental conferences held regularly to consider the preparation, character, and efforts of individual students, to discuss the needs of the department, to confer concerning examinations, tests, etc.?
  - b. Are conscious and persistent efforts made on the part of older members of the instructional force to supervise and counsel the younger instructors who are just beginning or are in the early years of their academic life?
3. Tests or work, marking, and reports:
  - a. How can more intelligent action on the part of each instructor be secured?
  - b. Can general rules for tests and examination be made applicable to different subjects and different instructors?
4. Problems of the curriculum:
  - a. What methods are being employed to study the effect and working of the curricula already in force?
  - b. Are these curricula in their sequence of studies, electives, and range of courses adapted to the real needs of students?
5. What policies should be adopted with reference to the Summer School?
  - a. Should the length of session be increased?
  - b. What should be the chief aim of the Summer School?
6. Are university committee assignments so administered as to use the best ability in the teaching staff for the various purposes involved? Could the method of assignment be improved?
7. Are faculty and departmental meetings as valuable as they might be? In what respects could they be improved?
8. Does the present system secure from individual instructors information as to their difficulties and needs? Is the responsibility of instructors recognized and opportunity for initiative afforded?
9. Are the rights and needs of students sufficiently recognized and studied? For example, is enough attention given to English in courses other than Rhetoric? What is the proper unit length for a course? Are first- and second-year students brought sufficiently into contact with the older members of the teaching staff, etc., etc.?
10. Is there any way in which advantage can be taken of the suggestions and criticisms of students, i. e. in our efforts toward developing student self-government and responsibility, can we take the student body more into our confidence and get more consciously the student point of view as an aid in our plans?

Meeting adjourned.

E. B. PIERCE,  
*Clerk*

# The University of Minnesota

## THE SENATE MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, February 4, President Vincent presiding.

Sixty-one members responded to the roll call.

The minutes of the meeting of October 1 were approved.

The program of business was presented by the Committee on Business and Rules as follows, and action was taken as indicated:

1. The report of the Senate Committee on Education.

### I. RED WING SEMINARY

The Educational Committee recommends that the University of Minnesota give college credit toward its undergraduate degrees for courses corresponding to its own that have been completed in the College Department of the Red Wing Seminary up to and including three full years of college work (ninety credits), such credits to be conditioned on the successful completion of one year's work in this institution.

*Approved*

### II. SIMPLIFIED SPELLING

The Educational Committee recommends to the Senate the following action in regard to simplified spelling:

1. The adoption for use in the official publications and correspondence of the University the simpler and shorter of alternative spellings authorized by whatever dictionary (or dictionaries) this institution follows as its authority. This will mean using *center*, not *centre*; *color*, not *colour*; *gram*, not *gramme*; *license*, not *licence*; *maneuver*, not *manoeuvre*; *medieval*, not *mediaeval*; *quartet*, not *quartette*; *traveler*, not *traveller*, etc.

*Approved*

2. The adoption for use in official publications and correspondence, the twelve words adopted by the National Education Association, viz., *program*, *catalog*, *decalog*, *prolog*, *demagog*, *pedagog*, *tho*, *altho*, *thoro*, *thorofare*, *thru*, *thruout*.

*Approved* after being amended by striking out the last two words.

3. Authorize students who may wish to do so to use in their written work any spellings included in paragraphs 1 and 2 of the foregoing.

*Approved*

NOTE.—Action by the Faculty is not intended to control the usage of individual members, altho such personal use is greatly to be desired.

*Approved*

Signed,

GEORGE N. BAUER, Chairman	COLBERT SEARLES
FRANCIS C. FRARY	ASHLEY V. STORM
WILLIAM H. KIRCHNER	ROSCOE W. THATCHER
RICHARD E. SCAMMON	EDWARD S. THURSTON
	JEREMIAH S. YOUNG

Dr. Bauer, Chairman of the Committee, reported progress on the study of educational problems within the institution, and presented a copy of the inquiry prepared by the Committee which had been sent to the members of the faculty.

#### 2. Actions of the Administrative Committee:

(1) It was agreed to establish the principle that students shall not be excused from Military Drill because of their having joined the National Guard after entering the University.

(2) The matter of credit for National Guard Drill was referred to the Board of Regents. It was felt that such Drill as a substitute for similar training in the University should not be encouraged.

(3) *Voted* that it is impractical for the University of Minnesota to offer to the University of Venezuela scholarships for the young men and young women of that Republic.

(4) It was decided that no reference to the detail of entrance credentials be made where students come with advanced standing from reputable institutions, except to see that the general requirements of graduation from a four-year high-school course and the completion of fifteen (15) units have been met.

(5) *Voted* that George Norton Northrop be appointed Chairman of the Committee on Student Affairs to succeed W. H. Holman, resigned.

(6) It was *voted* that all reference to major and minor series in the entrance requirements be omitted. This is to apply to all departments of the University.

(7) It was decided that Professor E. H. Comstock, of the School of Mines, be appointed chairman of the committee in charge of arrangements in connection with the visit of the Legislature.

Respectfully submitted,

HENRY J. FLETCHER, Chairman, R. O. BEARD, ANDREW BOSS,  
W. S. DAVIS, G. D. SHEPARDSON.

*Approved*

*Voted* on motion of Dean Ford that the Committee on University Functions consider the question of Commencement exercises with a view to augmenting the significance of the function and adding to the dignity of the occasion.

Dean Lyon asked for an interpretation of paragraph 8 of the Constitution of the Senate with reference to the status of the representative of a given department on another college faculty. The President ruled that such representative is entitled to vote in the faculty to which he is delegated.

During the last few minutes of the meeting the President discussed the budget situation and the attitude of the Legislature towards the University.

Meeting adjourned.

E. B. PIERCE, *Clerk*

# The University of Minnesota

## THE SENATE

### MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, May 6, President Vincent presiding.

Sixty-nine members responded to the roll call.

The minutes of the meeting of February 4 were approved.

The program of business was presented by the Committee on Business and Rules as follows, and action was taken as indicated:

#### SUNDRY RECOMMENDATIONS OF THE COMMITTEE ON EDUCATION

1. *Amendment of admission requirements*: That the note at the foot of page 36, General Information Bulletin for 1914-15 now reading, "Three units will satisfy the English requirement in the College of Engineering, and, when the applicant presents four units in one foreign language, will suffice for the other colleges," be amended to read as follows: "Three units will satisfy the English requirement in the College of Engineering, and will suffice for the other colleges when the applicant presents four units in one foreign language or two units in each of two foreign languages."

*Approved*

2. *Transfer of dropped students between the University and other colleges within the state*. Some years ago an agreement covering this matter was entered into between the Academic College of the University and certain other colleges in the state, namely:

Carleton College	St. John's University
Hamline University	Concordia College
Macalester College	Augsburg Seminary

These regulations are as follows:

Recognizing that some college students, tho capable of doing good work, fall below the required standard, especially during their first year in college, on account of the distractions due to the new environment; and

believing that many of these, if given an opportunity in another institution, would recover themselves and maintain a satisfactory standard, we favor receiving, under the following conditions, into a college of this conference a student who has been dropped from another college of the conference on account of poor work:

a. That he have an honorable dismissal so far as conduct is concerned.

b. That there be assurance from the institution from which he was dropped that his poor work was not from lack of ability or from inadequate preparation.

c. That before being allowed to continue those subjects in which he received failures, he be required to gain credits on the parts for which he received the failures.

d. That he be notified that, if received, neither the college from which he was dropped nor any other college in this conference will accept any credits gained unless he remain a year.

e. That, in case the applicant be a male student, information concerning his athletic status be furnished by the institution from which he was dropped.

f. That he be registered on probation only, the registration to be cancelled at any time within one year if he fall below the passing grade in half of his work.

The Committee recommends to the Senate that these regulations be adopted for the entire University.

*Approved*

3. Recognition of the following titles:

- a. Teaching Fellow
- b. Fellow
- c. Assistant
- d. Scholar
- e. Student Helper

The committee purposely refrained from attempting to define these various positions, recognizing that the present practice was somewhat in confusion and thinking it best that it should be open to the Administration to adopt definitions of these titles with a view of finally bringing about similarity of practice in the various schools and colleges of the University.

*Approved*

4. *Appointment of standing committee on recognition of work done at other schools and colleges, such committee to have charge of the relations of the University to the various outside schools and colleges as regards accrediting schools to the University and admission of students to advanced standing in the University.\**

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\* At present this work is done in part by the Graduate School, the Senate Committee on Education, the Administrative Board of the Academic College and the corresponding committees in other colleges vested with authority to admit students.

*Voted that the recommendation be referred back to the committee with the request that the composition of the proposed committee be suggested to the Senate.*

5. *Report on accrediting work of certain schools and colleges.*

a. Bethany Ladies College, Mankato. School visited, improvement suggested. No reply to suggestions received, therefore no recommendation made.

b. Visitation Convent, St. Paul, Minn. Recommended that this school be placed upon the list of accredited schools subject to improvement of its scientific equipment.

*Approved*

c. University of Southern Minnesota, Austin, Minn. (High School Department). Recommended that this school be placed upon the accredited list.

*Voted that this institution be not recognized until such time as it adopts a name which shall be indicative of the true character of the work done.*

d. Albert Lea College for Girls, Albert Lea, Minn. Some years ago the college work of this institution was accepted for full credit in the University, but of late years the Administrative Board allowed only two years of credit. Professor Quigley who visited this school strongly recommended that we allow credit for credit.

*Referred back for further investigation*

e. Augsburg Seminary, Minneapolis, Minn. Recommended that credit be granted for comparable courses up to three full years of college work (ninety credits), conditioned upon the successful completion of one year's work in this institution.

*Voted that the case be referred back to the committee for further investigation.*

EDWARD S. THURSTON, Secretary.

Voted that further action on the relationship of other schools and colleges to the University be deferred until such time as the standing committee referred to in item 4 is appointed.

Voted that the Senate adjourn to meet Thursday, May 13, at three o'clock.

E. B. PIERCE,  
Clerk

# The University of Minnesota

## THE SENATE

### MINUTES

A special meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, May 13, President Vincent presiding.

Voted on the approval of the Education Committee that the standing committee on recognition of work done at other schools and colleges consist of seven (7) members, to be appointed by the President.

The reports of the various committees were considered in the order following and action taken as indicated.

#### REPORT OF THE COMMITTEE ON UNIVERSITY FUNCTIONS

The Committee on University Functions respectfully submits for adoption the following recommendations pertaining to baccalaureate and commencement exercises:

1. That the ushering at both baccalaureate and commencement exercises and the formation and direction of the procession on commencement day be placed in charge of the Military Department.

2. That music be furnished for the procession by the University Band.

3. That admission to the Armory for commencement exercises be by ticket only and that this regulation be made known through the newspapers and university bulletins and announcements.

4. That each candidate for a degree be entitled to two tickets to be obtained from the Dean of the college or school presenting the candidate. Extra tickets for members of the family or friends must also be obtained through the Dean.

5. That the tickets shall be supplied to the Deans by the Registrar in accordance with these regulations.

6. That all faculty members seated on the stage wear academic costume.

It is understood:

- a. That those in the procession do not need tickets.



b. That the President of the University shall have at his disposal as many tickets as may be needed for university benefactors and other specially invited guests.

HENRY F. NACHTRIEB, JOHN T. STEWART, Committee.

(The third member of the committee, Major Butts, has not been on duty.)

*Approved*

### **JOINT REPORT OF THE COMMITTEES ON STUDENT AFFAIRS, FINANCE AND AUDIT, AND STUDENT PUBLICATIONS**

I desire to present in behalf of the Senate Committees on Student Affairs, Finance and Audit, and Student Publications, the following eligibility regulations. They are now in force in the Colleges of Science, Literature, and the Arts, Agriculture, and Education. The committees above mentioned recommend their adoption for the entire University:

1. No student with any condition, failure, or incomplete standing against him shall be eligible

a. To take part in any public performance of a dramatic or musical club.

b. To be a competitor in public debates, oratorical contests, or judging contests.

c. To be a member of the editorial board of any student publication.

d. To be a member of the All-University Council.

2. The committees of the Senate are authorized to put into effect such rules of administration as will carry out the spirit of these provisions and to make arrangements for a separate administration in the College of Agriculture.

Very truly yours,

HARDIN CRAIG, Chairman for the Joint Committees.

*Approved*

### **REPORT OF THE COMMITTEE ON FINANCE AND AUDIT**

During the year just closing, it has been the policy of the committee to call for monthly statements from all publications, these statements to be audited first by the proper publication board. With one exception the publications have cooperated closely. Through Mr. Rotzel of the committee simple systems of bookkeeping have been furnished.

One publication, the Minnehaha Magazine, has merged with another. It has closed up its accounts and submitted a proper statement.

With one exception all of the publications are in good financial condition.

The Engineering Magazine today shows an indebtedness to the Index Press, now of White Plains, New York, of \$264.75.

This indebtedness has been running since 1912; was originally \$501.75.

The class of 1914 left college with a considerable deficit. This has been largely cleared up this year, with a reasonable prospect that it will be entirely cleared up by the close of the year.

The present senior class started the year with a moderate deficit. This has been cleared up and a balance shown at present.

All other organizations giving public performances or entertainments have been called upon for financial statements. All, with the exception of the Players, one of the Dramatic Clubs, are free from debt.

All financial statements have been published in the Daily, so that all might know of moneys received and distributed.

This Committee has at all times held itself ready to act as a friendly intermediary between groups of students, such as clubs or fraternities, or individual students and business men or houses.

There have been fewer calls for such action this year than any year for some time.

EDWARD E. NICHOLSON, Chairman.

*Report received and filed*

## REPORT OF COMMITTEE ON STUDENT AFFAIRS

On the basis of the classification of your committee of last year adopted by the Senate on May 7, 1914, the following organizations have been admitted to recognition:

Chi Psi Theta Fraternity  
Cyma Club of Department of Architecture  
Inter-Literary Society  
Socialist Club  
Minnehaha

New organizations

The registration of student organizations for the year 1914-15 is in process of completion.

While it has been impossible to make a complete calendar of student social functions, your committee has taken steps to secure the dates of all important college and university affairs.

Social calendar

The restriction of university affairs to Friday and Saturday nights has been successfully enforced. No exception has been granted. The effect of this rule has been materially to lessen the number of social affairs and to emphasize in the minds of the undergraduate body the desirability of setting sensible boundaries on its relaxation from the business of academic life. Much yet remains to be done to restrict the gregarious instincts of certain portions of the student body.

Friday and Saturday night restrictions

To carry out the spirit of the restrictions involved it has been necessary for the Committee to attempt to define "social function." The following was adopted as offering a possible working basis: "As social functions shall be included the following: dances, receptions, banquets or dinners and other parties of a like nature occupying the evening after 8:30 o'clock."

Definition of "social function"

Your Committee has felt the difficulty of getting into touch with student public opinion and has noted the lack of avenues for the expression of that opinion in the University as a whole.

Student councils

In order to secure a means for such wholesome coöperation as was possible from the students themselves, the Committee sent out to the deans of the various colleges not possessing student councils a letter expressing the Committee's recommendations for the formation of student councils. The gist of the letter was as follows:

That it seems desirable for each college of the University to have a Student Council. That the representative of each college on the All University Council should be an ex-officio member of his college council and be responsible to that council for his activities in the All-University Council. The Committee (after a consideration of the benefits enjoyed by the College of Science, Literature, and the Arts, and the Agricultural College from their councils), believes that some of the benefits may be suggested as follows:

Councils are necessary for administering the honor system.

They may control the elections of classes and act as a business committee when necessary.

They may do much to encourage and arrange intramural sports.

They may represent the college in supporting university events.

They may initiate college movements that are valuable and they may contribute materially to the elucidation of public problems.

They make articulate the consensus of student opinion and help to knit into a closer whole what otherwise might become disparate and seclusive entities.

With only one or two exceptions the deans of the various colleges expressed themselves as heartily in accord with the suggestion.

Your Committee has taken steps to guard the rights of official organizations by allowing them only the privilege of using university buildings.

Because of certain adverse criticisms from without the Committee was asked to define the position of the University in the matter of sectarian and political propaganda. The following statement was sent out in order to make clear the policy of the supervision of organizations of certain types:

"For the benefit of those who are not acquainted with the regulations governing political and religious organizations in the University, the Senate Committee on Student Affairs begs to make the following announcement:

"1. There shall be no organized political or religious propaganda on the campus. Buildings and bulletin boards must not be used for this purpose.

"2. Propaganda shall be interpreted to mean any concerted movement on the part of an organization which has for its object, first, the winning of members among persons who are opposed to or not in sympathy with the beliefs and practices of

Sectarian and  
political  
propaganda

said organization, or second, the dissemination of knowledge of the beliefs and practices of said organization."

The Committee of Deans, to whom the matter was referred, asked your Committee on Student Affairs to reconsider a statement of the definition of terms. This statement as modified has not yet been returned from the Committee of the Deans.

Your Committee reports a decided amelioration of conditions in the chaperone problem, a betterment that has two phases: first, students have become scrupulous in extending courtesies to their chaperone guests, in providing escorts, arranging programs, etc.; second, chaperones have been more punctilious in keeping their engagements.

Chaperones

Your Committee believes that one of the greatest needs at Minnesota may be met if the independent social life of the men and of the women be built up and encouraged in wholesome ways. If the energy that is now expended in haphazard and promiscuous entertainment could be directed to more normal and less self-conscious amusements, less the monopoly of the few than the opportunity of the many, then a better day would dawn for social life here. The Union should become the heart of a community spirit among all the men of the University. It should foster a certain sane self-sufficiency in undergraduate intercourse. More and more Shevlin Hall should become a self-sufficing social institution for the young women.

During the past year hopeful signs of new and finer interests have asserted themselves among the undergraduates of the University. Groups of young men and groups of young women have formed on a less fantastic and shifting basis than has been given by the usual dancing parties, etc. Literature and the kindred arts have more and more become the nucleus for fraternization and comradeship. It is the hope of your Committee that such civilizing agencies will increase at Minnesota and that in such undertakings the undergraduates will meet with the coöperative enthusiasm of the Faculty.

G. N. NORTHROP, Chairman.

*Report received and filed*

## REPORT OF THE COMMITTEE ON STUDENT PUBLICATIONS

I desire to report for the Senate Committee on Student Publications that a reorganization of "Minnehaha" has been effected during the month of April with very slight changes in the constitution of the organization of the magazine, the principal change being the provision that the board becomes self-perpetuating after the manner of the "Minnesota Magazine." The reorganization was brought about by an attempt to found a rival journal, a determined attempt. It seemed better to the committee, in presence of the request for recognition of this new periodical, to take measures to secure by reorganization oppor-

tunity for these new humorists to exercise their talents in the already established periodical than to consent to the establishment of a new one.

Very truly yours,

HARDIN CRAIG, Chairman.

### REPORT OF THE LIBRARY COMMITTEE

In the absence of the Chairman no report was made.

### REPORT OF THE COMMITTEE ON EDUCATION

Printed separately.

*Voted that action on this report be postponed until next semester.*

### REPORT ON THE ACTIONS OF THE ADMINISTRATIVE COMMITTEE

1. *Diploma changes.* The suggestion that the diplomas for this year contain a designation of the college and course, in such colleges as deem it desirable, was approved. The only change contemplated at present is in Agriculture where the qualified B.S. degree is given at present. By this plan the qualifying phrase "in Agriculture," etc., would be omitted.

2. *Bulletin matters.* The following recommendations of the committee on printing were approved:

a. That colleges having in the main required curricula submit copy ready for the printer not later than April 15, publication to occur on or before June 1.

b. Colleges having elective curricula submit copy June 1, publication on or before July 15.

c. That Extension Division bulletins be published at convenience of the Department.

d. That no new bulletin be published without the approval of this Committee.

e. That the Bulletin of General Information be cut down to entrance information and published not later than April 15.

f. That those colleges or schools which have found the present bulletins unsatisfactory be granted a maximum of three additional pages for the insertion of entrance requirements, fees, equipment, and summary or list of students.

g. That covers be omitted from bulletins of 64 pages or less. This will effect a saving of \$300.

3. *Military encampment.* Voted that the plan for a compulsory week encampment, closing at commencement, for freshmen be approved. These students to be excused from first semester drill of sophomore year.

*Approved*

The President made a brief statement with reference to the legislative situation, the investigation and the financial outlook for the next two years, in which he pointed

out that the University was committed to the policy of increasing the instructional staff. He cited the reasons for the criticisms against agricultural extension and mentioned the influences leading to the investigation.

Meeting adjourned.

E. B. PIERCE,  
*Clerk*

# The University of Minnesota

## THE SENATE MINUTES

The first regular meeting of the University Senate for the year 1915-16 was held in the Library of the Main Engineering Building, Thursday, October 7, 1915, at 4 o'clock, Dean J. B. Johnston presiding.

Fifty-seven members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

I. The following roster for the year 1915-1916.

### *Voting Members*

*Adair, F. L.	Damon, George M.
Allin, Cephas D.	Davis, William S.
Allison, J. H.	Dorsey, Maxwell J.
Alway, Frederick J.	Downey, Hal
Appleby, William R.	Durand, E. Dana
Bass, Frederic H.	Emmons, William H.
Bauer, George N.	Erdmann, Charles A.
Beard, Richard O.	Erikson, Henry A.
Bell, E. T.	Flather, J. J.
Bender, Wilbur H.	Fletcher, Henry J.
Berry, Josephine T.	Ford, Guy S.
Boss, Andrew	Frankforter, George B.
Bothne, Gisle C. J.	Freeman, Edward M.
Brekhus, Peter J.	Gerould, J. T.
Brooke, William E.	Godfrey, Henry S.
Brown, Edgar D.	Gortner, Ross A.
Bull, Coates P.	Granrud, John E.
Burton, Richard	Gray, John H.
Bussey, William	*Green, Robert O.
Cady, LeRoy	Griffith, Charles A.
Cheyney, Edward G.	Haecker, T. L.
Christianson, Peter	*Haggerty, M. E.
Clements, Frederic E.	Hamilton, Arthur S.
*Coffman, L. D.	Harding, Everhart P.
Comstock, Elting H.	Hayes, H. K.
Cooke, Louis J.	Higbie, E. C. (Morris)
Corbett, J. Frank	Hirschfelder, Arthur D.
Craig, Hardin	Hutchinson, John C.

Jackson, Clarence M.	Rosendahl, C. O.
Jager, Francis	Rotzel, C. L.
Jenks, Albert E.	Ruggles, Arthur G.
Johnston, John B.	Savage, Charles A.
Kavanaugh, William H.	Scammon, Richard E.
Kent, Raymond	Schaper, William A.
Kirchner, William H.	Schlenker, Carl
Kirkwood, W. P.	Scott, Carlyle
Klaeber, Frederick	Scott, Frederick H. (2d Sem.)
*Kovarik, Alois F.	Searles, Colbert
Larson, W. P.	Sedgwick, Julius P.
Lasby, William F.	Selvig, C. G. (Crookston)
Law, Arthur A.	Shenehon, Francis C.
*Lawton, Harry C.	Shepardson, George D.
Leavenworth, Francis	Sidener, Charles F.
Lee, Thomas G.	Sigerfoos, Charles P.
*Lentz, Bernard	Smith, Arthur C.
Litzenberg, Jennings C.	Springer, Franklin W.
Lorenzen, E. G.	Stewart, John T.
Lyon, E. P.	*Stoll, E. E.
McCarty, Edward P.	Stomberg, Andrew A.
McGuire, Arthur J.	Storm, A. V.
Mann, Frederick M.	Sweeney, Margaret
Maves, Herman	Swift, Fletcher H.
Mayne, Dexter D.	Thatcher, Roscoe W.
Meyer, Adolph F.	Thomas, J. M.
Moore, James E.	Thurston, Edward S.
Morgan, E. M.	Tilden, Josephine E.
Nachtrieb, Henry F.	*Todd, Arthur J.
Newcomb, Edwin F.	Vance, William R.
*Nicholson, E. E.	Walls, James M.
Norris, J. A.	Washburn, Frederic L.
Notestein, Wallace	Washburn, Robert M.
Olmsted, Everett W.	Weiss, Oscar A.
Orton, Forrest H.	Wells, Amos
Owre, Alfred	Wentling, John P.
*Pagenkopf, Alfred A.	White, Albert B.
Paige, James	White, S. Marx
Parcel, John I.	*Wiethoff, Charles
Pease, Levi B.	Wilde, Norman
Pike, Joseph B.	Wilson, Archie Dell
Price, Richard R.	Woods, Albert F.
Rankin, A. W.	Wulling, Frederick J.
Reynolds, Myron H.	Young, George
*Reynolds, George W.	Young, J. S.
Robertson, H. E.	

*Approved*

*Non-voting Members*

Northrop, Cyrus, President Emeritus	
Folwell, Wm. W., Professor of Political Science, Emeritus	
Abbott, Amos W.	Bell, John W.
Abbott, Everton J.	Bracken, Henry M.

\*New members.



Christison, James T.  
Downey, John F.  
Eddy, Henry T.  
Gillette, A. J.  
Gilfillan, J. S.  
Hartzell, Thos. B.  
MacLaren, Archibald  
Mann, Arthur T.

Murray, William R.  
Riggs, Charles E.  
Roberts, Thos. S.  
Rothrock, J. L.  
Sanford, Maria L.  
Sedgwick, Julius P.  
Todd, Frank C.  
Wheaton, Charles A.

*Approved*

II. The following Standing Committees as recommended by the President:

*Business and Rules of the Senate*

Messrs. Fletcher, Beard, Boss, Davis, W. S., Shepardson.

*Finance and Audit*

Messrs. Nicholson and Rotzel; students: Hendrickson, N., Eng. 16; Lende, R. C., Ag. 16; Nicholson, E. C., A. 16.

*Student Publications*

Messrs. Craig, Olmsted, West; students: Brawley, J., A. 16; Dale, S., A. 16; Peterson, H. L., Eng. 16; Wise, E., Ag. 17.

*Student Affairs*

Messrs. Northrop, G. N., Pattison, Miss Sweeney; students: Burns, W., A. 16; Cobb, F., Ag. 16; Knight, Pearl, A. 16; Tryon, Elizabeth, Ag. 16.

*Debate and Oratory*

Messrs. Rarig, Gislason, Lansing, Mrs. Phelan; students: Campbell, D., Grad.; Hodgson, R., Ag. 16; Lundeen, D., A. 16.

*University Extension*

Messrs. Gray, Craig, Carlyle Scott.

*University Functions*

Messrs. Mann, Olmsted, Lieut. Lentz.

*University Printing*

Messrs. Kirkwood, Beach, Gerould, Jones, Pierce.

*Education*

Messrs. Wilde, Allin, Kirchner, Scammon, Searles, Stauffer, Storm, Thatcher, Thurston.

*Relations with Other Educational Institutions*

Messrs. Shumway, Coffman, Ford, G. S., Holman, Pierce, Sigerfoos, Sweeney, West.

*Library Committee*

Messrs. Ford, G. S., Alway, Comstock, Gerould, Hirschfelder, Kirchner, Kovarik, Lorenzen, Schlenker.

*Intramural Sports and Physical Education*

Messrs. Zelner, Cheyney, Harding, Litzenberg, Paige, Dr. Cooke, Dr. Norris.

*Intercollegiate Athletics*

Messrs. Paige, Cheyney, Harding, Litzenberg, Zelner; alumni:  
L. A. Page, George B. Webster; students: Baston, Albert P.,  
L. 17; Bierman, Bernard W., A. 16.

*Approved*

III. The Report of the Committee on Education.

*Voted* that action on this report be postponed to a special evening meeting to be called in the near future.

IV. The Report of the Committee on Printing:

The University printing has been done during the year 1914-15, as for a number of years past, under the difficulties of an insufficient staff in the University editorial office, and unsatisfactory work by the printer, due to incompetence, carelessness, or to a lack of knowledge of the University's requirements. Unsatisfactory work on the part of the printers increases very greatly the work of the University Editor.

In the middle of the year Miss Edith Herbst was appointed University Editor to succeed Miss Franc Potter, resigned.

The several college bulletins were published at a later date than has been customary in order to include in them faculty appointments and changes in courses of instruction, and thereby make the bulletins true announcements of the work of the following year. The limitations and difficulties arising from the condition of the budget delayed the publication of one or two of the bulletins to a later date than was desirable.

A small printing equipment has been installed on the campus for the printing of blanks and announcements, and for such work in connection with the bulletins as the shop is able to do. It is hoped that this will aid in the promptness of printing job work, and effect a saving in cost.

Instructions for the preparation of copy and a style book to show the printing forms adopted by the University are in preparation.

J. B. JOHNSTON, *Chairman of Committee*

*Approved*

V. The following resolution of Dean Johnston, submitted without recommendation:

The Senate understands that under Articles IV, IX, XIII, and XIV of its constitution the initiative in all matters affecting the internal affairs of a college or school belongs to the faculty of such college or school. Accordingly, the committees of the Senate are instructed that such matters which primarily or chiefly affect individual colleges or schools rather than general university interests, shall be referred to the appropriate colleges or schools for recommendation before the matter is presented to the Senate.

*Approved*

VI. Actions of the Administrative Committee:

a. **Accredited Schools and Advanced Standing**

In accordance with the action of the Senate, the President on

May 27 appointed the following committee on the relation of the University to the various outside schools and colleges, as regards the accrediting of schools by the University, and the admission of students to advanced standing in the University:

R. R. Shumway	Margaret Sweeney
G. S. Ford	L. D. Coffman
R. M. West	C. P. Sigerfoos
W. F. Holman	E. B. Pierce, Secretary

#### b. Public Health

On September 23 Dr. Bracken for the Committee on Public Health presented the following suggestions, which were approved:

(1) Let each department dean appoint a committee to review the work relating to hygiene or public health now being carried on in said department, the dean in each case to be one of the members of the committee.

(2) Let all these committees discuss the following questions:  
a. Is enough work along the lines above indicated being carried on?

b. If not enough, what more should be required?

c. Should this work, in part or all, be optional or compulsory?

d. What is the call for popular lectures?

(3) Let some one individual be an ex-officio member of all of the above committees appointed from the various departments.

(4) Let this ex-officio member meet with each department committee and assemble all of the work done on hygiene or public health at the University, and report at some early date to this same group, with recommendations.

(5) Let the problem of the control of communicable diseases be worked out by a committee to be appointed by the Public Health Committee of the University, said committee to report to the Public Health Committee at an early date.

(6) Let a system of free medical consultation for men be arranged at the Men's Union, and arrange, if possible, for visit with inspection at every boarding house used by men, as is now done for the women students. This inspection might be made as a part of social service training.

#### c. Library Committee report

On September 23 the following report of the Library Committee was presented and approved:

(1) Departmental library budgets having been increased by an amount equal to the cost of the periodicals now taken for them, these periodicals will hereafter be charged to the departments.

(2) Departments may place new subscriptions by filling out the usual order card.

(3) Subscriptions once begun may not be dropped without the approval of the Library Committee.

(4) When a periodical has been published for some time before the volume with which the subscription begins, the department will be expected to order back volumes as soon as possible.

*Dr. Bracken's report - see at close of this book.*

If the run is a long one, and expensive, a request may be filed for such purchase out of the "Set Fund."

(5) When new subscriptions prove to be duplicates, the matter will be called to the attention of the department, or departments concerned. The Librarian will confer with the departments and their decision will be subject to the approval of the Library Committee.

(Signed) HENRY J. FLETCHER, *Chairman*  
RICHARD O. BEARD  
GEO. D. SHEPARDSON  
ANDREW BOSS  
WM. STEARNS DAVIS

*Approved*

VII. Athletics. Professor Paige of the Committee on Inter-collegiate Athletics reported that the conference had passed a resolution to the effect that secret practice be confined to two days a week. This resolution having been rejected by one of the colleges, is resubmitted to the colleges of the conference for recommendation before going back for final action.

*Voted* that the recommendation of the committee that secret practice be confined to two days a week be approved as the action of this body.

VIII. Mr. Shumway's report in behalf of the committee on Accredited Schools and Advanced Standing was read, amended and approved as follows:

(1) College Work in High Schools. That the University should carry out any obligation it may have incurred to the students now registered for collegiate work in the three schools, Cloquet, Rochester, and Faribault; but that no further obligation be entered into at this time.

*Approved*

(2) Transfer of Dropped Students. The committee further reports that the faculty of the College of Agriculture rejects the agreement with regard to the transfer of dropped students, between the University and other colleges of the state. The committee desires the instructions of the Senate in the premises.

*Voted* that the matter be referred back to the committee for conference with the individual colleges concerned to get their understanding of the matter, and if possible, effect a satisfactory adjustment.

IX. Eligibility Rules. Professor Craig for the joint Committee on Student Affairs, Finance and Audit, and Student Publications, reported that the College of Science, Literature, and the Arts had dissented from the Senate's action of May 13 concerning the eligibility of students for participation in various University activities. *Voted* that this joint committee be continued until this matter can be satisfactorily adjusted.

*Approved*

Meeting adjourned.

E. B. PIERCE,  
*Clerk*

# The University of Minnesota

## THE SENATE MINUTES

A special meeting of the University Senate to consider the report of the Senate Committee on Education which had been laid over from the spring of 1915, was called Monday, November 1, 1915, at four o'clock, Library, Main Engineering Building, President Vincent presiding.

Forty-six members responded to the roll-call.

The printed report of the Committee was presented by the Chairman, Professor G. N. Batur, and action taken as indicated by the italicized lines.

At the outset the Senate voted on motion of Professor Durand that actions on this report take the form of opinion as to what is desirable; therefore the actions taken are expressions of approval of the suggestions presented rather than formal recommendations of the Senate.

### REPORT OF THE COMMITTEE ON EDUCATION

The Senate Committee on Education begs leave to offer the following report on the results of its investigations of various phases of university activity. This investigation was ordered by the Senate last fall, with instructions to report upon a variety of questions dealing directly and indirectly with the educational work of the University.

It will be seen that the various sections of the present report deal with questions that are ordinarily considered administrative questions, rather than educational questions. This is due to the fact that efficiency in educational work is so closely related to efficient administration that the two cannot well be separated.

The report is based primarily upon the replies submitted by faculty members to the questionnaire of October 30, 1914, and secondarily upon information which various members of the committee have secured through other channels.

### RELATED DEPARTMENTS

It is clear from the replies received that the various departments in the University consider their work rather closely re-

lated to that of other departments, which to the casual observer would seem unrelated. Thus, the members of a science department of the College of Science, Literature, and the Arts consider their work more or less closely related to the work of physics, chemistry, zoology, botany, economics, metallurgy, astronomy, history, education, and agriculture; the members of a department of the College of Agriculture consider their work related to such divergent subjects as textiles, mechanical drawing, agricultural education, architecture, economics, sociology; while the members of a department of the College of Engineering consider mathematics, drawing, electrical and civil engineering, chemistry, economics, and English as rather closely related subjects.

These replies are characteristic, and show the relation of departments to many divergent subjects. It is evident therefore that more organization, to bind together departments dealing with such a range of subjects, is impracticable.

## CORRELATION OF WORK OF RELATED DEPARTMENTS

At present the several departments of the University carry on their work without formally paying very much attention to the work of related departments.

This, however, does not mean that no coördinating influences are at work. Within any single college the work of the several departments is rather closely related. In the professional schools this is brought about by the required courses. In the College of Science, Literature, and the Arts, the curriculum demanding its majors and minors has automatically related the work of the several departments.

Another unifying principle is that of combination courses of study offered by two colleges, often leading to two degrees. These have been multiplied to a considerable extent, and have a wholesome influence.

The work of the various colleges of the University is further unified by the fact that departments work in more than one college. Thus, the Department of Geology teaches the students of the Colleges of Science, Literature, and the Arts, Mines, Engineering, Agriculture, Chemistry, and the Graduate School.

The various colleges and departments of the University are so closely related that a feeling has arisen that a department is under obligations to provide upon request instruction for students of any college, whenever a real need arises. Further, there seems to be no hesitation on the part of the several colleges in asking for such instruction.

Frequently members of the same department unite in offering courses; but there are very few courses in the University given by members of more than one department. In the College of Science, Literature, and the Arts, there is a combination course offered by the Departments of Geology and Economics. A good illustration of coöperation is afforded by a course in anthropology, where a professor of the Medical School gives

lectures in a course offered by a professor of the College of Science, Literature and the Arts.

A study of the prerequisites discloses the fact that it is unusual for any department to *require* a course offered by another department in addition to the curriculum requirements.

Certain questions arise, however, which are not covered by prescribed curricula, and which cannot be dealt with successfully by faculty action; they should be solved by definite coöperation of departments. None of the departments report that they have regular arrangements for conferences with related departments; but state that conferences are held whenever the need arises. Thus, more or less formal conferences are reported between the departments of German and French; mathematics and physics; botany and pharmacy; geology and mines.

In the Engineering College the question of correlating the work of the several departments is being taken up in earnest by special correlating committees. This is virtually equivalent to conferences between representatives of various departments. In all the smaller colleges the departments confer frequently.

The informal character of all inter-departmental conferences is seen from the fact that practically no departments keep a written report of conferences when held.

A large majority of the departments feel that a closer affiliation with related departments would be desirable. This is shown clearly in the replies. The committee is of the opinion that the work of the University could be strengthened by a closer affiliation of departments.

The Graduate School seems to be the proper organization to unite the departments of the several colleges. We therefore draw the attention of the graduate faculty to this problem, and recommend that in the development of policy of the Graduate School, this problem of more closely affiliating related departments be given careful consideration.

Recommendation

We further recommend to the individual departments the principle of inter-departmental conferences, as a means of further promoting the unity of the University and of securing more efficient coöperation.

*Approved*

## DUPLICATION OF COURSES

The committee attempted to get information concerning the duplication of courses. Various cases of duplication of work were reported. These are all on file in the office of the chairman.

Some of the duplications reported are elementary courses, in which the number of students in each college is so large that program conditions make duplications necessary. This duplication is not objectionable in any way. In fact, it is the most efficient method of handling the situation.

There are also similar courses given in different schools offered to students of different preparation, and given for different purposes. Such courses are often so different in aim and method that it would not be wise to compel students of the different colleges to take the work in common.

There are other cases of duplication which are apparent, but not real. Thus, it appears that the course in colonial administration, of the department of political science, covers the same ground as colonization, in the department of economics, but from a different viewpoint. The first deals with the governmental aspect of colonization, while the second deals with economic problems. Duplication of work is avoided by conferences between instructors, and the consequent division of the material offered.

Other cases of duplication are due to the unavoidable overlapping of more or less closely allied fields. Here the real duplication is often very slight, and is amply justified on educational grounds by the nature of the work done in the departments concerned. A movement is now on foot in one of the colleges, where this phase of duplication is strongly represented, to correlate the work of the various departments more closely. This will undoubtedly result in eliminating duplication as far as possible.

Suggestion

Other cases of duplication are found among the graduate subjects. There are at present very few cases of this kind.

The committee was much impressed with the fact that there is very little unwarranted duplication of work, and that there is no ground for any serious criticism of the university curriculum on this point. It is suggested, as a precautionary measure, that all instructors giving courses dealing with allied subjects be urged to confer upon the nature and amount of materials which they severally propose to offer. This is especially desirable in offering new courses.

*Approved*

## RELATIONS WITHIN DEPARTMENTS

A summary of the replies to various questions relating to departmental matters is presented herewith. The votes recorded are *departmental* votes, and not individual votes. The vote of the department was determined by a majority of the votes cast by its members.

QUESTIONS	REPLIES BY DEPARTMENTS	
	Yes	No
8. Are regular departmental conferences held?		
a. On the planning and conduct of courses?....	38	13
b. To consider or review the work of instruction? .....	37	11
c. To prepare material for, and consider results of, quizzes and examinations?.....	33	15
d. Concerning the general educational policy of the department? .....	42	6
e. Concerning the needs of the department?....	42	5
9. a. Are definite plans or syllabi of the courses in the department presented for consideration at these conferences?.....	30	18
b. Are syllabi of courses on file?.....	30	17
c. Is an effort made to unify the work of separate sections in the same course?.....	38	2
11. Would it be advisable to ask the head of the department to visit the classes of the members of his department? .....	30	16



12.	Are conferences held at the end of each semester to consider suggestions and criticisms looking toward the improvement of the work when next offered? .....	30	16
13.	a. Is there a plan of graded work in the department leading to the development of specialists in the subject?.....	35	7
	b. Are there courses planned primarily to give a general knowledge of the subject?.....	37	5
16.	Is the offering of new courses or discontinuance of old ones dependent upon departmental vote?	26	16
17.	Does the practice of your department give each instructor ample opportunity to present his needs and difficulties on the one hand, and suggestions as to the improvement of the work on the other?	45	1
18.	Is any record kept of the action taken at departmental conferences? .....	31	13

### HEAD VERSUS CHAIRMAN

There are at present eleven departments in the College of Science, Literature, and the Arts, which are operating under the chairmanship plan. A few figures contrasting these departments with the departments of the same college operating under a head may be of interest.

	Head		Chairman	
	Yes	No	Yes	No
8. a. ....	6	3	8	0
b. ....	6	3	6	3
c. ....	6	3	3	6
d. ....	6	3	7	2
e. ....	6	3	7	1
9. a. ....	4	6	5	3
b. ....	3	6	6	3
c. ....	8	0	7	2
11. ....	5	4	5	3
12. ....	3	4	5	4
13. a. ....	7	2	8	1
b. ....	8	1	7	2
16. ....	6	3	7	1
17. ....	9	0	7	1
18. ....	2	6	7	1

It will be seen from the above summary that in the majority of cases, members of the departments are given a voice in determining the policies and practices of their departments. Thus, departmental conferences are held on the planning and conduct of courses, to consider and review the work of the instructors, etc., by many departments. Nor does a comparison of the departments on the chairmanship plan with those operating under a head show a great difference in practice.

It does not seem wise at this time—in the light of the above—to recommend the adoption of one principle of departmental action rather than the other; but it does seem wise to crystallize the general sentiment and usage in favor of a democratic practice.

We accordingly urge that the Senate recommend to the heads

of the several departments the adoption of the following plan of conducting their affairs.\*

*Approved*

Recommendation

I

1. The head or chairman of the department, or his representative, shall preside over departmental meetings, shall be the department's spokesman to the administration, and shall represent the department upon his college or school executive committee. (See below II.)

*Approved*

2. At least two departmental meetings shall be held each semester, and minutes of these meetings shall be kept by a secretary elected by the department, and a copy of such minutes shall be kept on file in the office of the dean.

*Approved*

3. All members of the department of the rank of instructor or higher shall be entitled to vote at departmental meetings in regard to:

- (a) Educational matters
- (b) The departmental policy in all financial matters excepting those pertaining to promotions and salaries.

A majority vote shall determine the action in the above matters.

*Approved*

II

Carrying the spirit of democratic administration one step further, we urge that the Senate recommend the following to the several colleges† for their adoption:

The heads or chairmen of the departments within any school or college shall constitute its executive committee, of which the dean shall be ex-officio chairman.

Recommendation.

1. This committee shall meet as a whole

- (a) To discuss the preparation of estimates for the budget, and the allotment of the funds apportioned among the different departments.
- (b) To discuss the general policy of promotions and increases of salary.

*Approved*

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\* One department not on the chairmanship basis, has found the following plan for departmental meetings to work very satisfactorily.

Meetings are held regularly once a week.

Every member of the instructional staff, including graduate assistants, is expected to attend.

The meeting is informal, with entire freedom for discussion or questions by any one.

The following general order of business is observed:

Announcements—University, College, or departmental news.

Extracts from minutes of meetings of University Senate, college faculty, experiment station staff.

Discussion of needed improvements in departmental equipment, courses of study, etc.

Reviews of current literature, according to a definite program for each semester.

† Substituted for "deans" in original report.

2. The heads or chairman of departments, in consultation with the dean, shall apply the policy agreed to by the executive committee within their respective departments. (Chairmen always consulting with their departments.) Then each head or chairman shall transmit to the dean a written statement of his recommendations; whereupon the dean shall present a summary of these recommendations to the executive committee for consideration. A statement of the final action taken by the executive committee upon these recommendations shall be transmitted by the dean in his report to the president.

*Approved*

3. The above executive committee shall not consider recommendations as to the specific promotions and advancements of its own members. These matters shall be determined by the dean and the president.

*Approved*

The above proposals are not intended to limit the power of the members of departments now acting on the chairmanship principle, nor to limit the membership of the executive committee to the dean and the heads of departments in a school or college where a large number is deemed desirable. Neither are the above proposals designed to supplant existing committees in the schools and colleges of the University, but these committees shall modify their scope of action, if necessary, to harmonize with the above.

## GENERAL EQUIPMENT

There is a certain amount of material duplicated in various departments. It will always be necessary for the most efficient work to have a considerable amount of comparatively inexpensive material duplicated. It is very natural, too, that in the past this duplication has arisen, since the department has been the unit for purchasing equipment. Each department has been asked to provide for its own wants. As a result of this practice, departments have been led to consider the equipment of their department as property belonging to their department, rather than as belonging to the University; and they have felt themselves charged with the care of such equipment. A feeling of proprietorship has thus, very naturally, arisen; and largely because of this feeling, departments have hesitated to use the equipment of other departments. Professors report that there is equipment in other departments which would be of much value to them if made freely accessible, but which they now use very rarely, if at all, because they do not wish to "borrow."

A most kindly spirit prevails in general between departments in regard to the loaning of material, and a willingness exists to make the material of one department available to other departments, under proper regulations. The committee thinks it wise at this time to emphasize the fact that all equipment belongs to the University, and not to individual departments, and that all equipment should be made as readily available as possible to all members of the teaching staff who may have use for it. Accord-

ingly, the committee presents for adoption the following statement of principles and recommendations.

1. Scientific supplies and apparatus, and all illustrative material, are the property of the University as a whole; and, as such, should be so managed as to permit their use to the maximum efficiency.

*Approved*

2. A certain amount of duplication of such equipment is both desirable and necessary. For maximum efficiency, immediate availability is often much more important than the avoiding of duplication, particularly in the case of inexpensive material.

*Approved*

3. Equipment, particularly such as is used only for occasional demonstration, should be made freely available to all members of the teaching staff. Provision should be made for its prompt return in good order, so that it may always be in the place in which it is inventoried, except when actually in use elsewhere.

*Approved*

4. When departments find themselves possessed of material for which they have little or no use, but which might be useful to others, such material should be promptly listed with the University Storekeeper for exchange or for transfer for credit.

*Approved*

## PHOTOGRAPHIC EQUIPMENT

Certain members of the faculty feel that their work is seriously hampered because of a lack of photographic assistance. The Agricultural College and Experiment Station have a photographer who spends part of his time doing photographic work. The School of Mines has dark rooms and photographic equipment for the use of its faculty and students in the preparation of blue-prints, slides, and other photographic material used in its instructional work and in connection with the work of the State Tax Commission. The Department of Drawing and Descriptive Geometry, in the College of Engineering, has a blue-printing machine for copying tracings, which is used in connection with its teaching. Several of the scientific departments of the College of Science, Literature, and the Arts, and the College of Dentistry have small dark rooms for certain photographic purposes in connection with their teaching and research.

The School of Chemistry has several rooms fitted up in the basement of its new building for photographic work, where instruction in photochemistry is offered and certain photographic work for the School is regularly done. Some work has also been done here for other departments, largely as an accommodation, but the only provision made for the labor involved in such work is the assignment of a graduate assistant to the department of industrial chemistry. Since considerable photographic work for the school falls to his share, very little of the time which he gives to the University is available for work for other departments. He has therefore on several occasions been permitted to do some of this work for certain departments on his own time, using the University equipment and supplies, and charging the same to the department accommodated. This arrangement

has been unsatisfactory to all concerned, as the assistant is taking work in the Graduate School, which naturally occupies most of his time, and as he has so little time left for this outside work that it is not feasible to do such work promptly.

We believe that under present conditions it would not be economical to attempt to concentrate all the photographic work in the University, or even all that is needed on the main campus, into one laboratory. The nature of the work done in the existent laboratories is such that we believe that their separate maintenance and control is more truly efficient than their consolidation would be. We do believe, however, that some provision should be made whereby other departments of the University can get their routine photographic work done on the campus, at cost price, and without undue delay.

After consultation with the Dean of the School of Chemistry, and with his approval, the following plan is recommended:

Recommendation

That the School of Chemistry be authorized to employ a suitable man to do photographic work under the direction of the department of industrial chemistry, at a salary of not over \$1000 per year, \$500 of which is to be paid by the School of Chemistry, and in return for which the School is to have the use of half his time.

That departments having photographic work to be done may send it to this department, and have it done as expeditiously as the amount of work received will permit. Upon completion of the work, the department sending it to be charged for the cost of the materials used, the time required, and a small "overhead" charge to cover superintendence, electricity, the cost of repairs and incidentals, etc.

It is possible that the preparation of slides and other illustrative materials for educational purposes throughout the state, such as might arise in connection with extension work, the public schools, libraries, etc., could be counted on to occupy part of the time. If a sufficient amount of work should materialize later, so that the employment of a boy as an assistant were justified, the cost of doing the work would be somewhat lessened. Under any circumstances, the cost of the work would be appreciably less than that of the same work done outside the University.

*Approved*

## FACULTY MEETINGS

*Voted that the comments given below be transmitted to the respective faculties.*

Among the questions submitted to faculty members were the following:

Do you find the faculty meetings helpful to you?

What suggestions can you offer to make them more helpful?

The responses received from the members of the faculty of the smaller schools and colleges indicate that the faculty meetings are helpful, and that practically no suggestions are offered for improvement. This feeling of satisfaction obtains in the Law School, the College of Dentistry, the School of Mines, and the College of Education.

The replies received from members of the larger faculties show a great disparity of opinion, and many conflicting suggestions are offered. Thus, some members advocate more discussion of educational principles and student affairs, while others urge that the meetings should be limited to the transaction of business.

Science,  
Literature  
and the Arts

From members of the **College of Science, Literature, and the Arts**, we find, among others, the following suggestions:

1. The meetings should be limited to one and one half hours duration.
2. More time should be spent in the discussion of educational questions.
3. Men should be appointed in advance to lead in the discussion of general problems.
4. Items to come before the faculty should be announced in advance.
5. A greater number of men should be encouraged to participate in the discussions.
6. Only matters of real importance should be introduced.
7. The faculty meetings should be short and infrequent.
8. Attendance should be compulsory, and the vote on all important questions should be by signed ballots, through the mail, several days after the meeting.

Engineering

The following suggestions were offered from the faculty of the **College of Engineering and Mechanic Arts**:

1. Avoid the noon hour for faculty meetings.
2. Consider fewer petitions, and introduce more discussions of engineering subjects.
3. Refer more routine matters to committees with power, and introduce discussions pertaining to general policy and legislative business.
4. Spend more time in the discussion of student work.
5. Only matters of importance should be brought to the general faculty. All routine should be left with committees.
6. Give longer previous notice of meetings.
7. Subjects should not be discussed in advance of a faculty meeting by the executive faculty, but should be presented to the faculty for discussion before opinion has been crystallized.

Agriculture

The following are some of the suggestions from members of the faculty of the **College of Agriculture**.

1. The faculty meetings lack interest to some men because most of the work is handled by committees.
2. The meetings should be more frequent and longer.
3. The meetings should be less frequent and shorter.
4. The meetings are a waste of time. The faculty should meet for business only.
5. Devote more time to the discussion of methods of instruction.
6. Allow more time for discussion of topics of general interest.

Medicine

From the **School of Medicine**, the following are among the suggestions offered:

1. Have shorter and more frequent meetings.

2. Give the general faculty more power.
3. Members of the administrative board should be elected by their departments.
4. Limit discussions to pertinent questions.
5. All matters of general educational policy should be discussed in general faculty, and acted upon by the administrative board.
6. If some way could be found whereby the faculty as a whole could express itself more directly and immediately, the situation would be improved.
7. Induce more free discussion for younger members, and make more effort to present the needs of the younger members.

The above suggestions, submitted by various members of the several faculties, are submitted to indicate the trend of criticism in the several colleges.\* The Committee on Education has no suggestions or recommendations to make.

### EFFORTS TO HELP DELINQUENT STUDENTS

The committee received numerous replies to the question "What efforts are made to help students who are having difficulties with your subject?"

Practically all instructors, in all departments, make special efforts to help delinquent students, and students who are having difficulties, or who, for any reason, desire special help. The special help takes various forms, as—

1. Personal conferences—probably the most general method.
2. Special individual instruction.
3. Special attention in the laboratory, and opportunity for extra hours for laboratory work.
4. Special sections, and drills to make up deficiencies.
5. Some courses in the summer session are offered for the purpose of helping the weaker students to make up their deficiencies.

The practice, on the part of instructors, of devoting a large amount of time to the weaker students is so general that the question may fairly be asked if we are not doing too much for the delinquent student, at the expense of the better student.

\* It may be of interest to see the democratic practice adopted by one of the colleges in organizing its faculty meetings.

"Regular monthly meetings are held, at which

- (a) Every member has equal rights in debate and voting
- (b) There is a minimum of routine business
- (c) The principal business is discussion of educational policies
- (d) Each discussion is completed by a formulation of the policy into definite rules, regulations, or curricula.

"The administration of these rules is placed in the hands of standing committees, with power to act; but

- (a) They present brief, concise reports to the faculty
- (b) They are required to file complete minutes with the chairman of the faculty
- (c) They may refer matters to the faculty for final action, if they so desire
- (d) They are subject to recall by the faculty

"Standing committees may recommend new policies to the faculty for discussion, or the faculty may refer matters to them for investigation and report."

## BENEFIT OF SUGGESTIONS FROM STUDENTS.

The following suggestions were made in response to the question "Is there any way in which advantage can be taken of the suggestions and criticisms of students, in developing student self government?"

1. Hold student discussions on carefully selected issues, taking up special problems as they arise.

2. Get written suggestions from representative students.

3. Ask students to cooperate with the dean and with the various administrative officers in questions affecting student government.

4. Develop the "honor system."

The self government system in examinations generally called the "honor system," is now in force in the Law School, where it seems to have proved a success, and has very recently been introduced into the College of Science, Literature, and the Arts.

5. Student self government can be established only by the experimental method. In our effort to solve the problem, we have an example in the Woman's Self Government Association.

6. Introduce the Initiative and Referendum idea.

7. Embrace the many informal opportunities that present themselves.

8. Cooperate more largely with the Student Council.

9. Develop a college council, composed of a few faculty members, and student representatives, elected by the several colleges. Such a council is now working effectively in the Law School.

While the above list gives a fairly good idea of the content of the numerous suggestions that were made, there are, as must be expected, those members of the faculty who do not believe the idea of student self government at all practicable.

No recommendation concerning these matters seems necessary. We are convinced that student self government should be encouraged, but that it must be a gradual growth, if it is to be given a larger place than it at present possesses, and that it is possible to develop student self government only if the students themselves want it in large numbers.

## COMMITTEES

A study of the committee situation is of interest since committees are important channels through which faculty members may bring their influence to bear upon the life and policies of the University. They also furnish a means for cooperation between faculty members and administrative officers.

It is interesting to note that most of the colleges are giving the faculty considerable freedom, both in the range of subjects treated by committees, and in the number of men assigned to committee duty. The most pronounced example is found in the College of Agriculture. Here there are twenty committees, not counting the committees of the School of Agriculture, ranging in membership from one to seventeen, and averaging four or five. The range of activities covered by these committees is indi-



cated in general by the name of the committee. The committees fall into three groups: A, departmental committees; B, college committees; C, experiment station committees,—and the complete list is as follows, the numbers indicating the membership of each committee.

A. Departmental committees

Executive .....	17	Assignment of rooms.....	1
Library .....	6	Demonstration and exhibit..	7
Sanitation .....	4	Grounds .....	3
Publication .....	6	Auditing .....	3
Short course .....	6		

B. College committees

Curriculum and catalog	6	Enrollment .....	5
Program .....	3	Student organizations.....	5
Students' work.....	6	Athletics .....	4
Graduate .....	6	Eligibility .....	3
Appointment .....	1	Faculty business.....	4

C. Experiment station

Bulletin .....	5
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These committees show that faculty members are assigned to a variety of duties outside of the class room.

The College of Agriculture has introduced two practices calculated to make committee work vital, and designed to make it contribute to a fuller understanding of the various problems on the part of every faculty member, thus having a significant bearing on the coöperation of faculty members. They are:

1. Each committee is requested to report at every meeting of the faculty.

2. The minutes of each committee are assembled in the office of the Assistant Dean, and are accessible to faculty members.

Another unique feature found in the College of Agriculture provides that the faculty may recall any committee member. It should be stated that the dean appoints the committees. If a member has been recalled, the dean is given the right to appoint another member.

The following indicates the number of standing committees in each school or college:

College	No. of committees	Membership
Science, Literature and Arts.	2	6, 9
Engineering .....	7 and 11 correlating	Aver. about 6
Agriculture .....	20	Average 4 or 5
Law .....	2	3, 4
Medicine .....	10	3-5
Dentistry .....	6	3-7
Pharmacy .....	10	3-5
Mines .....	11	Average of 3
Chemistry .....	4	3
Education .....	5	3-4
Graduate .....	8	2-7

As a rule the committee assignments of the various colleges are made by the dean of the college, with the approval of the

faculty. In the College of Science, Literature, and the Arts, the situation is somewhat peculiar. The committees are appointed by the president; one of them from a list of faculty nominees. The president also has voice in appointing the executive committee of the Graduate School.

As a rule, the authority as regards matters of educational policy rests with the several faculties or with the executive faculty.

The list of committees is large. In some of the colleges it would seem that the committee work must be burdensome, but a study of the replies indicates that this is not the case. Of course some men spend a great deal of time in committee work, but they are the exceptions. As far as the great majority of men is concerned the **time spent in committee work is a negligible factor**. Most instructors have no committee assignments and report no time spent in committee work. This aspect of the situation has its advantages and its disadvantages. The instructors are free to devote their time to teaching and research, but there is accordingly less opportunity for their coöperation in this method of advancing the work of the University or in determining university policies.

The replies indicate clearly that in general the committee situation is very satisfactory from the standpoint of the several deans. A general feeling of satisfaction seems to exist also among the faculty members.

It is clear that many men appreciate the privilege of serving on committees. The following are some of the advantages pointed out.

1. It gives a voice in the management of affairs.
2. It gives opportunities of contact with students and with faculty men representing different points of view.
3. It gives a keener interest in faculty meetings.
4. It creates an individual interest in the general affairs of the University, and adds to the sense of responsibility, and makes one feel as tho he were a more vital part of the University.
5. It helps maintain a good spirit on the campus.

Practically the only objection that has been urged against committee work is that it requires a great deal of time; but the number of men who actually make a considerable sacrifice, and who must materially lessen their other activities as a result, is comparatively small.

The following are selected from the suggestions made for the improvement of committee work.

1. "Committee members should be chosen from all grades of the instructional staff."
2. "Increase the number of committees, and scatter the membership more generally through the faculty."
3. "The '*point system*' adopted by the students with respect to student activities should be applied to the University faculty, with respect to committee work."
4. "Every committee chairman, regardless of rank, should

have at his command enough time of a stenographer or clerk to attend to the purely clerical work and the files of his committee."

5. "Committees should have full power to act, but full *publicity* should be given actions, and a complete record kept on open file. Committees acting contrary to faculty policy should be changed."

6. "Have certain men whose work is largely executive, and delegate all such work to them, instead of to committees from the teaching staff."

7. "Committees dealing with legislative matters should be left at about their present size, their work placed in the hands of few men, interested, and capable of such matters, and the teaching time of these men reduced."

The above quotations indicate the general trend of suggestions made.

The committee situation in the College of Science, Literature, and the Arts differs materially from that in the other schools and colleges. The College of Science, Literature, and the Arts has but two committees. The Law School likewise has but two committees, but since the Law School is practically a single department, the two cases are not comparable.

The replies to the questionnaire showed divided opinion as to the committee situation in the College of Science, Literature, and the Arts. Forty-two faculty members out of one hundred stated that it was satisfactory; forty-eight members expressed no opinion at all; ten members regarded the present committee status as unsatisfactory. Some of the replies of the last group are quoted below:

"I think the authority of the principal committee of the Arts College should be curtailed."

"Decrease the authority of, or discontinue the Advisory Committee."

"In my opinion, the Advisory Committee of the Academic College should not take the initiative in discussing and fixing the salaries of the teaching staff."

"Service of the Advisory Committee should be limited to one year. Half the members should be elected each semester."

"According to the present practice of choosing the Advisory Committee a powerful clique can nominate the whole committee....."

The Committee on Education believes that all faculty members should be as fully informed on university questions as possible. We believe also that committee action is of great importance in determining university policies and practices. We accordingly desire to provide a greater degree of publicity of committee action, and accordingly make the following suggestion:

That when a committee recommends important action, it submit with its recommendation a written statement of its reasons for the same, or else that it make a record of its minutes available to faculty members.

Suggestion

*Approved*

## RESEARCH WORK

A very large percentage of the instructors are definitely engaged on research problems. In many cases instructors announce two or three subjects; and occasionally from six to nine, with the assistance of advanced students and members of the staff.

It is impossible to state definitely how many hours per week are spent in research work. This time varies greatly with the different instructors. Many of the replies that were received indicate the time in so general a way that the committee was unable to reduce it to hours per week. Some of the men who announce research topics find that they have no time during the college year, or very little time, for their research work. Most of the men who report time at all, report from five hours up. The figure generally exceeds ten hours per week.

The replies indicate very clearly that vacation time is used extensively in carrying on research work. Many men use all their shorter vacations, and the greater part of the summer vacation for this purpose. Some enthusiasts report Sundays spent in this way. It is not uncommon to spend evenings in research work.

## ON VISITING CLASSES

In connection with the question "Would it be advisable to ask the head of the department to visit the classes of the members of his department," it developed that a large number of the teaching staff favored the idea.

We believe that teaching would be much improved if various members of the faculty visited the classes of their colleagues.

Suggestion

We suggest that heads and chairmen be asked to visit the classes of their staff more frequently, and that the other members of the staff be encouraged to visit the classes of their associates.

The desirability of visiting classes was strongly urged in connection with other questions, as will appear in the following section of the report.

*Voted on motion of Professor Thomas that it is the judgment of the Senate that the classes of all new men who are on a temporary appointment shall be visited at least six times during their first year by the head or chairman of the department or someone delegated by him.*

## THE LIBRARY

The questionnaire contained three questions dealing directly with the library:

1. To what extent is the efficiency of the work of *your students* affected by the lack of books and reading room facilities?

2. Can you suggest any changes in present methods of administering the library which would facilitate its use by the students?

3. Is *your work* affected by the lack of library facilities?

In the College of Science, Literature, and the Arts, 61 faculty

members report that their work is hindered, while only six report that this is not the case.

From the College of Agriculture and the College of Education, there are also numerous complaints. The situation seems to be more satisfactory in the other schools and colleges.

Various suggestions were made in regard to the library which can not be carried out in the present quarters, but the committee did not consider any plans that contemplate a new library building at present. However, it may not be out of place to state that a new library building is necessary in time, if the University is to be served as efficiently as it should be served.

Some of the suggestions that were offered looked toward improving the facilities at the loan desk in order that students may be served more rapidly; increasing reading room facilities, and providing more duplicates for large classes; overcoming the delay in binding books; providing adequate reference reading for the high school library; shortening the time necessary to secure books after they are ordered; and giving students more information about the library, etc.

The committee makes the following recommendations based upon the axiom that all books must be made available to all members of the University.

1. That books be gathered in units sufficiently large to justify the University in employing attendants.
2. That there be published by the University a catalog showing
  - (1) the current subscriptions to journals
  - (2) a list of the files, showing first and last numbers
  - (3) where the journals and files are kept

Recommendations

Such a catalog is now in preparation. A copy of this catalog should be sent to every member of the faculty. It should be kept up to date by annual supplements.

3. Much could probably be done for the library if an additional assistant could be secured:
  - (1) to collect city, state and national documents.
  - (2) to expand the exchange list of the University and to complete the sets which may be secured by exchange.

*Voted that the above recommendations be referred to the Library Committee for consideration and report.*

## DETERMINING THE EFFICIENCY OF FACULTY MEMBERS

The questionnaire included several questions pertaining to methods of determining the efficiency of faculty members. Thus there appeared the question: "Would you approve some system by which selected members of the graduating class would be asked to give a confidential opinion as to the efficiency of teaching in the various courses taken by them?"

In the College of Science, Literature, and the Arts, 43 instructors expressed themselves in favor of this proposal, and 20 opposed it. In all other colleges, the vote was overwhelmingly in favor of the idea. In five colleges, the vote was unanimous.

The following are some of the suggestions made by those in favor of the idea.

1. Some thought that the group should be carefully selected, while others thought the entire class should be questioned, if the plan is adopted.

2. All students' estimates should be obtained informally, in casual conversation with students.

3. The heads of the various departments should consult students personally in regard to the instructors directly under them.

4. While some hesitate to consult students, they urge that the alumni should be consulted, especially the more recent graduates.

5. All inquiries should be systematic and far reaching.

6. The effectiveness of instructors could be determined by the systematic study of student grades.

7. Secure a secret ballot of all seniors, arranging professors in order of preference, and tear off the names of the students after classifying the replies according to grades.

The large vote for some method of obtaining information from the student body or alumni is significant. Instructors evidently feel that they have a good case, and that they are giving efficient service. They also seem to feel that adequate information is at present unavailable.

Let us look briefly at some of the objections urged to the plan of securing student information:

1. Students are not qualified to judge.

2. It would demoralize both faculty and students.

3. It would engender suspicion between faculty and students.

4. It is not wise to ask for adverse criticism, and such criticism must be used very carefully.

5. The plan is valueless.

6. Some instructors prefer another method of determining efficiency.

While this list is not complete, it is fairly representative of the nature of the replies. It will be noticed that the objections were not urged because instructors do not wish to be tested, but rather because they feel that this particular plan is not wise.

Another question that pertained to the determination of the efficiency of faculty members was:

"What methods would you like to see employed to determine your efficiency in teaching, in administration, including committee work, and in research?"

Many interesting replies were received to the above question. They indicate a rather universal willingness, we might almost say an eagerness, to have more definite methods employed to determine efficiency in teaching, in administration, and in research.

Many of the suggestions made are far reaching, and look toward more thoroughgoing methods than have been applied in the past. They cover such points as the following:

### **On Teaching**

1. Visit classes to see if the methods employed are such as to develop independent thinkers.

2. Employ a visiting committee to visit classes.
3. Employ a special agent to visit classes to interview students and staff members alike, and to gather information by every legitimate means; such agent to be changed every two years at least.
4. Ask the dean and heads of departments to visit classes and give the freedom of classes to other instructors, provided each visit is followed by detailed criticism in personal conference.
5. Secure committees from the various classes to confer with the deans on the efficiency of the class room work, and to confer with the teacher.
6. Make a study of *all* of the activities of the teaching staff.
7. Make a study of the faculty to see how well each instructor prepares his students for the more advanced work, and to learn what percentage of students of each instructor are sufficiently enthused to continue to select work in his department.
8. Pay more attention to teaching; encourage it in every way possible. Make it an asset, the possession of which justifies promotion.
9. Confer with the teacher. Study the thoroughness of instruction by giving examinations some time after the subject has been completed—say after one or two years.
10. Examination papers should be read by people who did not teach the students; better still, examinations should be given by others than the instructors.

### On Research

The suggestions made concerning the methods of ascertaining the efficiency of faculty members in research were necessarily not so varied. They largely centered about methods of determining the *quality* of the work done by each man. They included the investigation of published research by a special committee or by administrative officers; the opinion of scholars and experts elsewhere.

### On Administration

1. Consider the character of courses developed by a department.
2. Study the management of department affairs.
3. Consider the smoothness of the working of colleges and departments, the correlation of courses, etc.
4. Get estimates of colleagues on efficiency in administrative work, and committee work.
5. Consider the results achieved by the various committees, and the value of this work to the University.
6. Consider the ability to *coöperate* with students and faculty.
7. Consider the results of an individual's worth and worth to the department and to the University as a whole.

These lists are not complete, but they are suggestive. The committee secured a great many thoughtful replies, indicating that numerous instructors would endorse some thoroughgoing methods whereby the efficiency of each member of the teaching force could be determined.

The most significant aspect of the replies is not to be found in the concrete suggestions offered, but in the willingness to have far-reaching methods employed to determine efficiency. This is evidently born of the thought that the various instructors are giving to the University their best services.

Some replies, however, indicate that any system for estimating the efficiency of the faculty would certainly result in much unrest and discontent; and suggest that a definite plan be adopted for the promotion of the younger men, to cover all cases except the clearly incompetent and the exceptionally effective men.

In view of the above replies it seems desirable to point out some principles already advanced in the official reports of the administrative officers of the University (*Seventeenth Annual Report of the Board of Regents*, January, 1913, p. 34; *The President's Report*, 1911-1912, p. 20; *The President's Report*, 1912-1913, p. 14). These principles may be summarized as follows:

Principles

1. Members of the instructional staff below the rank of Professor to be appointed for limited periods with the understanding that at the end of the fixed intervals established by these appointments

a. They shall be informed whether their services are satisfactory, and

b. Their further academic status will be carefully considered.

2. A salary scale with at least approximate maxima and minima for the different academic ranks.

3. The hope has been expressed that persons of the rank of instructor appointed at the minimum be advanced, if successful, a small amount each year for two or three years.

4. "Increases in salary must be adjusted as wisely and fairly as possible to individual capacity and achievement. A uniform salary scale with automatic promotions on the basis of time of service has a deadening effect upon the life of an institution . . . . . It is the business of the University in fixing salaries to make wise and just discriminations. Seniority should not be allowed to stand in the way of the advance of young, vigorous and growing men."

## STANDARDS

More or less definite standards should be applied in determining a man's fitness for promotion and for increases in salary. These should take account, in addition to personal and individual considerations, of the four following items:

1. Teaching
2. Productive scholarship
3. Administrative work
4. Public service

1. *Teaching.* The most evident task of the University is *teaching*. Many young men and women are coming to the University to be trained in special lines of work, so that they may later render efficient service. The quality of Minnesota's doctors, lawyers, dentists, agriculturists, educators, engineers, et cetera, will bear a direct ratio to the efficiency of the teaching at the University. Faculty men should be encouraged in every way



possible to make their teaching strong and effective. Teaching ability should be a great asset to any member of the faculty.

2. *Productive Scholarship.* The highest efficiency of the University cannot be realized unless a considerable number of the faculty are productive scholars. This is absolutely necessary in order that the University may keep abreast of the times, take its proper place among other institutions with which we are pleased to compare ourselves, make its contribution to the advancement of knowledge, and keep its teaching vital. Productive scholarship should be encouraged in every way possible. It should be a great asset to any member of the faculty.

3. *Administrative Work.* The real work of the University is teaching and the advancement of learning. In order that this work may be carried on successfully a certain number of men must deal with problems of administration.

The men who are asked to give a considerable portion of their time to this work are of necessity correspondingly deprived of the opportunity to do intensive scholarly work in their own fields. This calls for a sacrifice, since intensive work is necessary to secure that growth in scholarship which yields satisfaction to University men and which leads to recognition both here and elsewhere. The number of men who are asked to make this sacrifice is not large, but for the few who are doing this work it is vital that it be duly recognized as an asset.

4. *Public Service.* This phase of University activity has not been very largely developed. But the State University has an extensive field, and many opportunities to expand this work present themselves. The University has it within its power to render a large service to many communities.

No remuneration in addition to the regular salary should be expected for such work. Ability along these lines should be an asset.

*Required Standard.* It is impossible for any one to render signal services in all of the departments enumerated above; but it is not expecting too much to ask that faculty members qualify under two lines of activity. We suggest that good work in two of the indicated lines of activity should constitute a good claim for advancement. But this should not be the only standard. *Exceptional strength* in any one of the indicated lines should constitute a good basis for promotion. Standards

*Approved*

Respectfully submitted,

GEO. N. BAUER, *Chairman*, FRANCIS C. FRARY, WILLIAM H. KIRCHNER, RICHARD E. SCAMMON, COLBERT SEARLES, ASHLEY V. STORM, ROSCOE W. THATCHER, EDWARD S. THURSTON, JEREMIAH S. YOUNG.

*Voted* that the report as a whole be accepted and placed on file.

Meeting adjourned.

E. B. PIERCE,  
*Clerk*

# The University of Minnesota

## THE SENATE MINUTES

The second regular meeting of the University Senate for the year 1915-16 was held in the Library of the Main Engineering Building, Thursday, December 2, at 3:30 o'clock, President Vincent presiding.

Fifty-nine members responded to the roll-call.

The meeting was called principally to consider recommendations of the Senate Committee on Intercollegiate Athletics. The report of the Committee, with an analysis of the athletic situation, had been sent to all members of the Senate.

*Voted* that the reading of the minutes be dispensed with, and that they be approved as printed.

The President announced that Doctor Williams had requested permission to address the Senate Committee on athletic matters. *Voted* that Doctor Williams be granted a hearing. In presenting facts concerning athletics at the University of Minnesota from his point of view, Doctor Williams emphasized two things: (1) that secret practice is essential to the development of a football team capable of properly representing the University of Minnesota; (2) that the amateur standards for athletics be retained.

*Voted* to reconsider the Senate action of October 7, namely, that secret practice be confined to two days a week. *Voted* that it be the sense of this meeting that there shall be one day of open practice per week during the football season, and that the Minnesota delegate be instructed to make this recommendation at the conference meeting.

Professor Paige for the Committee on Athletics presented the following report, action being taken as indicated:

1. At a meeting held October 5, 1915, the Committee voted to recommend to the Senate that baseball be discontinued at the University of Minnesota as an intercollegiate sport.

Your Committee now makes this recommendation to the Senate.

*Approved*

2. The Committee recommends to the Senate that it instruct its delegate to the Western Intercollegiate Conference to vote to retain the amateur test of eligibility for intercollegiate athletics.

*Approved*

President Vincent requested that one of the subjects for consideration at the next meeting be the Constitution of the University of Illinois.

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate.*

## The University of Minnesota

### THE SENATE

### MINUTES

The third regular meeting of the University Senate for the year 1915-16 was held in the Library of the Main Engineering Building, Thursday, February 10, at 4 o'clock, President Vincent presiding.

Forty-seven members responded to the roll-call.

Minutes of the meeting of December 2 were approved.

The program of business was presented by the Committee on Business and Rules, and action taken as indicated:

#### I. REPORT OF THE ADMINISTRATIVE COMMITTEE

The Administrative Committee respectfully reports the following actions taken since the last regular meeting of the Senate:

1. *Public health.* The principle of establishing a twelve-hour course in Hygiene for all freshman students, and an eight-hour course in Public Health for all senior students, the amount of time required not to exceed the amount of program time indicated, was approved.

2. *Shakespeare celebration.* The following committee to arrange a program for the Shakespeare celebration later in the year was appointed: Messrs. Burton, Craig, Stoll, Northrop, and Miss Sweeney.

3. *Senate code.* Voted that a booklet be prepared containing the constitution of the Senate and such legislation as has been enacted and is now operative.

4. *Expansion of Group F.* Voted to adopt the recommendation of the Committee on the Relation of the University to Other Institutions of Learning that Group F be expanded to include Public Speaking and Debate, one unit; and Art, one unit.

Voted that actions of the Committee on Relation of the University to Other Institutions of Learning become final for the University when adopted by the Senate.

5. *Sabbatic leave.* Voted that the principle of sabbatic leave should be maintained and that President Snyder and Dean Vance

*Not approved*

be appointed a committee to draft regulations governing such practice. which shall be entirely consistent with the laws of the state.

6. *Text-book authorship and profits.* It was decided that the main issue is to place before the students the proper caliber of text-book, regardless of authorship, and that the question as to who receives the profit is immaterial. *Voted* that a censorship to determine the advisability of requiring students to secure a given text-book put out by a member of the faculty, be provided.

7. *Sigma Delta Psi.* It was voted that the Committee on Intra-Mural Sports serve as a certification committee of Sigma Delta Psi, the honorary athletic fraternity.

8. *Printing regulations.* Voted to reaffirm the printing regulations as submitted by the Committee, with the provision that before final publication for distribution be made, galley proofs be submitted to members of the Administrative Committee.

9. *Eligibility rules.* Voted that inasmuch as the Senate had referred this matter back to the joint committee, which now re-proposes its original recommendation, that the Senate action of May 13, 1915, be amended by striking out the word "incomplete" in the first sentence, so that it will hereafter read as follows: "No student with any condition or failure standing against him shall be eligible," etc.

10. *Ten-day registration limit.* Voted that no student be allowed to register in the University except in Graduate School after ten days of the semester have elapsed.

E. B. PIERCE, Secretary

*All actions were approved as printed except the second paragraph of Item 4.*

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

The Committee on the Relation of the University to Other Institutions of Learning respectfully makes the following recommendations:

1. *Accredited colleges.* (a) That the College of St. Catherine, St. Paul, be recognized as an institution of full collegiate grade for such Liberal Arts courses as it is now giving, and that inspection be provided for such other departments as may be involved in considering the transfer of students.

(b) That the College of St. Teresa, Winona, Minnesota, be recognized for undergraduate work, subject to the conditions stipulated in the letter of January 15, 1916, from that institution, under the provisions agreed upon by the Committee and the authorities of that school, and that the departments of Home Economics and Education be subject to further inspection.

*Approved*

*Voted (1) that all accredited colleges of the State be re-inspected by the University, (2) that provisional collegiate status be accorded the Colleges of Saint Catherine and Saint Teresa, pending the result of the general inspection.*

2. *Accredited preparatory school.* That St. Mary's College, Winona, be accredited as a secondary school for one year; that the faculty there be notified of the weaknesses pointed out by Mr. Kent; and that the school be further inspected at the end of the year.

*Approved*

3. *Transfer of dropped students.* That no such agreement as that which existed between the colleges of the state and the College of Science, Literature, and the Arts be made. (None of the colleges are now in favor of it.)

*Approved*

*Voted that the action of the Senate taken the 6th of May, 1915, concerning the transfer of dropped students be reconsidered. Voted that the matter be laid on the table.*

4. *Standards for judging Minnesota Schools offering one or two years of college work.* Under the conditions hereinafter specified the University will recognize towards advanced standing, credits earned in a school giving a college course in part, provided such school complies with the following regulations:

a. *General conditions*

(1) *Amount of work to be recognized.*—The maximum amount of college work to be recognized shall be two years, but in no case shall a second year's work be recognized until a school has for a reasonable length of time demonstrated its ability to do the first year's work satisfactorily.

(2) *Limit to length of time of recognition.*—The normal period of recognition shall be one year. Renewals shall be subject to the continued compliance of the school with the standards.

(3) *Reports.*—The Registrar shall compile a report for each school recognized for advanced credit, such report to show the record of each student in each subject taken in the University.

b. *Specific regulations*

(1) *Applications.*—Application for recognition should be made to the Committee on the Relation of the University to Other Institutions of Learning before May 1 preceding the year in which work is given for which recognition is desired.

(2) *Courses to be offered at the school.*—At least one full year of college work, that is, 14 to 16 credits, must be offered, consisting of courses in at least four subjects with at least one subject in each of the three groups: Language, Science and Mathematics, Social Sciences.

(3) *Students.*—Students admitted to these courses must be graduates of secondary schools accredited to the University. See also c, (1), (a).

(4) Teachers.—(a) Training and experience. All persons giving instruction in such courses shall have done at least one full year's work in a recognized graduate school (ordinarily one year of graduate work in addition to at least two years of undergraduate study in the subject taught), with special attention to the subjects which they teach, and they must also have at least two year's successful experience as high school teachers, or acceptable experience as college teachers.

*Approved*

(b) Subjects and hours. Each instructor shall teach not more than two subjects in the college division, and shall not teach more than one five period class in the high school. When in the opinion of the Committee the college enrollment warrants, he shall give his full time to college teaching. The total amount of his classroom work shall be not more than seventeen hours.

(c) The work of the instructor shall show evidence of ability to stimulate and hold the interest of his students so that they shall attain a mastery of and a proper attitude of mind toward the subject taught.

(5) Library and equipment.—Each department shall be provided with books and apparatus sufficient to carry on its work in a proper manner. The books may be in part in a city library if they can be drawn out for students' use under suitable regulations. For the information of the teacher, to maintain his interest and to keep him in touch with the spirit of his subject, the list of books must include both large reference works and two or three periodicals representing scientific or research activity in the subject. Provision must be made for reasonable additions to the library (involving an annual expenditure of from \$15 to \$75 for each study, depending upon the original equipment available and the nature of the subject).

(6) Inspection.—Equipment and work of departments in such schools shall be inspected by qualified representatives of the corresponding University departments, appointed by the Committee on the Relations of the University to Other Institutions of Learning after consultation with the departments. These representatives shall report their findings to the Committee.

*Approved*

c. Admission of students with advanced credits

(1) Students entering the University from a school whose work has been recognized shall be allowed not more than sixteen (16) credits for each semester of such work provided the following conditions are fulfilled:

(a) All entrance requirements of the particular college in which the student enrolls must be met.

(b) The student must present a statement showing that the work for which credit is desired was completed in a

satisfactory manner, and that he is entitled to honorable dismissal on the basis of his character and conduct.

(c) All work for which credit is allowed must be in subjects which may be counted towards a degree in the college in which the student enrolls.

(d) The student must complete satisfactorily his first year's work in residence at the University. If, however, a student shall receive any conditions or failures in his first year at the University, his case shall be considered by the appropriate committee for the purpose of adjusting credits.

(2) The student is advised to pursue during his first year at the University some courses which are a continuation of those for which he seeks advanced credit, in order that in the event of his receiving conditions or failures the record in such continuation courses may serve as a basis for assigning advanced credits. The student is also advised to acquaint himself with the requirements for graduation of the particular college he intends to enter in order that he may so shape his course as to meet them with the minimum loss of time.

R. R. SHUMWAY, Chairman  
*Approved*

### III. REPORT OF THE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

The Senate Committee on Intercollegiate Athletics begs leave to submit to the Senate the following recommendation:

It recommends to the Senate that it affirm the following resolutions adopted by the Intercollegiate Conference of Faculty Representatives at their meeting on December 4, 1915:

1. "RESOLVED: That there shall be open practice in football at least one day in each week."

2. "RESOLVED: That baseball be discontinued as an intercollegiate sport."

3. "RESOLVED: That candidates for the various athletic teams be required to certify to their eligibility in the presence of the Eligibility Committees of their respective institutions."

Respectfully submitted,

JAMES PAIGE, Chairman  
*Approved*

### IV. REPORT OF THE COMMITTEE ON PRINTING

The Committee on Printing begs leave to submit the following report:

1. *Printing Code*. At the meeting of the Administrative Committee on January 7 a report of this committee covering (1) *printing procedure* and (2) *bulletin regulations* was presented and was adopted with the provision that before official publication galley proofs should be submitted to the members of the

Administrative Committee. Such proofs have been sent. The statement of printing procedure and bulletin regulations set forth general principles already laid down by the Senate, and rules and practices, based upon such principles, which have been followed in the past and are now slightly modified to meet new conditions arising from the establishment of a printing plant on the campus.

A brief summary of regulations as to procedure is being printed and will be sent to every member of the faculty.

It is suggested that a complete printing code be published in the near future, to embody the regulations referred to above, and also the following subjects, upon which compilation has already been begun:

Jurisdiction of Printing Committee  
Classification of university publications  
Printing style  
Miscellaneous provisions

2. *Investigations.* The following investigations are under way:

a. Printing style.—No existent manual of printing style exactly covers the needs of this institution. A working card index of style is therefore being prepared in the editorial office, which, when completed, can be made the basis of a style book, if desired. Books and pamphlets bearing directly upon the question of printing style are being collected, and also samples of publications from other educational institutions.

b. Cost of printing.—The chairman has been requested to investigate the cost of our present composition, etc., to ascertain the status of our printing so far as the reasonableness of prices is concerned. To that end, letters are being sent out to other universities and also to a number of publishing houses, and replies are beginning to come in. In this connection, sample forms of contracts have been requested.

c. Authors' alterations.—Letters have also been written to a number of representative institutions to ascertain their practice as to the cost of authors' alterations.

3. *Bulletin Fund.* The question having been raised as to the propriety of furnishing from bulletin funds extra copies of a college bulletin for a mailing list provided by that college, it was decided that such extra bulletins should be paid for out of the budget of the college.

W. P. KIRKWOOD, *Chairman*  
*Approved*

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate.*



## The University of Minnesota

### THE SENATE

### MINUTES

A special meeting of the University Senate for the year 1915-16 was held in the Library of the Main Engineering Building, Thursday, March 16, at four o'clock, President Vincent presiding.

Fifty-four members responded to the roll-call.

The meeting was called to consider the new proposal of the Carnegie Foundation concerning insurance and annuities.

Professor Gray briefly outlined the content of the communication from the Foundation.

The proposal was briefly discussed informally by the Senate, the following points being emphasized:

1. What provision is to be made for medical examination, or will there be such examination?
2. At what age may professors who have been counting on the present scheme make transition to the new?
3. The statement made by Mr. Pritchett implies that all colleges of the country will be put on the list. Is this advisable? The restrictions of the Foundation heretofore have been decidedly helpful in raising and maintaining collegiate standards.
4. Does the so-called "Educational Censorship" of the Foundation cease under the new plan?
5. Ought the State to bear a part of the insurance cost?
6. It might be proper for the State to participate in the annuity.
7. Mr. Pritchett intimates that the Foundation can not continue indefinitely under the old scheme. Can the Foundation make good under the proposed plan?
8. There will undoubtedly be trouble arising in the transfer of members from one institution to another where practices with reference to the Foundation plan vary.
9. Accrued liabilities refers to future membership.
10. Will the new insurance plan be compulsory? Apparently this is implied. Would not such compulsion be unjust, except for those persons who are not now carrying adequate insurance?
11. Is it proper for the State to assume partnership with a private corporation, and compel its employees to carry a specific kind of insurance?

Voted that a committee of five members be appointed to receive communications from the members of the faculty with reference to the proposed plan, make digest of these, and report their recommendation back to this body. The President appointed the following committee: Professors Durand, Gray, Jenks, Jackson, and Fletcher. Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*

**The University of Minnesota**

## THE SENATE

## MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, May 4, at 4 p.m., President Vincent presiding. Forty-eight members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows, and action taken as indicated.

**I. REPORT OF THE COMMITTEE TO CONSIDER  
THE PROPOSED PLAN OF THE CARNEGIE  
FOUNDATION FOR THE ADVANCE-  
MENT OF TEACHING**

The Committee recommends the adoption by the Senate of the following resolutions:

*Whereas:* 1. The Carnegie Foundation for the Advancement of Teaching is apparently facing financial difficulties so that in all probability no other colleges can on the present basis be added to the list of beneficiaries and so that not even new instructors in colleges now on the Foundation can be added to the list without continually reducing the expectations of those previously subject to the benefits;

2. The existence within any university of a pension system which discriminates between individuals would make difficult both the adjustment of salaries and any future attempt to obtain, for those not included within the Carnegie pension system, annuities or insurance through other methods involving aid by institutions or coöperation among teachers;

3. The faculties of the higher institutions of learning ought to be able to devise and put into practice some scheme of coöperative insurance and annuities which would not be entirely dependent upon private philanthropy, which would ask no more support from state or endowment than is just and reasonable, and which, by eliminating unnecessary expenses of administration and solicitation, would provide more favorable terms than ordinary insurance companies; therefore be it

*Resolved,* 1. That the faculty of this university believes it not in the interest of institutions of higher education that the

present system of the Carnegie Foundation be maintained without modification;

2. That in the opinion of this faculty the Foundation ought, so far as it is able, to meet in full the claims heretofore accrued under its present plan; this, however, does not imply a recommendation that the Foundation pay in the future the full annuity to which, had the present plan been indefinitely continued, the given teacher would ultimately have been entitled, but that the Foundation should at least credit each teacher with the equivalent of premium payments towards such annuity for the period he has been associated with it;

3. That this faculty approves a coöperative system in accordance with the following general principles: provision for life and disability insurance as well as annuities on a contractual basis; support primarily by teachers themselves, with contributions, if obtainable, from their respective institutions; participation in control by teachers and contributing institutions; availability of the system for all teachers in all institutions of recognized standing, without compulsion, however, except possibly in institutions which contribute toward support;

4. That it is desirable that the Carnegie Foundation call a conference of the representatives of all institutions of higher education of recognized standing for the purpose of considering such a coöperative pension and annuity system, the plan thereafter to be submitted to the individual institutions for their action.

*For Supplement see at close of the books.*

## II. REPORT OF THE COMMITTEE ON EDUCATION

The Committee on Education of the University Senate begs leave to present the following report:

1. *Exchange Professorships.* Whereas the system of exchange professorships in other institutions has served to promote closer relations and more liberal and scholarly ideals in these institutions, the Committee on Education recommends the adoption by the Senate of the following resolutions:

*Resolved,* That the University Senate recommends that the President of the University be requested to open negotiations with other institutions with a view to the establishment of a mutual exchange of teachers, and if the same seems desirable that he submit to the Board of Regents a plan for exchange professorships.

*Resolved further,* That in the opinion of the Senate, the President of the University should be free to arrange the conditions under which such exchanges should take place, and the institutions and the departments which should be represented in the exchange.

*Resolved further,* That the Senate suggests, as a possible basis for the proposed arrangements, the following general principles:

a. That the University of Minnesota should agree to grant leave or leaves of absence to one or more of its men for such time as may seem proper, preferably for a single semester or for the year.

b. That the choice of professors, colleges, and departments be made as representative as possible, so that all branches of University work may have an opportunity of participating at some time in the exchange.

c. That the exchange should be arranged upon the financial basis that each institution provide for the salary of its own representative or representatives, together with a reasonable sum in addition to cover traveling expenses and incidental expenditures.

d. That the nomination or nominations be made sufficiently early to permit of the readjustment of work in the departments affected.

e. That the agreement should continue until due notice of termination should be given by one or more of the parties interested.

*Approved*

2. *Payment of expenses of faculty members attending meetings of learned societies.* Whereas it is desirable that the University should be represented at the meetings of the various learned societies, many of which meetings are customarily held at places far distant from the University, the Committee on Education recommends the adoption by the Senate of the following resolution:

*Resolved,* That the Regents be requested to set aside a fund, to be applied in the discretion of the President, for defraying at least a part of the expenses of faculty members who attend meetings of the various learned societies under either of the following conditions:

a. Those who attend in an official capacity, either as officers or members of executive committees.

b. Those who, at such meetings, on official invitations, read a paper or deliver an address.

*Not approved*

NORMAN WILDE, *Chairman*

### III. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. *Association of Urban Universities.* It was decided that it would be advisable for the University to join such an association.

2. *Calendar for 1916-17.* It was voted that the schedule be revised so that classes will begin a week later in September. To keep the college year the same length as heretofore, classes will begin January 3 after the Christmas holidays, shortening that recess four days, and the Easter recess will be shortened two days.

3. *Registration time-limit regulations.* Voted that the present regulations concerning the ten-day limit be reconsidered, and that the following regulation be adopted:

To promote uniformity of practice throughout the University in the registration of students, the following directory regulation is adopted for the guidance of the Registrar and the Admission committees of the several colleges:

"No student shall be allowed to register in the University after ten days from the beginning of the semester, excepting in those unusual cases wherein special and peculiar circumstances shall justify the appropriate committee of the college concerned in permitting registration at a later date."

4. *Eligibility of University Weeks students.* Voted that the following resolutions, presented by the joint committee consisting of the Senate Committees on Student Affairs, Finance and Audit, and Student Publications, be adopted:

a. The Extension Division shall submit, not later than May 1, a complete list of the students whom they are planning to use in connection with the University Weeks, and that list shall in turn be submitted to the respective deans for comment.

b. Conditions or failures, unless excessive, will not be taken into account.

c. All students must be up to grade in current work at the time of leaving.

d. Seniors, if eligible, will receive the grade represented by the value of the work at the time of going on the trip, and will be excused from the finals.

e. Underclassmen will not be excused from final examinations, but will receive "incompletes." Students receiving "incompletes" will have the privilege of removing these "incompletes" immediately following the close of the University Weeks, or the first thing in the fall.

NOTE. It was explained that inasmuch as the foregoing recent action of the Administrative Committee could not with fairness be enforced this year it had seemed best to the Committee to reaffirm today for the current year the action of 1914-15 as follows:

"Students participating in the University Weeks are to be excused from final examination in those subjects in which their work of the semester up to the time of leaving is above grade, except in those professional schools where final examinations are required of all students. Where final examinations are necessary they shall be given either before the student leaves, or after the opening of the next semester, without charge. In the latter case, the student should be marked *Incomplete* at the time of the regular report."

5. *Transfer of students within the University.* The following recommendations of the special committee appointed to consider this matter were approved:

a. Any student whose work is found unsatisfactory at the end of the semester in any college shall be either (1) dropped, (2) transferred, or (3) put on probation.

b. "Dropped students" are those whom the college faculty will not allow to continue or recommend for transfer to another college.

c. "Transferred probationers" or "probation transfers" are those who on recommendation of the faculty under which they are working may be received into another college. This action has the aim of placing the student where he is best fitted and may be taken in case of delinquent students under certain conditions.

d. "Probationers" are faithful but weak students who are warned that they will be dropped if their work does not improve within a definite time.

e. No dropped student shall be received into any other college until such time as he could re-enter the college from which he has been dropped.

f. Delinquent students shall be recommended for transfer only if they are faithful in their efforts but appear to be more likely to succeed in some other work. If the two colleges concerned agree to the transfer, the students will be entered on probation.

6. *Extra payment for overtime work.* It is clearly understood, as a matter of general University policy, that no employee of the University working on a full-time basis shall be paid additional money for extra work or overtime.

7. *Money appeals on the campus.* Voted that no appeals be made on the campus for money contributions for various causes without the approval of the Administrative Committee.

8. *Duplication in degrees.* The question as to what extent credits earned toward a given degree might be counted towards another degree being raised, the following regulation was adopted:

No candidate may receive a given degree until he has completed at least one full year of resident work which has not been counted in meeting the requirements of another and different degree.

9. *Report of the Committee on University Functions.* Voted that this report, as given below, be adopted:

The Committee on University Functions begs to submit the following recommendations:

a. That the regulations governing academic costume as recommended by a committee on August 9, 1911, and later adopted by the University Council, be considered in force as far as they apply to degrees now given by the University; except that Paragraph 2 of the section devoted to caps, which now reads, "The color of both cap and tassel is black," be revised as follows:

Caps for candidates for the Baccalaureate degree shall be black, and the tassel shall be of the color indicating the degree for which they are candidates.

For candidates for advanced degrees, both cap and tassel shall be black.

Members of the faculty may wear caps in accordance with the regulations of the institutions from which they received their degrees.

The regulations revised in accordance with the above revisions would read as follows:

1) The following described academic costume is authorized to be worn at inaugural and commencement exercises, and on such other occasions as may be specified by the President or by the Administrative Committee.

2) The official dress of graduates shall consist of the gown, the cap, and the hood.

3) Members of the Board of Regents shall be entitled during their term of office to wear the Doctor's gown, together with the hood appropriate to whatever degree they may have severally received.

4) Members of the Faculty may wear the costume pertaining to their several degrees as hereinafter described. Their hoods shall in general be lined with the colors of the institutions conferring the degrees, arranged as authorized by the institutions in question or as specified by the Intercollegiate Bureau of Academic Costume. The President of the University, however, and other members of the Faculty, when officially representing the University of Minnesota at other universities, may assume the colors of the University of Minnesota.

5) The President and Deans of the University may have the yokes of their gowns outlined in gold cord, if they jointly agree upon this plan. The President alone shall be entitled to wear a velvet cap and to have the tassel in whole or in part of gold thread.

6) Holders of degrees from the University of Minnesota who become members of other universities shall be entitled to whatever costume pertains to their several degrees at such institutions. At the University of Minnesota, they shall be entitled to the official dress described below.

#### a) Gowns

(1) The gowns shall be of the patterns commonly used by colleges and universities. The long pointed sleeve indicates the Bachelor's degree; the long closed sleeve, with slit near upper part of arm, indicates the Master's degree; and the round open sleeve indicates the Doctor's degree.

(2) The material for the Bachelor's gown shall be worsted; for the Master's and Doctor's gowns, it shall be either worsted or silk.

(3) The color shall be black.

(4) The Bachelor's and Master's gowns shall be untrimmed. The Doctor's gown shall be faced down the front with black velvet, with bars of the same



across the sleeves; or the facings and cross bars may be of the same color as the binding or edging of the hood, being indicative of the degree.

#### b) Hoods

(1) For the Bachelor's degree, the length shall be three fourths that for the Master's degree. The Master's hood shall be of the customary length, not exceeding four feet; and the Doctor's hood shall be of the same length, but shall have panels at the sides.

(2) The material shall be the same as that of the gown, and the color shall be black.

(3) The lining shall show a maroon chevron over an old gold ground.

(4) The binding or edging shall be of velvet, not more than six inches in width, the color of which shall be appropriate to the degree represented. The colors pertaining to the various degrees conferred by the University are as follows:

White.....	Arts and Letters
Gold-Yellow...	Science, including Agriculture, Engineering, Chemistry, Forestry, and Home Economics
Light Blue....	Education
Dark Blue....	Philosophy
Purple.....	Law
Green.....	Medicine
Orange.....	Mining
Pink.....	Music
Lilac.....	Dentistry
Olive.....	Pharmacy

The colors pertaining to other degrees that may be established shall be in accordance with the regulations of the Intercollegiate Bureau of Academic Costume.

#### c) Caps

(1) The caps shall be of the material and form generally used, commonly called mortar-board caps. Each cap is ornamented with a tassel attached to the middle point at the top.

(2) Caps for candidates for the Baccalaureate degree shall be black, and the tassel shall be of the color indicating the college or school of the University under which they are candidates. The colors indicating the various colleges and schools of the University are as follows:

White.....	College of Science, Literature, and the Arts
Golden Yellow	College of Engineering
Maize.....	College of Agriculture
Russet.....	College of Forestry
Purple.....	Law School

Green..... Medical School  
 Lilac..... College of Dentistry  
 Olive..... College of Pharmacy  
 Orange..... School of Mines  
 Golden Yellow. College of Education  
 Light Blue.... School of Chemistry

For candidates for advanced degrees, both cap and tassel shall be black. Members of the faculty may wear caps in accordance with the regulations of the institutions from which they received their degrees.

7) Those presenting themselves for degrees are expected to wear the caps and gowns appropriate to such degrees. The hood may be assumed only after the degrees are conferred. The University will present to each candidate for the Doctor's degree the appropriate hood when the degree is conferred.

8) The official dress of undergraduate candidates shall consist of the Bachelor's gown and cap.

b. That all candidates for degrees shall be required to be present to receive their degrees at the Commencement exercises where such degrees are to be conferred, unless excused by the Dean of the appropriate College and the President.

c. That it is the sense of the Senate that it is a duty for all Faculty members above the rank of Instructor to be present at Commencement exercises when the degrees of their respective colleges are conferred.

d. That more dignity be attached to the function of Baccalaureate Sunday

1) By requesting each Faculty member and each candidate for a degree to be present.

2) By the use of academic costume.

3) By provision for adequate and appropriate music.

4) By a procession.

e. That a committee be appointed to cooperate with class officers with a view to adding to the attendance and dignity of Class Day exercises.

Respectfully submitted,

F. M. MANN, *Chairman*

B. LENTZ

E. W. OLMSTED

*Approved*

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*

## The University of Minnesota

### THE SENATE

### MINUTES

A special meeting of the University Senate was held in the Library of the Main Engineering Building, Monday, May 29, at 4 p.m., President Vincent presiding.

Forty-four members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows, and action taken as indicated.

#### **I. REPORT OF THE COMMITTEE ON THE RELATION OF THE UNIVERSITY TO OTHER INSTITUTIONS OF LEARNING**

The Committee on the Relation of the University to Other Institutions of Learning respectfully submits the following recommendations:

1. *Entrance requirements.* That Group F (vocational and miscellaneous studies) be withdrawn from the bulletin, and that applicants for admission be required to present at least eleven units (twelve for Engineering) from the first five groups, with restrictions as at present, plus four additional units (three for Engineering) as certified to by the high-school superintendent as necessary for graduation and of acceptable nature.

*Approved*

2. *Preparatory schools.* That Saint Olaf Academy be placed on the accredited list, and that a copy of the report containing criticism be sent to the Academy.

*Approved*

3. *Junior colleges.* (a) That one year of collegiate work at Cloquet high school be accepted towards advanced standing at the University. (b) That this year's work in the college departments of the Rochester and Faribault high schools be accepted towards advanced standing in the University. (c) That one year of collegiate work at Villa Sancta Scholastica, Duluth, Minnesota, be recognized towards collegiate credit, and that the special cases of the three young women who expect to come to the University next fall be handled by the Administrative Board.

*Approved*

(d) That two years of work at Saint John's College, Collegeville, Minnesota, be recognized.

(e) That until the enrollment and equipment of Lutheran Ladies' Seminary, Red Wing, Minnesota, warrant consideration no action be taken concerning their relation to the University.

*Approved*  
4. *Saint Paul Normal School.* That graduates of the Saint Paul Normal School be given the same standing as graduates of other normal schools when the Saint Paul school has modified its courses somewhat and increased its teaching staff. That the school be invited to comply with the following conditions:

a. That provision be made for more intensive work in history and in social sciences.

b. That the courses now offered be named in accordance with their content. For example, one of the courses in psychology contains practically no psychological material, and the course in "Elementary Science" is at times a course in nature study, at other times a course in physiology.

c. That the regular instructors be relieved of the library work.

d. That more regular normal-school instructors be employed. We believe that more of the teaching should be in charge of specialists. This request could probably be met by having two well-trained persons added to the corps of instructors or by having several specialists on part time each giving instruction in his specialty.

e. That until these changes have been effected, graduates of the Saint Paul Normal School shall continue to be accepted by the University of Minnesota on the basis of individual merit and attainments—these to be determined after the students have earned a minimum of fifteen credit hours in residence.

*Approved*  
5. *Augsburg Seminary.* That two years of collegiate work be recognized, and that graduates specially recommended in classical languages, Norwegian, and English, be permitted to register provisionally in the Graduate School.

R. R. SHUMWAY, *Chairman.*

*Approved*

## II. REPORT OF THE COMMITTEE APPOINTED BY THE PRESIDENT WITH REGARD TO THE PUBLICATION OF A JOURNAL OF PUBLIC AFFAIRS

1. *Feasibility.* Your committee is of the opinion that the publication by the University of a journal to be known as "Journal of Public Affairs, with Special Reference to the Northwest," would be a material advantage to the University. It would furnish an avenue for the publication of results of research; it would add to the reputation and dignity of the University. There is no reason to doubt that sufficient material of proper quality could be obtained. It is not likely, however, that such a

journal would be self-supporting and some assistance from the regents must therefore be sought if it is to be established.

2. *Scope and character.* The general field which the journal should cover is quite clearly expressed by the proposed title. Its subjects should be such as would interest the scholarly and public-spirited citizen and bear upon his duties of citizenship. Unduly technical articles should be excluded, but on the other hand mere popular appeal should not be the object.

A large part of the material for such a journal would fall substantially within the field of the so-called social sciences—economics, political science, sociology, and history. However, considerable material might well be published with reference to the public aspects of law, engineering, agriculture, education, public health, and the like.

In addition to articles of a formal character, there should be a number of departments for notes and minor comments, such as departments of book reviews, of state legislation and administration, of municipal and local administration, of decisions of courts and regulating commissions, and of university administration.

3. *Probable budget.* The journal should at the outset consist of approximately 144 pages published quarterly. In order that it shall be successful, it must at least during the first two years be in charge of an editor who will give a considerable fraction of his time to it. This editor should be at least of the rank of assistant professor.

The total cost of publication, including the time of the editor (estimated as representing one-third of his salary) would range from about \$2,000 to \$3,000 per year, depending largely upon the salary of the person chosen as editor. A conservative estimate of the income from subscriptions and the small amount of advertising properly to be sought, at the outset is \$700 (300 subscriptions at \$2 each); probably the income would soon become higher.

It is probable that between \$1,500 and \$2,000 would have to be contributed by the University. Some portion of this cost could reasonably be charged to the budget of the research fund. The regents would have to be asked to provide the remainder in some other way. Substantially they would have to furnish the means of relieving a competent professor of part of his teaching and research work by the employment of some other person. This would involve probably in the neighborhood of \$1,000.

The committee recommends that the Senate approve this plan and that it be submitted to the Board of Regents for their action.

*Voted that in the opinion of the Senate the Board of Editors should consist of five members, and such others as the President may appoint, not to exceed two members, representing as far as possible the various colleges and departments of the University.*

Respectfully submitted,

E. D. DURAND, *Chairman*, L. D. COFFMAN, J. T. GEROULD, J. H. GRAY, M. E. HAGGERTY, J. B. JOHNSTON, W. P. KIRKWOOD, E. P. LYON, R. R. PRICE, W. A. SCHAFER, F. C. SHENEHON, A. J. TODD, A. F. WOODS, W. R. VANCE.

*Approved*

Voted on motion of Mr. Durand that the Committee on Business and Rules be requested to consider the feasibility of relieving the Senate of details in reports submitted by the various committees. It was suggested that favorable action on a report might be assumed unless objection were filed in advance.

### III. REPORT OF THE COMMITTEE ON STUDENT PUBLICATIONS

Your Committee on Student Publications desires to present the following report of its activities:

1. A controversy arose in the month of March over the eligibility of Mr. Paul Byers to the office of Managing Editor of "The Minnesota Daily." The constitution of that organization provides that the Board of Publishers of the Daily shall nominate two candidates who shall have been "on the Daily staff the preceding year." Another article provides that nominations may be made by petition of five per cent of the association (composed of the paid subscribers to the Daily). The second article makes no mention of the qualification of having been on the Daily staff the preceding year. Mr. Byers had not been on the staff of the Daily during the preceding year and was declared ineligible by the Board of Publishers. Mr. Byers appealed from the decision to our Committee, which was of the opinion that, since it involved a question of eligibility, the case should go to the All-University Student Council. The Board of Publishers in their turn appealed from the jurisdiction of the All-University Council to the Executive Committee of the Senate, who, after due deliberation, decided that the jurisdiction of the original case lay with our Committee. We accordingly acted upon it. It seems worth while that a report of the decision should be made here.

2. It is recommended that members of the faculty be requested to sign any communications they may present to the undergraduate publications. It is understood that the signatures will appear with the article when printed.

*Approved*

#### IV. REPORT OF COMMITTEE ON STUDENT AFFAIRS

On the basis of the classification of your committee of two years ago adopted by the Senate on May 7, 1914, the following organizations have been admitted to recognition:

Pan American Society  
Social Service Club  
Minnesota Branch of the National Security League  
Skin and Bones  
International Polity Club  
Golf Club  
Class of 1921 Medical Students  
Economics Club  
University Symphony Orchestra  
Alpha Theta Psi—later changed to Alpha Sigma Phi  
Chinese Students Club  
Agricultural Dramatic Club  
Agricultural College Quartette  
Agricultural College Orchestra  
Agronomy and Farm Management Club  
Zeta Kappa  
Hesperian Literary Society  
Kappa of Sigma Alpha Mu  
Iduna Scandinavian Literary Society  
Mnesicles Fraternity  
Duluth Club  
Tau Beta Phi  
Chess Club of College of Dentistry  
Home Economics Club

Your Committee feels that the zest for organization must have reached its zenith this year, and feels no hesitation in expressing its hope that the distractions afforded by so many societies may lessen as time goes by.

The University Calendar has been established in Mr. Poucher's office and has already proven a valuable means of obviating conflicts in University engagements. It is hoped that more and more it will become a clearing-house for tentative plans, where college and University fixtures will be listed. In order to facilitate the work of this office it is strongly urged by your committee that all colleges cooperate in scheduling their prospective engagements. Mr. Poucher has in his charge the assignment of rooms for the meeting of various organizations. All such assignments should be made through his office, and not by individuals in different colleges.

Your Committee has noted with satisfaction the progress made by various student councils in the different colleges. These councils have performed a valuable service and have taken upon themselves much onerous and exacting work in evolving methods of student government.

Your Committee has been pleased to see more vigorous signs of wholesome spirit among the men and women of the

University. It is glad to record a diminution in the number of dances, and wishes it were possible to control still further co-educational frivolities. Such meetings as the All-University Men's Smoker in the Armory were indicative of a closer feeling of social unity among the men of the University, regardless of college, than has hitherto existed. It is hoped that such gatherings may become more frequent. With the proper development of the Minnesota Union and a further promulgation of intramural sports, the disintegrating tendencies of a heterogeneous campus may be somewhat combatted. If the intramural sports are to be extended, as they should be, it is the opinion of your committee that immediate steps should be taken looking to the purchase of a tract of land suitable for field sports. Your Committee does not wish in its recommendations to infringe upon the prerogative of the intramural sports committee, but it does desire to cooperate with it in calling your attention to this crying need.

G. N. NORTROP, *Chairman.*  
*Approved*

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*



# The University of Minnesota

## THE SENATE

### MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, October 12, 1916, President Vincent presiding.

Forty-five members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

1. The following roster for the year 1916-17:

Allin, Cephas D.	Comstock, Elting H.
Allison, J. H.	Cooke, Louis J.
Alway, Frederick J.	Corbett, J. Frank
Appleby, William R.	Craig, Hardin
*Army, Albert C.	
	*Dahlgren, Bror E.
*Bachman, Gustav	Damon, George M.
*Baldwin, Louis B.	Davis, William Stearns
Bass, Frederic H.	Dorsey, Maxwell J.
Bauer, George N.	Downey, Hal
Beard, Richard O.	Durand, E. Dana
*Becker, Carl L.	
Bell, E. T.	Emmons, William H.
Bender, Wilbur H.	Erdmann, Charles A.
Berry, Josephine T.	Erikson, Henry A.
Boss, Andrew	
Bothne, Gisle	*Firkins, Oscar W.
Brekhus, Peter J.	Flather, John J.
Brooke, William E.	Fletcher, Henry J.
Brown, Edgar D.	Ford, Guy Stanton
Bull, Coates P.	Frankforter, George B.
Burton, Richard	Freeman, E. M.
Bussey, William H.	
	*Gay, Carl W.
Cady, LeRoy	Gerould, J. T.
Cheyney, Edward G.	Godfrey, Henry S.
Christianson, Peter	Gortner, Ross A.
Clements, Frederic E.	Granrud, John E.
Coffman, Lotus D.	Gray, John H.

\* New members.

Green, Robert O.  
Griffith, Charles A.

Haecker, Theophilus L.  
Haggerty, Melvin E.  
Hamilton, Arthur S.  
Harding, Everhart P.  
\*Hartzell, Thomas B.  
Hayes, Herbert K.  
Higbie, Edgar C. (Morris)  
Hirschfelder, Arthur D.  
Hutchinson, John C.

Jackson, Clarence M.  
Jager, Francis  
Jenks, Albert E.  
Johnston, John B.

\*Kildee, Henry H.  
Kirchner, William H.  
Kirkwood, William P.  
Klaeber, Frederick

Larson, Winford P.  
Lasby, William F.  
Law, Arthur A.  
Lawton, Harry C.  
Leavenworth, Francis P.  
Lee, Thomas G.  
Litzenberg, Jennings C.  
Lorenzen, Ernest G.  
Lyon, E. P.

McCarty, Edward P.  
Mann, Frederick M.  
Maves, Hermann A.  
Mayne, Dexter D.  
Meyer, Adolph F.  
Moore, James E.  
Morgan, Edmund M.  
Moses, George W.  
Murphy, John

Nachtrieb, Henry F.  
Newcomb, Edwin L.  
Nicholson, Edward E.  
Norris, J. Anna  
Notestein, Wallace

Olmsted, Everett W.  
Orton, Forrest H.

Owre, Alfred

Pagenkopf, Alfred A.  
Paige, James  
Parcel, John I.  
Pease, Levy B.  
Pike, Joseph B.  
Price, Richard R.

Rankin, Albert W.  
\*Reynolds, George W.  
Reynolds, Myron H.  
\*Roberts, Thomas S.  
Robertson, Harold E.  
Rosendahl, Carl O.  
Rowntree, Leonard G.  
Ruggles, Arthur G.

Savage, Charles A.  
Scammon, R. E.  
Schaper, William A.  
Schlenker, Carl  
Scott, Carlyle  
Scott, Frederick H.  
Searles, Colbert  
Sedgwick, Julius P.  
Selvig, Conrad G. (Crocketon)  
Shenehon, Francis C.  
Shepardson, George D.  
Sidener, Charles F.  
Sigerfoos, Charles P.  
Smith, Arthur C.  
Springer, Frank W.  
\*Stakman, Elvin C.  
Stauffer, Clinton R.  
Stewart, John T.  
Stoll, Elmer E. (on leave of  
absence)  
Stomberg, Andrew A.  
Storm, Ashley V.  
Sweeney, Margaret  
\*Swenson, David F.  
Swift, Fletcher H.

Taylor, Theodore B.  
Thatcher, Roscoe W.  
Thomas, Joseph M.  
Thurston, Edward S.  
Tilden, Josephine E.  
Todd, Arthur J.

Vance, William R.

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\* New members.

Walls, James M.  
Washburn, Frederic L.  
Washburn, Robert M.  
Weiss, Oscar A.  
Wells, Amos S.  
Wentling, John P.  
West, Rodney M.  
White, Albert B.  
White, S. Marx  
Wiethoff, Charles

Wilde, Norman  
Wilson, Archie D.  
Woods, Albert F.  
Woolnough, James B.  
Wulling, Frederick J.  
Young, Jeremiah S. (on leave  
of absence)  
Zeleny, Anthony

*Approved*

*Non-Voting Members*

Northrop, Cyrus, President  
Emeritus  
Folwell, Wm. W., Professor  
of Political Science,  
Emeritus  
Abbott, Amos W.  
Abbott, Everton J.  
Bell, John W.  
Bracken, Henry M.  
Christison, James T.  
Downey, John F.

Eddy, Henry T.  
Gillette, A. J.  
Gilfillan, J. S.  
MacLaren, Archibald  
Mann, Arthur T.  
Murray, William R.  
Riggs, Charles E.  
Rothrock, J. L.  
Sanford, Maria L.  
Todd, Frank C.

*Approved*

2. *Voted* that the minutes of the meeting of May 29 be corrected by substituting for Item 2 in the Report of the Committee on Student Publications the amendment offered by Mr. Northrop.

3. The Chairman reported names of the new members of the Senate, and such as were present responded and were welcomed in the usual way.

The President announced that it had been customary to assign seats in the Senate to the heads of certain departments to which the rank of Associate Professor had been attached even tho the representative might not hold such rank himself. *It was voted* that this matter be referred to the Committee on Business and Rules for formulation of the principle involved.

*Approved*

**4. REPORT OF THE COMMITTEE ON BUSINESS  
AND RULES**

The Committee on Business and Rules recommends:

(1) That in view of the change in the college calendar providing for the opening of the university year approximately two weeks later than formerly, hereafter the Senate convene on the third Thursdays in October, December, February, and May;

(2) That an "Appointments Committee" be added to the list of Senate committees.

*Approved*

5. The following standing committees as recommended by the President:

*Business and Rules of the Senate*

Messrs. Fletcher, Corbett, Schaper, Shepardson, West.

*Finance and Audit*

Messrs. Nicholson and Rotzel; students: Oliver Powell, Everett Geer, Roscoe Tanner.

*Student Publications*

Messrs. Craig, Kirkwood, Lasby; students: Philip D. Tryon, Dorothy Waterman, Arnulf Ueland.

*Student Affairs*

Messrs. Nicholson, Pattison, Miss Sweeney; students: Margaret Cotton, Wendell Burns, Elmer Croft.

*Debate and Oratory*

Messrs. Rarig, Gislason, Glick, Mrs. Phelan; students: George Bowden, Gladys Callister, David Lundeen.

*University Extension*

Messrs. Price, Haggerty, Parcel, Scott, Stakman, Todd, Wilson, A. D.

*University Functions*

Messrs. Mann, Olmsted, Major Moses.

*University Printing*

Messrs. Kirkwood, Gerould, Jones, Notestein, Pierce.

*Education*

Messrs. Searles, Allin, Becker, Gay, Grout, Jenks, Kirchner, Rowntree, Storm.

*Relations with Other Educational Institutions*

Messrs. Shumway, Coffman, Ford, G. S., Holman, Howard, Pierce, Pike, West.

*Library Committee*

Messrs. Ford, G. S., Alway, Comstock, Gerould, Hirschfelder, Hunter, Kirchner, Lorenzen, Thomas.

*Intramural Sports and Physical Education*

Messrs. Zelner, Harding, Litzenberg, Oswald, Paige, Dr. Cooke, Dr. Norris.

*Intercollegiate Athletics*

Messrs. Paige, Harding, Litzenberg, Oswald, Zelner; alumni: Page, L. A., Webster, George B.; students: James J. Ballentine, Albert Baston.

*Appointments*

Messrs. Miller, Brooke, Coffman, Frankforter, Krey, Lusk.

*Approved*

6. The following items have been acted upon since the last Senate meeting:

## REPORT OF THE ADMINISTRATIVE COMMITTEE

1. *Required freshman lectures.* Voted that inasmuch as the plan for giving such a course of lectures met with considerable objection action recommending the establishment of such a course be rescinded.

2. *Entrance requirements.* Voted that the Senate action concerning the elimination of Group F be considered final, thus obviating the necessity of referring the matter again to the respective schools and colleges.

3. *Readmission of dropped students.* Voted that the following regulation be adopted: No applicant for admission to the University, who has previously been a student therein and has been dropped for deficiency in scholarship, will be allowed to register without special permission of the faculty of the college to which he seeks admission.

4. *Postponement of Senate meeting.* Voted that the Senate meeting be postponed one week in view of the late date on which the college opened this year.

*Approved*

7. The President asked the Chairman of the Committee on Intercollegiate Athletics to make a statement with regard to the University's attitude towards the conference regulation providing for open practice one day of the week.

Mr. Paige stated that Monday had been set aside for open practice here, and that the gates were thrown open about 4:45; that the students had complained that the regulation meant practically nothing inasmuch as Monday was naturally a rest day for the team; that such practice as occurred took place at considerable distance from the stands; that it was late in starting; that darkness came on rapidly; and that the total effect was to make the regulation practically null and void.

8. The President addressed the Senate briefly on the outlook for the next biennium with special reference to the budget and the legislative situation.

Meeting adjourned.

E. B. PIERCE, *Clerk.*

# The University of Minnesota

## SENATE

## MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, December 21, 1916, President Vincent presiding. Thirty-one members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

### I

Minutes of the meeting of October 12 were approved.

## II. REPORT OF THE COMMITTEE ON BUSINESS AND RULES

The Committee on Business and Rules respectfully recommends (1) that the first sentence of Article 3 of the Constitution of the Senate, as approved by the Board of Regents May 6, 1912, be amended to read as follows:

"The University Senate is composed of the President, the Deans, all Professors (including acting Professors), Associate Professors, the University Librarian, and any members of the University faculty holding executive positions carrying, by authority of the Board of Regents, the rank of Professor or Associate Professor."

(2) That Article IX of the By-Laws of the Senate be amended to read as follows:

"*Education.*—There shall be a standing committee on Education. It shall consist of nine members. Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only."

Article IX now reads as follows:

*Education.*—There shall be a standing committee on Education. It shall consist of nine members. Its duties shall be to consider and to cultivate the relations between the University and other educational institutions within the State of Minnesota and such institutions as may express a de-

sire for closer affiliation. It shall consider the propriety and equity of proposed changes in entrance requirements, closer articulation of the work of the other institutions with that of the University, and plans for making the University more helpful to the other institutions.

Its duties shall include a general survey of the University with a view to finding ways in which the educational work of the University may be improved, as by the addition of new schools, or by the addition of new courses, or the modification of existing courses to meet new demands, it being understood that its findings are advisory only.

It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conference with the State High School Board, the Minnesota Educational Association, committees of State High School Superintendents or other organizations of teachers.

(3) The adoption of an amendment to the By-Laws of the Senate, to be known as Article XI, as follows:

*"Relation of the University to Other Institutions of Learning.*—There shall be a standing committee on Relation of the University to Other Institutions of Learning. It shall consist of seven members. Its duties shall be to consider the relations between the University and other educational institutions within the State of Minnesota; to promote a closer articulation of the work of such institutions with that of the University; to develop plans for making the University more helpful to them. It shall represent the University in determining the list of accredited schools whose certificates admit students to the University. It may represent the University in conferences with the State High School Board, the Minnesota Educational Association, committees of State High School Superintendents, or other organizations of teachers."

(4) The adoption of an amendment to the by-laws of the Senate to be known as Article XII, as follows:

*Library.* There shall be a standing Committee on the Library. It shall consist of nine members. Its duties shall be

1. Prior to the determination of the budget, to prepare and present to the proper authorities, in the form of recommendations, detailed estimates of the library needs of the various colleges, schools, and departments.

2. To consider and recommend to the Senate any resolution in connection with library policy and administration that may be deemed advisable.

*Meetings.* The Committee shall hold stated monthly meetings, of which due notice shall be given by the Secretary through the proper University publications. Besides the usual business the Committee will hear at this meeting, by letter or in person, any member of the University who desires to present any subject connected with the Library interests.

*Approved*

### III. REPORT OF THE COMMITTEE ON EDUCATION

The Committee calls the attention of the Senate to the following recommendations contained in the *Report of the Special Senate Committee of the University of Illinois on Standards of Scholarship*, May 1, 1916, p. 20.

1. "That the transition from junior college standing be marked by something more than the simple completion of a specified number of semester hours, and that some form of test, considered most appropriate to the particular college, be adopted to determine whether a student should receive a junior college certificate and be promoted to the senior college."

2. "That only undergraduate students who have met this requirement be admitted to classes specifically designated as for graduates and undergraduates, or for junior and senior students."

The Committee would also call attention to an article by Professor Stephen P. Duggan in *School and Society*, August 12, 1916, on "Present Tendencies in College Administration." After a very brief historical sketch Professor Duggan points out changes which are taking place—all in the direction of stricter coordination and cooperation. It may be of interest to note the tendency on the part of an increasing number of institutions to seek faculty representation in the board of trustees or regents.

COLBERT SEARLES, *Chairman*.

*Received and filed*

#### IV. REPORT OF THE COMMITTEE ON UNIVERSITY EXTENSION

RESOLVED: That the Senate of the University of Minnesota recognizes University Weeks as a proper and commendable form of service for a state university; and recommends to all members of the University faculty that by participating in the program they cooperate in making the Weeks a success.

R. R. PRICE, *Chairman*.

*Voted* that the resolution be laid on the table until the next meeting.

#### V. REPORT OF THE ADMINISTRATIVE COMMITTEE

*Voted* upon recommendation of the Printing Committee that in order to expedite the printing of college bulletins copy for the catalogs of colleges having elective curricula should be ready for the printer on May 15, the same to be printed by July 1. This action changes the dates for such bulletins from June 1 and July 15 respectively.

*Approved*

#### VI. STUDENT APPOINTMENTS ON SENATE COMMITTEES

The President recommends the appointment of the following student members on the senate committees indicated:



*Finance and Audit.*—Oliver Powell, Everett Geer, Roscoe Tanner.

*Student Affairs.*—Margaret Cotton, Wendell Burns, Elmer Croft.

*Student Publications.*—Philip D. Tryon, Dorothy Waterman, Arnulf Ueland.

*Debate and Oratory.*—George Bowden, Gladys Callister, David Lundeen.

*Approved*

## VII. COMMUNICATION FROM DEAN JOHNSTON

I think an announcement should be made to the University Senate of the fact that the Science, Literature, and the Arts faculty at its meeting Monday, December 11, voted to instruct the Advisory Committee to prepare plans for at least a partial system of entrance examinations and for raising the scholarship standards for residence. It is understood that any change in entrance requirements will be a matter of general University action, and the Science, Literature, and the Arts faculty desires that the University Senate should secure consideration by the North Central Association of the question whether examinations or other special requirements for entrance to universities should be imposed in addition to graduation from accredited high schools.

A motion was passed also declaring it to be the sense of the faculty that a member of the teaching body of the University should be a member of the Board which accredits high schools in the state. As this affects several colleges, it is very desirable that the attention of the Senate be called to it as early as possible.

J. B. JOHNSTON.

The Committee on Business and Rules recommends that paragraph 2 be referred to the Senate Committee on the Relation of the University to Other Institutions of Learning.

*Approved*

*Voted* that Paragraph I of Dean Johnston's letter be laid on the table and that the recommendation of the Committee on Business and Rules with reference to Paragraph 2 be approved.

President F. B. Snyder of the Board of Regents was present and spoke briefly with reference to the resignation of President Vincent and the difficulty of the task before the Board in securing his successor. Mr. Snyder assured the Senate of the Board's desire to have the coöperation of the faculty in all matters pertaining to the welfare of the University and asked especially that they let their wishes be known concerning their choice

of Mr. Vincent's successor. He intimated that the Senate might wish to designate three of its members to serve as a means of communication between the Senate and the Board.

*Voted*, on motion of Mr. Allin, that a ballot be taken for the election of a committee of three to represent the faculty in suggesting possible successors to President Vincent.

*Voted*, on the motion of Mr. West, that the clerk of the Senate prepare a ballot to be distributed to the members of the Senate by mail. *This motion was subsequently withdrawn.*

*Voted* that the Senate most cordially accept the kind suggestion of the President of the Board of Regents and endorse the proposal that individual members of the faculty suggest to Mr. Snyder the names of persons whom they would like to see appointed President of the institution.

(The Chairman has ruled that this motion was in effect a substitute for Mr. Allin's motion.)

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

## The University of Minnesota

### THE SENATE

### MINUTES

The regular meeting of the University Senate was held in the Library of the Main Engineering Building, Thursday, May 17, 1917, Dean Johnston presiding. Forty-six members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

#### I

Minutes of the meeting of December 21 were approved.

#### II. REPORT OF THE COMMITTEE ON UNIVERSITY EXTENSION

Mr. Price pointed out that the University Weeks had been discontinued because of war conditions and on his motion it was *Voted* that this matter be indefinitely laid on the table.

#### III. REPORT OF THE COMMITTEE ON EDUCATION

1. The Committee recommends, for adoption by the Senate, the following modification of the "failure-makeup" requirement (Bulletin p. 19) recently passed by the College of Science, Literature, and the Arts: "Any student receiving a failure in a course which is required in his curriculum must repeat that course the next time it is offered in class." This carries with it the assumption that the present regulation of the Board of Regents to the effect that "Students in any college electing work in any other college shall complete the work so elected before they are allowed to come up for the degree for which they are candidates," shall be rescinded.

2. The Committee requests an interpretation of Article XV of the Constitution:

Nothing herein shall be construed as applying to any school below collegiate rank established under the authority of the Board of Regents.

*Voted that the Committee on Education be instructed to prepare a statement embodying its views of the Relation of the Extension Department to the University Senate.*

3. The Committee is convinced that the portion of the work of the General Extension Division known as the University Lyceum is not a proper University function, for the following reasons:

(a) The entertainers and lecturers, presented by the Lyceum are not connected with the University, and are not subject to University control.

(b) The "attractions" advertised are not a part of the regular work of the University, hence in no way an extension of the life and work of the Campus to the people of the state.

The Committee therefore presents the following resolution: Be it resolved that the Senate recommend the discontinuance of the University Lyceum as a University function at the end of the present year or on the expiration of existing contracts.

*Voted that item 3 be referred to the Senate Committee on University Extension.*

4. Final Examinations. The Committee is opposed to adopting the system proposed by the faculty of the Colleges of Agriculture and Forestry, as follows:

Communication from Department of Agriculture:

1. Whereas, in the past year the time devoted to final examinations has increasingly encroached on the class time of the semester, seriously reducing the standard 18 weeks theoretically devoted to class work, and

2. Whereas, the requests of this College to have the time devoted to these examinations confined to the six days of examination week, have been without practical effect due to the common practice of holding examinations, with or without authorization, prior to the scheduled time, and

3. Whereas, apparently unavoidable changes in the examination schedule are continually occurring to the evident demoralization of the last week of the semester's work, and

4. Whereas, in the opinion of this faculty the final examinations are unduly emphasized in view of their actual value in relation to class work and other periodic tests required throughout the semester,

The faculty of the Colleges of Agriculture and Forestry do respectfully request the University Senate to substitute for the present system of final examinations, the following plan or some modification embodying the essential features thereof:

1. Continue the regular class schedule throughout the entire semester.

2. Give final examinations at the last period of the semester at which the class regularly meets. In lecture courses where a

single such examination, in the opinion of the instructor, is inadequate, two or three of the regular class periods may be occupied by these examinations.

3. In no case permit the examination to exceed the regularly scheduled time so as to interfere with any other class.

This faculty further requests that this matter be referred to the Education Committee of the Senate for consideration and that the committee be requested to report to the Senate at the next regular meeting of that body.

Signed, R. M. WEST,  
Secretary of the Faculty of the  
Colleges of Agriculture and Forestry

The Committee recommends that the Administrative Board of the College of Science, Literature, and the Arts and Representatives from the Faculty of Agriculture and Forestry adjust the present scheme, if possible, so that it will be satisfactory to the Colleges.

*Approved*

5. The Committee calls attention to the fact that there has recently been organized in the University a group of Professors and Instructors, whose interest and teaching is related to Animal Biology. This group has for its object the development of all phases of this science and includes men from several colleges. It has placed itself in a position to coördinate work now separated and to avoid unnecessary duplication. It has already planned a pamphlet outlining for students the available courses offered in that field in the university.

The Committee wishes to express its hearty approval of this movement and to recommend its extension. By the formation of other similar groups, the University would secure that essential coöperation and coördination among the various departments of the different colleges, which has been menaced, and in some cases actually disturbed, by the rapid creation of schools and colleges as a consequence of the rapid expansion of the institution. The unification of the work of the University, according to content or subject matter of the instruction offered, is, in the opinion of the Committee, one of our most actual and pressing needs.

In case the recommendation of the Committee is favorably received, and such groups formed, this would lead to conferences between departments and members of the faculty (irrespective of school or college) giving instruction or conducting investigation in closely allied fields. The object of these conferences would be to form a federation of scientific interests, to improve and correlate the work now being done, and, incidentally to prepare and offer to students and investigators a concise exposition of all the courses offered in the field represented by the group concerned.

COLBERT SEARLES, Chairman

*Voted that the plan suggested in item 5 be endorsed.*

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

Your Committee wishes to report that during the year it has had the following schools inspected:

1. Secondary Schools:
  - Northrop Collegiate School
  - St. Mary's Academy, Graceville
  - Minnehaha Academy, Minneapolis
  - Parker College, Winnebago
  - North Star College, Warren
2. Junior Colleges:
  - Hibbing
  - Northrop Collegiate School
  - Stanley College
  - Villa St. Scholastica, Duluth
  - Windom Institute, Montevideo
  - Cloquet
  - Faribault
  - Jackson
  - Rochester
3. Colleges:
  - St. Thomas College and St. Paul Seminary

Your Committee makes the following recommendations:

(a) That the following secondary schools be placed on the accredited list for one year subject to their complying with certain regulations specified by the Committee:

- Minnehaha Academy, Minneapolis
- St. Mary's Academy, Graceville
- Parker College, Winnebago

(b) Junior Colleges. That Cloquet and Rochester be approved for two years of advanced standing, subject to their complying with the conditions specified by the Committee.

That the following be approved for one year of work:

- Stanley College
- Hibbing
- Jackson
- Villa St. Scholastica, Duluth

(c) That St. Thomas College be recognized as an institution of full collegiate rank, and that graduates of the College and Seminary be admitted to the Graduate School.

(d) That work at the following schools be not approved for collegiate standing:

- Windom College
- Faribault

(e) The Committee suggests the desirability of having a permanent committee of three to take charge of the work of inspection of schools. This plan would insure standardization

of the work and provide a sound basis for the comparative rating of the institutions visited.

*Approved*

(f) The Committee suggests also the advisability of providing a plan whereby instructors in the Junior Colleges may exchange places with the instructors in the University for a limited period so that closer articulation of college and the University work may be had.

R. R. SHUMWAY, Chairman

*Approved*

## V. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. *Bulletin Covers.* The change in style from the Old English scheme as recommended by the Committee on Printing was approved.

2. *Pre-registration of first year students.* Voted that pre-registration requirements for new matriculants be made the same as now apply to students already enrolled.

3. *Eligibility for University Weeks.* Upon the joint recommendations of Messrs. Price and Nicholson the following rules were approved.

The Extension Division shall submit, not later than May 1, a complete list of the students whom they are planning to use in connection with the University Week, and that list shall in turn be submitted to the respective Deans for comment.

Conditions or failures, unless excessive, will not be taken into account.

All students must be up to grade in current work at the time of leaving.

All students except freshmen, if eligible, will receive the grade represented by the value of the work at the time of going on the trip, and will be excused from finals.

Freshmen will not be excused from final examinations, but will receive *\*incompletes*. Students receiving incompletes will have the privilege of removing these incompletes immediately following the close of the University Week, or the first thing in the fall.

4. *Right of way of condition and other examinations.* Voted, that condition examinations and others regularly fixed have the right of way over the usual class work. This regulation applies to the Military Department as well as other departments of the University.

5. *War situation problems.* (a) Any student in his last year whose work for the semester is of passing grade may graduate at any time before June, 1917, provided—first, that he has the consent of the Dean of the College; second, that he presents a

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\* In those colleges where *incompletes* are not given, it is understood that *deferred examinations* or their equivalent will be substituted.

written statement that he is immediately to enter the service of the United States or take up some form of work which has a direct bearing on the national emergency.

(b) Undergraduates. Any undergraduate similarly may receive credit for the year's work unless his college deems it necessary that he should complete work or take examinations on his return in which case he shall be held for such work without extra fees.

(c) Coöperation with the Federal Government. The printing of the pamphlet by the President announcing the University's activities was approved.

(d) Credit for Special Military Work. It was recommended that the colleges of the University coöperate in allowing students to receive credit for special military work now being offered by the Military department, and that if possible, students be relieved from a corresponding amount of regular study work.

6. The bulletin statement concerning Military Drill showing the statement concerning the work of the Military department for publication in the respective college bulletins has been approved.

E. B. PIERCE, Secretary  
*Approved*

## VI. REPORT OF THE COMMITTEE ON INTER-COLLEGIATE ATHLETICS

The Committee on Intercollegiate Athletics reports the following action of the Athletic Board of Control:

At a regularly called meeting of the Athletic Board of Control held on May 9, 1917, at which a quorum was not present, the following actions were taken:

1. It was voted to discontinue intercollegiate athletics after May 12, 1917, until the end of hostilities.

2. It was voted that all existing contracts with coaches and employees be carried out according to their terms, provided that if any employee enter the service of the United States, he be paid the difference between what he may receive from the government and the sum called for under the contract.

JAMES PAIGE, Chairman  
*Endorsed*

Mr. Paige presented also the following:

In view of the above report,

*Resolved:* that intercollegiate athletics be suspended until the end of hostilities, and that coaches having contracts with the Athletic Board of Control be requested to offer their services to the Intramural Committee.

*Approved*



## VII. REPORT OF THE SENATE COMMITTEE ON STUDENT PUBLICATIONS

The Senate Committee on Student Publications has decided to prohibit after this school year the publication of cigarette advertisements in student publications. The committee directed that the Secretary of the Senate be requested to notify all responsible editors and managers of this action so that no plans for next year may be entered into on the plea that the new regulation was not officially promulgated and clearly understood.

HARDIN CRAIG, Chairman

*Approved*

## VIII. REPORT OF THE COMMITTEE ON DEBATE AND ORATORY

The intercollegiate debate relations of the University are as follows: The Illinois-Minnesota-Iowa Debating League came to an end with the debates of December 11, 1916. The League has been reorganized for another three-year period. Under the terms of the new agreement, graduate students or students who have done the equivalent of four years of college work are excluded from membership on teams. Students at the University of Minnesota who participate for the first time in one of the debates of this League and who register for the course in Intercollegiate Debate receive a credit of three hours. Those who participate a second time receive no additional credit.

Debate relations with the University of Wisconsin, after an interruption of three years, were renewed this spring. A debate was held April 13, 1917, in the auditorium of the Agricultural College on the question of Universal Compulsory Military Service. The committee hopes by next spring to have entered into relations with a third university in order to complete a triangular organization, in which the annual debates will be held in March or April. It is recommended that all students in the University of the rank of junior or above be eligible to membership on the teams, that the time of preparation be limited to six weeks, and that no university credit be given for the work.

Minnesota continues as a member of the Northern Oratorical League, which was endowed in 1901 by Honorable Frank O. Lowden of Chicago. The annual contest which comes to Minnesota one in seven years, was held this year in the auditorium of the Agricultural College on May 4. The membership of this League is made up of the universities of Iowa, Illinois, Michigan, Minnesota, Wisconsin, Northwestern University, and Oberlin College.

F. M. RARIG, Chairman

*Accepted*

## IX

Dean Johnston presented the following communication suggesting that it be referred to the Committee on Education for a later report:

The faculty of the College of Science, Literature, and the Arts has recently passed regulations providing:

- (a) For the distinction between Junior and Senior Colleges;
- (b) For special requirements for promotion from the Junior to the Senior College, including a comprehensive examination on important parts of the work of the Junior College;
- (c) For the definition of the amount and quality of work to be done in the Arts College and the professional school respectively by students enrolled in combined courses.

The purpose of these regulations is to improve scholarship and efficiency of teaching in the college and to improve the preparation of students for professional schools. In so far as these regulations affect other colleges, the Arts College requests that they be referred to the Committee on Education with instruction to report such action as they think appropriate for the University.

*Voted to refer above communication to Committee on Education.*

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

## The University of Minnesota

### THE SENATE

### MINUTES

The first regular meeting of the University Senate for the year 1917-18 was held in Main Engineering Building, Thursday, October 18, 1917, President Burton presiding. No roll call of the members present was taken.

The following program of business was presented by the Committee of Business Rules, and action was taken on the respective items as indicated.

#### ROSTER FOR THE YEAR 1917-18

Adair, Fred C.	Burton, Richard (on leave of absence second semester)
Allen, John R.	Bussey, William H.
Allin, Cephas D.	
Allison, J. H.	Cady, LeRoy
Alway, Frederick J.	Cherry, Wilbur
Appleby, William R.	Cheyney, Edward G.
Arny, Albert C.	Christianson, Peter
	Coffman, Lotus D.
Bachman, Gustav	Comstock, Elting H.
Bailey, C. H.	Cooke, Louis J.
Baldwin, Louis B.	Corbett, J. Frank
Bass, Frederic H.	
Bauer, George N.	Damon, George M.
Beach, J. W.	Davis, William Stearns
Beard, Richard O.	Derby, I. H.
Beggs, Gertrude	Dorsey, Maxwell J.
Bell, E. T.	Downey, Hal
Bender, Wilbur H.	
Bernard, Luther L.	Emmons, William H.
Berry, Josephine T.	Erdmann, Charles A.
Boss, Andrew	Erikson, Henry A.
Bothne, Gisle	
Brekhus, Peter J.	Firkins, Oscar W.
Brierley, W. G.	Fitch, Clifford P.
Britt, S. Y.	Flather, John J.
Brooke, William E.	Fletcher, Henry J.
Brown, Carleton	Frankforter, George B.
Brown, Edgar D.	Fraser, Everett
Buck, Solon J.	Freeman, E. M.
Bull, Coates P.	
Burton, M. L. (President)	

Gay, Carl W.  
Gerould, J. T.  
Godfrey, Henry S.  
Gortner, Ross A.  
Granrud, John E.  
Green, Robert O.  
Griffith, Charles A.  
Grout, F. F.

Haecker, Theophilus L.  
Haggerty, Melvin E.  
Hamilton, Arthur S.  
Harding, Everhart P.  
Hartzell, Thomas B.  
Hayes, Herbert K.  
Hirschfelder, Arthur D.  
Hotchkiss, W. E.  
Hunter, W. W.

Jackson, Clarence N.  
Jaeger, Francis  
Jenks, Albert E.  
Johnston, John B.

Kildee, Henry H.  
Kirchner, William H.  
Kirkwood, William P.  
Klaeber, Frederick  
Knight, R. R.  
Krey, A. C.

Larson, Winford P.  
Lasby, William F.  
Law, Arthur A.  
Lawton, Harry C.  
Leavenworth, Francis P.  
Le Compte, Irville C.  
Lee, Thomas G.  
Litzenberg, Jennings C.  
Lyon, E. P.

McClendon, J. F.  
McGuire, A. J.  
Mann, Frederick M.  
Maves, Hermann A.  
Mayne, Dexter D.  
Meyer, Adolph F.  
Miller, Paul E. (Morris)  
Moore, James E.  
Moore, William  
Mowry, J. L.

Murphy, John F.

Nachtrieb, Henry F.  
Newcomb, Edwin L.  
Nicholson, Edward E.  
Norris, J. Anna

Olmsted, Everett W.  
Orton, Forrest H.  
Owre, Alfred

Pagenkopf, Alfred A.  
Paige, James  
Parcel, John I.  
Pease, Levy B.  
Pike, Joseph B.  
Preston, C. H.  
Price, Richard R.

Rankin, Albert W.  
Reynolds, George W.  
Reynolds, Myron H.  
Roberts, Thomas S.  
Rosendahl, Carl O.  
Rotzel, C. L.  
Rowntree, Leonard G.  
Ruggles, Arthur G.

Savage, Charles A.  
Scammon, R. E.  
Schlenker, Carl  
Scott, Carlyle  
Scott, Frederick H.  
Searles, Colbert  
Selvig, Conrad G. (Crook-  
ston)

Shepardson, George D.  
Shumway, R. R.  
Sidener, Charles F.  
Sigerfoos, Charles P.  
Smith, Arthur C.  
Springer, Frank W.  
Stakman, Elvin C.  
Stauffer, Clinton R.  
Stoll, Elmer E.  
Stomberg, Andrew A.  
Storm, Ashley V.  
Swenson, David F.  
Swift, Fletcher H.

Temple, S.  
Thatcher, Roscoe W.

Thomas, Joseph M.  
Tilden, Josephine E.  
Todd, Arthur J.

Vance, William R.

Walls, James M.  
Washburn, Frederic L.  
Washburn, Robert M.  
Weiss, Oscar A.  
Wells, Amos S.  
Wentling, John P.

West, Rodney M.  
White, Albert B.  
White, S. Marx  
Wiethoff, Charles  
Wilde, Norman  
Wilson, Archie D.  
Woodrow, H. H.  
Wulling, Frederick J.

Young, Jeremiah S.

Zeleny, Anthony

#### *Non-Voting Members*

Northrop, Cyrus, President  
Emeritus

Folwell, William W., Professor  
of Political Science, Emeritus  
Abbott, Amos W., Professor of  
Gynecology, Emeritus

Bell, John W.

Bracken, Henry M.

Christison, James T., Profes-  
sor of Pediatrics, Emeritus

Downey, John F., Dean of Col-  
lege of S. L. & A., Emeritus

Eddy, Henry T., Professor of  
Mathematics and Mechanics,  
Emeritus

Gillette, A. J.

Gilfillan, J. S.

Gislason, H. B.

Hutchinson, John C., Profes-  
sor of Greek, Emeritus

Jones, R. C.

Kiehle, David L., Professor of  
Education, Emeritus

Lansing, R. C.

MacLaren, Archibald

Mann, Arthur T.

Miller, W. S.

Murray, William R.

Ramsay, W. R.

Riggs, Charles E., Professor of  
Mental and Nervous Dis-  
eases, Emeritus

Rogers, J. T.

Rothrock, J. L.

Sanford, Maria L., Professor  
of Rhetoric, Emeritus

Sweitzer, S. E.

Todd, Frank C.

Ulrich, H. L.

Zelner, Otto

The President, in presenting the roster for approval, introduced the new members, who stood in their places as their names were called and received the recognition of their colleagues then in the roster.

#### **REPORT OF ADMINISTRATIVE COMMITTEE**

1. *Date of opening of the University.* Voted that the University classes begin October 10, that the calendar for the year be readjusted and holidays shortened so that Commencement Day would occur the third Thursday in June.

*Approved*

2. *Calendar for the year 1917-18.* Voted that February 18 and 19, holidays between semesters and April 1 and 2 of Easter

recess be dispensed with and these dates be added to the Christmas recess leaving the total number of days in that period the same as heretofore.

*Approved*

3. Resolutions of the Senate Committee on Intercollegiate Athletics:

Prof. Paige reported that in view of President Wilson's statement concerning athletics in colleges and universities, that a number of institutions had reinstated intercollegiate athletics. It was further stated that the University committee at its meeting considered this question and had adopted the following resolutions:

*Whereas*, the Western Intercollegiate Conference at its meeting held June 9, 1917, voted seven to two in favor of continuing intercollegiate athletics, and inasmuch as it appears that one of the two Universities opposing such a continuance has since reconsidered its action;

*Be it Resolved*, that since the position of the University of Minnesota has thus become an isolated one, it is recommended to the Administrative Committee of the Senate that the action of the Senate taken on May 17, suspending intercollegiate athletics during the war, be reconsidered and intercollegiate athletics be reinstated in this University.

It was *voted* (1) that the resolution of the Committee on Intercollegiate Athletics be approved; (2) that the Administrative Committee of the Senate recommend to the Committee on Intercollegiate Athletics, that all profits accruing from intercollegiate athletics during the ensuing year be contributed to the American Red Cross Association.

*Approved*

E. B. PIERCE, *Secretary*

### STANDING COMMITTEES AS RECOMMENDED BY THE PRESIDENT

#### *Business and Rules of the Senate*

Messrs. Fletcher, Corbett, Shepardson, West, White, A. B.

#### *Finance and Audit*

Messrs. Nicholson, Rotzel; students: Ralph Beal, Verne Crowl, Willis Lawson.

#### *Student Publications*

Messrs. Nicholson, Kirkwood, Lasby; students: Felix Moses, Leon Gates, Ethel Erickson, L. E. Battles.

#### *Student Affairs*

Messrs. Nicholson, Lansing, Miss Beggs; students: Gladys Good-nough, Louis Hauser, Charles Bang, Harold Armstrong.

*Debate and Oratory*

Messrs. Gislason, Glick, Pattison, Mrs. Phelan; students: Ray Overmire, Frank Brown, Paul Abrahamson, David Lundeen, Harold Diehl.

*University Extension*

Messrs. Price, Parcel, Scott, Wilson, Young, J. S., Savage, Gay.

*University Functions*

Messrs. Pierce, Baker, R. A., Capt. Britt.

*University Printing*

Messrs. Kirkwood, Gerould, Jones, Notestein, Pierce.

*Education*

Messrs. Searles, Allin, Grout, Jenks, Kirchner, Rowntree, Storm, Fraser, Stakman.

*Relations with Other Educational Institutions*

Messrs. Shumway, Coffman, Holman, Gortner, Pierce, Schlenker, Swenson, West, Jackson.

*Library Committee*

Messrs. Kirchner, Alway, Comstock, Gerould, Hirschfelder, Hunter, Allin, Thomas, Hotchkiss.

*Intramural Sports and Physical Education*

Messrs. Zelner, Harding, Litzenberg, Kildee, Paige, Cooke, and Dr. Norris.

*Intercollegiate Athletics*

Messrs. Paige, Harding, Litzenberg, Kildee, Zelner. Alumni to be appointed. Students to be appointed.

*Appointments*

Messrs. Miller, Brooke, Coffman, Frankforter, Krey, Storm.  
*Approved*

The President briefly addressed the members of the Senate, outlining in general the policy of the administration.

The meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

## The University of Minnesota

### THE SENATE

### MINUTES

The second regular meeting of the University Senate for the year 1917-18 was held in the Library of the Main Engineering Building, Thursday, December 20, 1917, President Burton, presiding.

Seventy-six members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

#### I

Minutes of the meeting of October 18 were approved without correction.

### II. REPORT OF THE COMMITTEE ON EDUCATION

At a meeting of the Senate May 17, 1917, the Committee on Education was instructed "to prepare a statement embodying its views of the relation of the Extension Department to the University Senate."

After studying the development of the General Extension Division, it is the opinion of the Senate Committee on Education that the Extension Division, in its relation to the University as a whole, exercises a double function.

1. It is collegiate in so far as it offers courses which are regularly accredited by the University. In this phase of its work it is under the control of the University Senate in that it is bound to conform to the regulations and requirements of those schools and departments whose work it parallels. A proof of this relation is seen in the appointment, by action of the Senate, of a Committee on University Extension. Its duties are outlined as follows in the minutes of the meeting, held January 29, where this action was first taken.

*University Extension.*—There shall be a standing committee on University Extension. It shall consist of five members. It shall have charge of the Senate business on University Extension; shall promote correlation of extension courses and encourage coöperation in providing courses that may be offered away from the University campus.



2. It is non-collegiate in activities which do not have in view the granting of credits equivalent to those given by other colleges, schools, divisions, or departments of the University. In this part of its work the General Extension Division is responsible only to the Board of Regents.

*Approved*

Section IV of the Constitution of the University Senate provides that the University Senate has power to exercise "legislative and administrative" authority in the "internal affairs" of a single college or school of collegiate rank when "the same affect the interests of the University as a whole." The Committee on Education raises the question whether the Senate should not have similar power over all institutions of non-collegiate rank which make use of the University's name as an advertisement or an endorsement.

The Committee would therefore recommend that section XV of the Constitution be amended to read: "Nothing herein shall be construed as applying to any school or division below collegiate rank established under the authority of the Board of Regents. But no such school or division has the right to use the University's name in connection with its enterprises without the consent of the University Senate."

*Not approved*

Respectfully submitted,

C. D. ALLIN  
F. F. GROUT  
A. E. JENKS  
W. H. KIRCHNER  
L. G. ROWNTREE  
A. V. STORM  
E. FRASER  
E. C. STAKMAN  
C. SEARLES, *Chairman*

### III. REPORT OF THE COMMITTEE ON UNIVERSITY EXTENSION

At the meeting of the University Senate held on May 17, 1917, the following resolution, presented by the Committee on Education, was referred to the Committee on University Extension:

"Be it resolved that the Senate recommend the discontinuance of the University Lyceum as a University function at the close of the present year or at the expiration of existing contracts."

Your Committee on University Extension has investigated the character and administration of the University Lyceum and has caused a questionnaire to be issued for the purpose of ascertaining the attitude toward this work of the communities which have been served. As a result of this investigation, the Committee recommends:

1. That the University Lyceum be continued.

2. That announcements of attractions for the University Lyceum be printed and issued separately from announcements of faculty lecturers.

*Referred back to the Committee*

Respectfully submitted,

THE SENATE COMMITTEE ON UNIVERSITY EXTENSION,

C. A. SAVAGE  
CARL W. GAY  
A. D. WILSON  
J. S. YOUNG  
JOHN D. PARCEL  
RICHARD R. PRICE, *Chairman*

#### IV. REPORT OF THE ADMINISTRATIVE COMMITTEE

Your Committee has taken the following actions since the last meeting of the Senate and presents them for ratification:

1. *Public health lectures for seniors. Voted*

(a) To recommend to the Public Health Committee that such lectures be offered to seniors, but that attendance be made optional.

(b) That this committee recommend to the Board of Regents the early appointment of a health officer for the University.

*Approved*

2. *Fiftieth anniversary celebration. Voted* that the following recommendations of the special committee be adopted:

The committee unanimously recommend that at some date later to be designated in the spring of 1918 there be held a University convocation in commemoration of the fiftieth anniversary of the establishment of the University; that in making arrangements for the exercises then to be held, the following shall be the guiding principles:

(a) In view of the grave conditions incident to the existence of war the exercise shall be conducted without display or expense, the purpose being to make the occasion one of state interest only. Therefore—

(b) Invitations to the exercises shall be sent to the presidents of the privately organized colleges in the state, superintendents of state normal schools, and the county and city superintendents of schools.

(c) The celebration is to be made the occasion for the quiet inauguration of the President of the University, the inauguration exercises being so ordered as to aid and emphasize the cardinal purposes of the anniversary celebration which are to be

(d) The effort to make clear and outstanding the relation of the University to the state, with particular reference to the University as the head of the educational system of the state, and the attempt to make known the need of a conscious institutional life and of a spirit of institutional unity.

*Approved*

3. *Disciplinary resolutions for the University code.* Voted that the following resolutions for the discipline of students be adopted:

(1) Whenever any student of the University, during any session of the University, has been found guilty of any of the following offenses, he shall be liable to expulsion or suspension by the Senate:

(a) Drunkenness, or disorderly conduct such as constitutes a breach of the peace, whether such drunkenness or misconduct has taken place upon the University campus or elsewhere;

(b) Misappropriation of money or other property;

(c) Misconduct of any kind which is unbecoming a student of the University and detrimental to the welfare of the student body.

(2) Conviction in a court of justice of a criminal offense involving moral turpitude shall be ground for expulsion or suspension by the Senate.

NOTE: Each faculty (or executive faculty, if so organized) controls the discipline of its students. Senate Constitution, Art. IX.

The Senate shall have power to enact statutes not inconsistent with Article IX for the government of students in their relation with the University, including all matters of discipline affecting the University as a whole. Senate Constitution, Art XIII.

*Approved*

4. *Question of roll of honor of students and members of the faculty who have entered military service.* Voted (a) that the Registrar be authorized to prepare a roll of honor of all University students and members of the faculty who have entered the Government service, the roll to include names and military addresses; (b) that the Alumni Secretary be requested to prepare a similar roll of honor of alumni.

*Approved*

5. *Credits for students withdrawing for military service.* The following report of the special committee appointed to consider this matter was presented and action taken as indicated:

(a) Any student who, at the time of receiving a call for military, naval, or other urgent government service, has completed satisfactorily all but the last four weeks of class work in a given semester, shall be entitled to full credit for the semester's work with grades as of date of leaving. In studies in which the work is unsatisfactory a mark of cancellation without grade shall be entered.

*Approved*

(b) Any other student who has completed not less than eight weeks of work with a satisfactory grade at time of such call shall receive grades of incomplete. Upon reentering the University, he may resume the work in class at the point of leaving and make up the work missed; or, if this is not feasible, he may receive half credit, defined or undefined, for the period involved. The student whose work is below grade at the time

of the call shall have his registration cancelled without grade.

*Voted* that in the cases of the thirty-six men entering the Third Officers' Training Camp, the four weeks' time limit be extended to bring them under the provisions of 5 (a).

*Approved*

6. *Economy campaign.* Professor Wilson and Miss Weigley of the Department of Agriculture were present and stated the point of view of the Government in this connection. *Voted* that it be the sense of this meeting that the University conform to the program of the Food Administration Committee and that a special committee be appointed to conduct an educational campaign within the University. The President appointed the following committee: Dean Owre, Mildred Weigley, and A. D. Wilson.

*Approved*

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

## The University of Minnesota

### THE SENATE

#### MINUTES

A special meeting of the Senate was held in the Library of the Main Engineering Building, Monday, December 23, 1918, at 4:00 p.m., President Burton presiding.

Eighty-nine members responded to the roll-call.

Pursuant to the action taken at the last meeting of the Senate, the special meeting was called to give further consideration to the quarter system.

*Voted* on motion of Dean Johnston to reconsider the action taken at the meeting of December 19, adopting the quarter system.

A motion to lay the matter on the table, pending an investigation of the whole question by the Committee on Education, was lost.

*Moved* by Mr. Gortner and *seconded* by Mr. Allen that the Senate recommend to the Board of Regents the adoption of the four-quarter system.

In the discussion which followed, twenty-four members of the Senate took part.

It was finally *voted* to recommend the adoption of the four-quarter system with the understanding that such action is conditional upon the securing of adequate funds for the purpose, and that the system should be established in such a way as to lay emphasis upon advanced and graduate work. The vote was seventy-five to eleven in favor of the motion.

#### REPORT OF ATHLETIC COMMITTEE

Mr. Paige's request that the report of the Athletic Committee be deferred until the next meeting was approved.

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*

**The University of Minnesota**

**THE SENATE**

**MINUTES**

The third regular meeting of the University Senate for the year 1917-18 was held in the Library of the Main Engineering Building, Thursday, May 23, 1918, President Burton, presiding.

Forty-eight members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

I. Minutes of the meeting of December 20 were approved without correction.

**\*II. REPORT OF THE COMMITTEE ON  
THE RELATION OF THE UNIVERSITY TO  
OTHER INSTITUTIONS OF LEARNING**

The Committee on the Relation of the University to Other Institutions of Learning reports the following schools visited during this year:

*Preparatory Schools*

St. Mary's College, Winona  
Summit School, St. Paul (formerly Loomis School)  
Luther Academy, Albert Lea  
Cretin High School, St. Paul

*Junior Colleges*

St. Mary's Hall, Faribault  
Villa St. Scholastica, Duluth  
Rochester Junior College, Rochester  
St. Benedict's College, St. Joseph  
Hibbing Junior College, Hibbing  
Jackson Junior College, Jackson  
Cloquet Junior College, Cloquet

Your Committee makes the following recommendations:

*I. Preparatory Schools:*

---

\*The President has ruled that these are matters which affect the University as a whole and are, therefore, binding upon the Faculties of separate schools and colleges.

a. That St. Mary's College, Luther Academy, Cretin High School, St. Mary's Academy and the Cathedral High School at St. Cloud be provisionally placed upon the accredited list for one year and that these schools be reinspected next year.

b. That St. Mary's Academy, Graceville, be continued on the accredited list for another year in view of the improvements made at that school during the past year.

c. That the Danish-Norwegian Seminary, Maplewood Academy, Parker College, Cathedral High School (Winona), and Cotter Commercial High School, be continued on the list of provisionally accredited schools, during the ensuing year.

*Approved*

2. *Junior Colleges:*

That St. Mary's Hall and Villa St. Scholastica be allowed advanced standing on a one-year basis.

That work at Rochester, St. Benedict's, Hibbing and Cloquet be recognized on a two-year basis.

That work at Faribault be recognized on a one-year basis.

That students who have completed college work at Jackson be allowed the appropriate advanced standing for work already completed, it being understood that the school will not continue to offer college work after this year.

*Approved*

3. *Student Estimates:*

That each Superintendent or Principal be asked to furnish the University, in addition to the customary data given on the admission blank, a personal statement of the student's capabilities and aptitudes. This plan has the approval of the committee representing the superintendent of the state.

*Approved*

4. *Normal School Credit:*

That the following resolutions received from the Executive Faculty of the College of Education be approved:

Graduates in the three-year course in the state normal schools of Minnesota may receive not more than seventy-five credits in the College of Education at the University of Minnesota; credits earned in the three-year normal school course shall be applied in case they are deemed of equivalent merit, in the College of Education to courses leading to certificates for supervisors in elementary grades, as principals in state graded schools, as teachers in junior high schools or in normal school departments in high schools; students coming from the three-year course in normal schools shall not receive certificates in high-school subjects from the University without completing the prescribed courses of the University of Minnesota for such certificates.

*Approved*

5. *Handicraft Guild:*

That in view of the articulation of the Handicraft Guild of Minneapolis with the College of Education, the recommendation of the Executive Committee, that all Guild students, who

Regents - 6/3/1918 - Voted to refer back to the Senate for further consideration the report of the Committee on Education regarding outside work of members of the faculty.



have completed the two-year course, be admitted to the Junior class of the College of Education and that they receive the Bachelor's degree and Teacher's Certificate upon completing satisfactorily the requirements of the College of Education on the basis of a four-year course, be approved. It is understood that all Handicraft students were high-school graduates before entering the Guild:

The Committee reports conferences with the representatives of high schools of the state resulting in the elimination of the letter of warning now sent to students having low scholarship records.

The Committee further reports a closer affiliation of all the colleges of the state through the establishment of a committee consisting of representatives of these colleges and the University. This Committee will consider common problems of higher education in this State.

*Approved*

*Approved*

Respectfully submitted,

THE SENATE COMMITTEE ON THE RELATION OF THE UNIVERSITY  
TO OTHER INSTITUTIONS OF LEARNING

R. R. SHUMWAY  
L. D. COFFMAN  
R. A. GORTNER  
W. F. HOLMAN  
C. M. JACKSON  
E. B. PIERCE  
C. SCHLENKER  
D. F. SWENSON  
R. M. WEST

### **\*III. REPORT OF THE COMMITTEE ON EDUCATION**

In view of the unfortunate criticisms that have been directed against members of the faculty, because of expert service rendered to business concerns, we respectfully recommend that the Board of Regents so amend the regulations governing outside work, as to provide that any member of the faculty who engages in such work, shall file with the President of the University:

A. A full statement of the terms of his employment, the time being devoted to it with dates of beginning and ending, the compensation received, and the object of the investigation or other service.

B. A copy of any written report that is rendered to the employers, such report to be regarded as confidential but to be at the disposal of the Board of Regents in case it is necessary to make use of it to protect the interests of the University.

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\* The President has ruled that these are matters which affect the University as a whole and are, therefore, binding upon the Faculties of separate schools and colleges.

In view of the vital interest to the staff of instruction and of the effect which such complaints and criticisms may have on the work of instruction we would respectfully suggest:

C. That representatives of the faculty should be called upon to investigate and report upon such matters of complaint, and

D. Complaints, petitions, and memorials which may contain criticism of the faculty should be received in executive session of the Board and these should not be given to the public until they have been investigated and an opportunity given for defense, as in a public hearing or otherwise.

*Approved*

*Resolved*, that a committee of the Senate should be appointed to draft a revision of the Constitution of the Senate for submission to the Board of Regents, with a view to an extension of its jurisdiction over any matter which may affect the educational policy or reputation of the University, or the professional standing of members of the several faculties.

*Not Approved*

Respectfully submitted,

THE SENATE COMMITTEE ON EDUCATION

C. SEARLES  
C. D. ALLIN  
E. FRASER  
A. E. JENKS  
W. H. KIRCHNER  
A. V. STORM

#### IV. REPORT OF THE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

The Committee on Intercollegiate Athletics begs leave to report that the Intercollegiate Conference of Faculty Representatives at its meeting on December 9, 1917, unanimously adopted the following resolution:

*Resolved*, that only eligible players, coaches, trainers, and managers not to exceed a total of thirty-five persons shall be carried at the expense of the athletic administration to any single event.

Your Committee unanimously recommends the approval of this resolution by the Senate.

*Approved*

Respectfully submitted,

THE SENATE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

J. PAIGE  
E. P. HARDING  
JOHN F. HAYDEN  
JOHN HOLT  
H. H. KILDEE  
J. LITZENBERG  
E. S. PLATOU  
JOHN R. SCHUKNECHT  
O. S. ZELNER

## V. REPORT OF THE COMMITTEE ON STUDENT AFFAIRS

The work of the Committee during the past year has been largely routine. There have been very few requests for recognition of new organizations.

The Committee completed action on a recommendation made last year, to the effect that no student organization may give more than one party a semester on the campus. This recommendation was approved and published.

The Committee prepared and had printed a statement of the duties and responsibilities of chaperones, which were to be placed in the hands of those agreeing to act as chaperones.

E. E. NICHOLSON, *Chairman*

*Accepted and placed on file.*

## VI. REPORT OF THE COMMITTEE ON STUDENT PUBLICATIONS

A serious situation confronted those interested in student publications at the beginning of the year. The staffs of the various publications, elected last spring, were completely disorganized—most of the men having enlisted. The financial situation appeared to be exceedingly serious. There was serious doubt as to whether the advertising field could or would support all of the publications.

After numerous conferences it was agreed that two publications, *The Minnehaha* and *The Minnesota Magazine*, should temporarily suspend publication and all energies should be concentrated on the *Daily* and *Gopher*.

These two publications are completing a successful year, the partial reorganizations have been necessary more than once.

E. E. NICHOLSON, *Chairman*

*Accepted and placed on file.*

## VII. REPORT OF THE COMMITTEE ON FINANCE AND AUDIT

The policy of monthly financial statements from those organizations possessing a permanent or semi-permanent business organization, has been continued. All organizations with which the Committee has dealt are in good financial condition, with the exception of the Masquers, a dramatic club. It is hoped to have this organization on its feet within the near future.

More unpaid accounts (fraternity and class) have been brought to the attention of the Committee than usual. This has been due to war conditions, a large number of students leaving last spring before the close of the year. In some cases whole fraternity chapters disappeared.

Reasonable success has been had in arranging for payment of these accounts in a manner agreeable to all parties concerned.

E. E. NICHOLSON, *Chairman*

*Accepted and placed on file.*

## VIII. REPORT OF THE COMMITTEE ON UNIVERSITY FUNCTIONS

Your Committee reports that its responsibilities have been expanded to include the conduct of University Convocations. The following functions have been held thus far,—those of December 20, February 26, and May 2 calling for particular attention on the part of the Committee.

October	10	Opening Convocation
November	14	Y. M. C. A. War fund, Captain Sanborn
December	20	Christmas Convocation, Departure of Base Hospital
January	15	President King of Oberlin College
February	18	Lyman Powell, Hobart College
February	26	Service Flag Presentation, Governor Burnquist
March	19	Captain Chute
May	2	Cap and Gown Day
May	13	Major Gordon (Ralph Connor)

Baccalaureate Service and Commencement are the remaining convocations this year.

It has been the purpose of the Committee to give to these functions as much of impressiveness and dignity as the facilities at their disposal and the character of the meeting place will permit.

The Committee calls attention to the fact that it is exceedingly difficult to secure anything like the effects desired in a place which lends itself so poorly to artistic effort as does the Armory.

Respectfully submitted,

E. B. PIERCE  
S. Y. BRITT  
J. H. FORSYTHE

*Accepted and placed on file.*

## IX. REPORT OF THE ADMINISTRATIVE COMMITTEE

Your Committee has taken the following actions since the last meeting of the Senate and presents them for ratification:

1. *Summer Session.*—Regulations governing the organization and conduct:

(a) Subject to the approval of the President and the Board of Regents, the University of Minnesota shall maintain an annual Summer Session to be of such length and to embrace such courses as may be determined by the Director in consultation with the Advisory Committee hereinafter constituted. Such Summer Session shall be administered as a separate unit in the organization of the University, and shall offer only work of collegiate grade properly articulated with the collegiate work of the regular session of the University.

(b) The maintenance of said Summer Session shall be provided for through the appropriation by the Regents of a definite sum annually. All income accruing from the Summer Session shall be paid into the general University fund.

(c) At the first meeting of the Board of Regents after the beginning of each University year a Director of the Summer Session shall be appointed by the Regents to serve for the period of one year next ensuing. In case the Director is a member of the staff on the main campus, there shall be appointed, upon the recommendation of the Director, a vice-Director for work offered on the campus of the Department of Agriculture.

(d) The Deans of the several schools and colleges, or their representatives approved by the President, together with the Director and vice-Director, shall constitute an Advisory Committee of the Summer Session. The Director shall advise with this committee concerning all questions of policy relating to the organization and administration and the work of the Summer Session.

(e) The Director with the approval of the President and the Board of Regents shall prepare a budget, arrange for the teaching staff, salary schedule, and take such other measures as he may deem necessary for the proper conduct and development of the work of the Summer Session.

(f) The Director shall also prepare and submit to the President an annual report on the work of the Summer Session together with such recommendations as he may choose.

(g) In the conduct of the work in the College of Agriculture the vice-Director, subject, however, to the approval of the Director, shall exercise all the powers and discharge duties of the Director.

(h) The Director, upon the advice of the Advisory Committee, may present to the University Senate recommendations relating to the length of the Summer Session, the articulation of the Summer Session with the work of the regular year, and such other matters as may affect general University policy.

2. *Gopher selling campaign.*—On the recommendation of the Committee on Publications it was voted that, owing to special conditions due to the war, the petition of the Gopher Management to use the button system in their selling campaign this year be granted, with the understanding that this action would not stand as a precedent.

\*3. *Convocation hour.*—Voted that it is the sense of this committee that one hour each week, preferably Thursday, be made available for convocation purposes.

\*4. *Calendar for 1918-19.*—Voted that the University begin September 25, that there be no classes November 5, 28, 29, and 30, that the Christmas recess begin December 22, closing January 1, classes resuming Thursday morning, January 2, that the second semester begin Monday, February 3, the Easter recess to cover April 18 to 21 inclusive, and that Commencement Day fall on June 5.

5. *Library statement in the Bulletin of General Information.*—Voted upon recommendation of the Printing Committee that the following statement, submitted by the Library, be printed in the *Bulletin of General Information*:

#### THE UNIVERSITY LIBRARY

The purpose of the University Library is to supply books and to teach students to use them with the minimum waste of time and effort and the maximum profit. The collections in the General Library and the College Libraries are maintained to supplement and to facilitate the work of all departments, and familiarity with their resources should be acquired early. Intelligent use of the libraries is essential for the successful pursuit of every college course.

The General Library contains a miscellaneous collection of books relating to all fields of learning but is especially adapted to meet the needs of students in the Academic Department. The College Libraries contain collections of technical books, periodicals, and transactions of learned societies relating to the work of the particular college to which they belong.

Registration automatically entitles students to library privileges.

Library assistants are at all times ready to help students in obtaining references and in directing them in the use of catalogs and indexes.

\*6. *Modification of free tuition rule.*—Voted that, since the primary purpose of the original rule concerning free tuition is to encourage advanced work, the exemption from fees be restricted to those registering in the Graduate School; in other words, the present rule be modified to read as follows:

\* The President has ruled that these are matters which affect the University as a whole and are, therefore, binding upon the Faculties of separate schools and colleges.

All fellows, scholars, assistants, instructors, and all members of the teaching staff and scientific bureaus or experiment stations, when regularly enrolled as students in the Graduate School, shall not be required to pay University fees or tuition.

Voted also that where necessary in individual cases the salaries of teachers may be increased to cover the amount of free tuition withdrawn in their cases.

\*7. *Granting of credit in cases of enlistment.*—Voted that the action of December 4 be amended by adding the following: In cases of special hardship the faculty of each college is authorized to make arrangements for giving special instruction and tests thereon whereby students called to military service after the date of this resolution, and before May 10, 1918, may receive credit for the current semester's work provided that all cases in which such action is taken shall be reported to this committee.

8. *Low scholarship letter.*—Voted on recommendation of the Committee on the Relation of the University to Other Institutions of Learning that the sending of letters of warning to students for low scholarship be discontinued.

\*9. *Sabbatical furlough and leave of absence.*

A. Sabbatical furlough.

The purpose of the sabbatical furlough is to encourage special studies, investigations, and research on the part of members of the faculty and thereby to increase their scholarship and capacity for service to the University.

1. Application for sabbatical furlough may be made by any member of the faculty who has served the University for six consecutive years, of which at least two years must have been with a rank not lower than that of Assistant Professor. The application may be for furlough for a year or for one semester, at the option of the applicant.
2. The application shall be made upon a blank to be provided, containing:
  - a. Name, age, rank, department, college, and subjects taught.
  - b. Date of leaving and of returning.
  - c. Statement of successive changes in rank and salary.
  - d. Reason for wishing furlough, place where furlough would be spent, and an outline of the program of studies or other activities which he proposes to follow.
  - e. Statement of any previous leave of furlough granted.
  - f. A definite statement of intention to devote his sabbatical furlough to the program outlined, and to continue his service to this University, after his furlough, for at least one year on the same pay, tho with no prejudice to his receiving any advance which he would have received had he not been absent on furlough.
3. Such application will be granted by the Board of Regents subject to the following conditions:
  - a. The Board shall be satisfied that the applicant's ability and aptitudes are such that the University is likely to benefit from the increased efficiency acquired during his absence.
  - b. The Board shall be satisfied that, by securing assistants with the other half of the applicant's pay, distributing his work among other members of his department, or by other adjustment, arrangement can be made so that the work of the department can be carried on satisfactorily during his absence.
  - c. The application must have the approval of the Dean of the applicant's college, and, unless he himself be the head of a department, of the head of his department.

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\*The President has ruled that these are matters which affect the University as a whole and are, therefore, binding upon the Faculties of separate schools and colleges.

4. Service in another institution in which sabbatical furloughs are granted may be taken into account in granting the sabbatical furlough.
5. For the period of the furlough, the University will pay the absentee one half of his regular salary.
6. It is understood that the half salary paid to the absentee is not to be regarded as additional compensation for services rendered during the preceding six years, but as contemporaneous compensation for services rendered to the University during his furlough, acquiring greater efficiency for subsequent service to be rendered to the University.

B. Leave of absence under special conditions.

In exceptional cases a member of the faculty, having rank not lower than that of assistant professor, to whom are presented opportunities to increase his professional efficiency and his value to the University by engaging temporarily in private or public business, or in the practice of a profession, may make application for leave of absence. Upon approval of such application by the Dean of the College concerned, the Board of Regents may grant special leave of absence on such terms as to salary and period of absence as the particular facts of each case may warrant.

Respectfully submitted,

E. B. PIERCE, *Secretary*

The President announced that in accordance with the regulations of Article 13 in the Constitution of the Senate, he would indicate when certain actions of the Senate affected the University as a whole and need not be referred to the respective Colleges for further action. In accordance with this rule, the President stated that action on Items 3, 4, 6, 7 and 9 of the Report of the Administrative Committee was final.

The question was raised as to whether or not the Senate might better fulfill its functions by meeting more frequently and the suggestion was made that the meetings be held as often as once a month. *Voted*, on the action of Mr. Storm, that the practice of holding Senate Meetings in the evening be given a trial.

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

**The University of Minnesota**

## THE SENATE

## MINUTES

A special meeting of the University Senate, called by the President to consider the recommendations of the Administrative Committee concerning academic credits for students entering military service, was held on Saturday, June 8, at 12 o'clock in the Library of the Main Engineering Building, President Burton, presiding.

Forty-three members responded to the roll call.

The program of business was presented by the Committee on Business and Rules. The recommendations were considered, discussed at some length, and adopted as follows: (Number 2 being an amendment offered by Professor Flather.)

RECOMMENDATIONS REGARDING ACADEMIC CREDIT FOR  
STUDENTS ENTERING MILITARY SERVICE

The University of Minnesota, recognizing the loyalty and devotion of her sons, desires to express the highest appreciation of the patriotic service of those who have entered the armed forces of the United States or her allies during the present war.

1. Every such student whose scholarship record was satisfactory at the time of entering military service, will be given a special certificate by the President, showing the work completed and the classification of the student at that time.

a. If not less than one-half of any semester has been completed, time credit will be given in proportion to the work done.

b. If all but four weeks of any semester have been completed, course credit for the semester will be given on the recommendation of the instructor.

2. It is further understood that in the case of seniors and others, who have entered upon the second semester of the year in which they expect to graduate, if such men enter the service of the government and are engaged in activities along the line of their professional or technical education, the experience gained while in the discharge of such duties may be recognized as the equivalent of work which would have been taken in course had



the student remained in the University. Each College may demand additional or supplementary requirements according to their respective practices; that is, if these are now necessary for graduation such these may still be required before the degree is conferred.

3. If the student's class graduates while he is still in military service, the student's name will be printed on the Commencement program of his class as one absent in military service.

4. When the student returns to the University he may gain the regular degree by completing the requirements therefor without loss of time due to any changes made meanwhile; or, if he has gained the rank of a commissioned officer or has a record of exceptional service or experience, he may have the option of submitting his military record as a substitute for a part of the residence requirement. In proportion to the length, character, and distinction of his service the faculty may grant time credit of one semester or one year toward the degree. In this case the diploma shall bear a statement showing the recognition given to military service. In professional schools the student shall be granted the degree only after he has completed all the requirements necessary to the recognition of his degree by the state examining boards having jurisdiction over admission to practice in the profession.

*Approved*

Meeting adjourned.

E. B. PIERCE,  
*Clerk of the Senate*

## The University of Minnesota

### THE SENATE

### MINUTES

The first regular meeting of the University Senate for the year 1918-19 was held in the Library of the Main Engineering Building, Thursday, December 19, 1918.

Ninety-two members responded to the roll-call.

The following items were presented for consideration by the Committee on Business and Rules and action was taken as indicated.

1. The Minutes of the meeting of June 8, 1918, were approved without reading.

2. 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, Hayden, John F., Schuknecht, John, Platou, Earl S., Holt, John E.

#### 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., Shephardson, 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.

*Approved*

III. SENATE ROSTER 1918-19

‡Adair, Fred C.	Bussey, William H.
Allen, John R.	*Bruce, Andrew A.
Allin, Cephas D.	†Baines, Thomas M.
‡Allison, J. H.	‡‡Blakey, Roy G.
Alway, Frederick J.	Cady, LeRoy
Appleby, William R.	Cherry, Wilbur
Arny, Albert C.	Cheyney, Edward G.
Bachman, Gustav	Christianson, Peter
Bailey, C. H.	Coffman, Lotus D.
‡Baldwin, Louis B.	Comstock, Elting H.
Bass, Frederick H.	Cooke, Louis J.
Bauer, George	†Corbett, Frank L.
Beach, J. W.	†Craig, Hardin
Beard, Richard O.	Cumberland, W. W.
Beggs, Gertrude	Damon, George M.
Bell, E. T.	Davis, William Stearns
Bernard, Luther T.	Dorsey, Maxwell J.
*Black, J. D.	Downey, Hal
Boss, Andrew	*Dowrie, G. W.
Boss, William	‡Durand, E. Dana
Bothne, Gisle	*Durand, Elias J.
Brekhus, Peter J.	Emmons, William H.
Brierly, W. G.	Erdmann, Charles A.
Brooke, William E.	Erickson, Henry A.
Brown, Carleton	*Eckles, C. H.
Brown, Edgar	Firkins, Oscar W.
Bull, Coates P.	Fitch, Clifford P.
Burton, M. L. (President)	
Burton, Richard	

\* New members.

† Promotions.

‡ On leave of absence.

Flather, John J.  
 Fletcher, Henry J.  
 ‡Ford, Guy Stanton  
 ‡Frankforter, G. B.  
 Fraser, Everett  
 Freeman, E. M.  
  
 Gay, Carl W.  
 Gerould, J. T.  
 Godfrey, Henry S.  
 Gortner, Ross A.  
 Granrud, John E.  
 ‡Gray, John H.  
 Green, Robert O.  
 Griffith, Charles A.  
 ‡Grout, F. F.  
 Gras, N. S. B.  
  
 ‡Haggerty, Melvin E.  
 Hamilton, Arthur S.  
 Harding, Everhart P.  
 Hartzell, Thomas B.  
 Hayes, Herbert K.  
 Hirschfelder, Arthur D.  
 ‡Hotchkiss, W. E.  
 \*House, Ralph E.  
 †Hoyt, Samuel L.  
 Hunter, W. H.  
  
 Jackson, Clarence M.  
 ‡Jager, Francis  
 Jenks, Albert E.  
 Johnston, John B.  
 \*Jones, Lauder W.  
  
 Kirchner, William H.  
 Kirkwood, William P.  
 Klaeber, Frederick  
 Knight, R. R.  
 Krey, A. C.  
  
 Larson, Winford P.  
 Lasby, William F.  
 ‡Law, Arthur A.  
 Lawton, Harry C.  
 Lambert, E. M.  
 Leavenworth, Francis P.  
 LeCompte, Irville C.

Lee, Thomas G.  
 Litzenberg, Jennings C.  
 Lyon, E. P.  
  
 ‡McClendon, J. F.  
 ‡McKeehan, Louis W.  
 Mann, Frederick M.  
 ‡Mann, A. T.  
 Maves, Herman A.  
 Mayne, Dexter D.  
 Miller, Paul E. (Morris)  
 Moore, William  
  
 Nachtrieb, Henry F.  
 Newcomb, Edwin L.  
 Nicholson, Edward E.  
 Norris, J. Anna  
 ‡Notestein, Wallace  
  
 Olmsted, Everett W.  
 Orton, Forrest H.  
 Owre, Alfred  
  
 Pagenkopf, Alfred A.  
 Paige, James  
 Parcel, John I.  
 Pease, Levy B.  
 Peck, F. W.  
 Pike, Joseph B.  
 Preston, C. H.  
 Price, Richard R.  
 \*Peters, W. H.  
  
 Rankin, Albert W.  
 ‡Ramsey, W. R.  
 †Rarig, Frank M.  
 ‡Reynolds, George W.  
 Reynolds, Myron H.  
 \*Riley, W. A.  
 Roberts, Thomas S.  
 ‡Robertson, Harold E.  
 Rosendahl, Carl O.  
 Rotzel, C. L.  
 ‡Rowntree, Leonard G.  
 Ruggles, Arthur G.  
  
 Savage, Charles A.  
 Scammon, R. E.

\* New members.  
 † Promotions.  
 ‡ On leave of absence.

Schlenker, Carl  
 Scott, Carlyle  
 Scott, Frederick H.  
 Searles, Colbert  
 Sedgwick, Julius P.  
 Selvig, C. G. (Crookston)  
 Shepardson, George D.  
 Shumway, R. R.  
 Sidener, Charles F.  
 \*Sies, Raymond  
 Sigerfoos, Charles P.  
 Smith, Arthur C.  
 \*Sneed, M. Cannon  
 Speinger, Frank W.  
 Stakman, Elvin C.  
 ‡Stauffer, Clinton R.  
 ‡Stewart, John T.  
 Stoll, Elmer E.  
 Stomberg, Andrew A.  
 Storm, Ashley V.  
 †Strachauer, C. A.  
 \*Sundwall, John  
 Swann, W. F. G.  
 Swensen, David F.  
 Swift, Fletcher F.

†Tate, John T.  
 †Temple, S.  
 Thatcher, Roscoe W.  
 Thomas, Joseph M.

‡Thurston, Edward S.  
 Tilden, Josephine E.  
 Todd, Arthur J.  
 †Ulrich, Henry L.  
 ‡Vance, William R.  
 Walls, James M.  
 Washburn, Frederick L.  
 Washburn, Robert M.  
 Weiss, Oscar A.  
 †Weigley, Mildred  
 Wells, Amos S.  
 Wentling, John P.  
 West, Rodney M.  
 Wheeler, E. E.  
 White, Albert B.  
 White, S. Marx  
 Weithoff, Charles  
 Wilde, Norman  
 Wilson, Archie D.  
 †Woodrow, H. H.  
 Wulling, Frederick J.

†Yerkes, R. M.  
 †Young, Jeremiah S.  
 Zeleny, Anthony

*Non-Voting Members*

Northrop, Cyrus, President Emeritus	Eddy, Henry T., Professor of Mathematics and Mechanics, Emeritus
Folwell, William W., Profes- sor of Political Science, Emeritus	Forsythe, J. H. Gillette, A. J.
Abbot, Amos W., Professor of Gynecology, Emeritus	Gilfillan, J. S. Glick, G. G.
Bell, John W.	Haecker, Theophilus L.
Bracken, Henry M.	Holman, W. F.
Buck, Solon J.	Hutchinson, John C., Professor of Greek, Emeritus
Christison, James T., Profes- sor of Pediatrics, Emeritus	Jones, R. C.
Colvin, A. R.	Lansing, R. C.
Downey, John F., Dean of College of S., L., and A., Emeritus	Lindsley, C. F. MacLaren, Archibald

\* New members.  
 † Promotions.  
 ‡ On leave of absence.

Mann, Arthur T.  
Meyer, Adolph F.  
Miller, W. S.  
Murray, William R.  
Reeve, W. D.  
Riggs, Charles E., Professor  
of Mental and Nervous Dis-  
eases, Emeritus

Rothrock, J. L.  
Sanford, Maria L., Professor  
of Rhetoric, Emeritus  
Sweitzer, S. E.  
Ulrich, H. L.

*Approved*

#### 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 SU. 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*

*Approved*

## 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 be closely correlated with that of the rest of the year.

C. SEARLES, *Chairman*

*Voted* that the motion to adopt the report of the Committee on Education be laid on the table.

*Voted* that it be the sense of the members of the Senate present that the four quarter system be adopted. (Vote fifty-one to twenty-three.)

*Voted* that a special meeting of the Senate be called for further discussion of the four quarter system. (Vote thirty-six to twenty-nine.)

The President announced that the meeting would be called Monday, December 23, 1918, at 4:00 o'clock.

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*

1918-1919

Year ~~1907-1908~~

No. 2

## The University of Minnesota

### THE SENATE

#### MINUTES

A special meeting of the Senate was held in the Library of the Main Engineering Building, Monday, December 23, 1918, at 4:00 p.m., President Burton presiding.

Eighty-nine members responded to the roll-call.

Pursuant to the action taken at the last meeting of the Senate, the special meeting was called to give further consideration to the quarter system.

*Voted* on motion of Dean Johnston to reconsider the action taken at the meeting of December 19, adopting the quarter system.

A motion to lay the matter on the table, pending an investigation of the whole question by the Committee on Education, was lost.

*Moved* by Mr. Gortner and *seconded* by Mr. Allen that the Senate recommend to the Board of Regents the adoption of the four-quarter system.

In the discussion which followed, twenty-four members of the Senate took part.

It was finally *voted* to recommend the adoption of the four-quarter system with the understanding that such action is conditional upon the securing of adequate funds for the purpose, and that the system should be established in such a way as to lay emphasis upon advanced and graduate work. The vote was seventy-five to eleven in favor of the motion.

#### REPORT OF ATHLETIC COMMITTEE

Mr. Paige's request that the report of the Athletic Committee be deferred until the next meeting was approved.

Meeting adjourned.

E. B. PIERCE, *Clerk of the Senate*

## The University of Minnesota

### THE SENATE

#### MINUTES

The second regular meeting of the University Senate for the year 1918-19 was held in the Library of the Main Engineering Building, Thursday, February 20, 1919, President Burton presiding.

Sixty-one members responded to the roll-call.

The program of business was presented by the Committee on Business and Rules as follows and action taken as indicated.

I. The Minutes of the meeting of December 23 were approved without correction.

#### II. REPORT OF THE COMMITTEE ON EDUCATION

The committee is of the opinion that a bulletin of each college, giving the courses of instruction for the entire academic year is necessary and should be available at the beginning of the school year. Insofar as possible, departments should endeavor to arrive at a permanent arrangement of their standard courses.

*Approved*

The committee recommends for the adjustment of the courses in the quarter system that such general groups as have been organized in the University, as for example the Biological and Social Science groups, should confer on the correlation of courses and the arrangement of the schedule.

*Approved*

The committee is of the opinion that courses of less than three credits per quarter should not be offered save in the case of specialized courses in the graduate and professional schools. In order to promote a coördination of the schedule the committee recommends that the courses in the first and second years be arranged on a three and a five credit hour basis.

W. H. KIRCHNER, *Secretary*

Mr. Searles read an informal report on a study recently made, showing the extent to which elementary subjects are being elected by University students.

The question as to the condensation from semester to quarter courses, or the expansion from semester to two quarter courses was raised.

*Voted* that it be the sense of the Senate that whenever feasible, closed quarter courses should be available.

### III. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. *Summer Session of 1919.*—Inasmuch as legislative action could not very well affect the coming Summer Session, it was voted that the Administrative Committee recommend to the Regents that immediate plans be made for the Summer Session.

*Approved*

2. *Comparative standings of high schools as regards delinquent students.*—Regrets have been expressed that publicity was given to the comparative showings of the respective high schools as regards the dropping of entrants. Voted that the publication of such data be discontinued.

*Approved*

3. *Dates for condition examinations.*—Voted that all examinations for the removal of conditions, shall be held during either the week preceding or the first week of each quarter. The period selected and the examinations given at each period shall be determined by the respective colleges.

*Approved*

4. *Time for removal of incompletes.*—Voted that no change be made in the present plan.

*Approved*

5. *Marking system.*—It is understood that the University returns automatically to the letter system of grading.

*Approved*

6. *Dates for reporting grades to the Registrar's office.*—Voted that all grades be reported to the Registrar's office within sixty hours following the last official examination period.

*Approved*

E. B. PIERCE, *Secretary*

### IV. REPORT OF THE COMMITTEE ON INTERCOLLEGIATE ATHLETICS

The Senate Committee on Intercollegiate Athletics begs leave to report as follows:

The intercollegiate conference of faculty representatives at its meeting on September 26, 1918, adopted the following resolutions:

Whereas virtually all of the student body of each of the Conference institutions is to be under military jurisdiction and,

Whereas the rules and regulations of the Conference are therefore superseded by the rules of the War Department,

Now be it resolved that the Western Intercollegiate Conference suspend its activities as a controlling body for the period of the emergency, the same as now existent, to be resumed at the end of that time.

Be it further resolved that the Conference tender to the War Department its services in carrying on Athletic Activities, both intramural and intercollegiate, in and among its members.

Be it further resolved that representatives of the Conference and the Committee of Graduate Managers be delegated to confer with the War Department to tender the services of the Conference and to obtain a clearer understanding of how the wishes and purposes of the Department may be carried out.

The senate committee at a meeting held September 30, 1918, voted with the Athletic Board of Control to accept and adopt the above resolutions and took the following action:

Inasmuch as the War Department has established at the University of Minnesota a unit of the Students' Army Training Corps, and

Inasmuch as the above resolution was adopted by the Western Intercollegiate Conference at its meeting in Chicago on September 26, 1918,

Be it resolved that we approve and adopt the same as the position of the University relative to athletics during the existence of the Students' Army Training Corps, and recommended to the Senate that the Athletic Board of Control suspend its activities as a controlling body during the life of the unit at the University of Minnesota; and that intercollegiate athletics as conducted formerly by the University be suspended and superseded during the life of this unit by intercollegiate athletics as conducted within the Students' Army Training Corps unit under the control and supervision of the War Department, provided financial arrangements satisfactory to the Athletic Board of Control can be made with the War Department. We recommend further that the Athletic Board of Control tender to the War Department its services as an agent in rendering such assistance and service to the War Department as it may indicate it desires.

This action not proving satisfactory to the military authorities at a joint meeting, a conference was held attended by the President of the University, the executive committee of the Board of Regents, chairman of the Senate Committee on Athletics, and Dr. H. L. Williams. The meeting adopted a memorandum containing the following main points:

1. That athletics be regarded as part of the educational opportunities of the University.
2. That in athletics as in other academic activities the policy of coöperation between the military and University authorities be approved and adopted. That in pursuance of this policy all committees of the Senate and the Athletic Board of Control act as usual in the care of the physical properties and in the management of athletics subject to the commander's orders.

3. That the schedule as prescribed by the Committee on Education and Special Training be followed.

4. That all equipment used by the athletic teams be paid for out of the unit funds.

5. That all surplus accruing from athletic contests should be used for the maintenance of the athletic field and grandstand as well as to cover a nominal charge for rental.

6. That it will be the policy of the Board of Regents in accordance with these recommendations to include in its charges against the fund accruing from the per diem charge of \$1.45 for each soldier any deficit on August 31, 1919, arising from these activities and to reimburse the Athletic Association in lieu of the fees of which it is deprived because of the organization of the S. A. T. C.

The Athletic Board of Control and the Senate Committee on Intercollegiate Athletics at a meeting held October 16 adopted the above recommendations as passed by the Executive Committee of the Board of Regents, September 30.

The athletics this fall have been conducted under this agreement. The intercollegiate conference of faculty representatives at its meeting December 7, 1918, adopted the following resolutions:

1. Resolved, That in the judgment of the conference the emergency during which by the resolution of September 26 its activities were suspended has now passed; and be it further

2. Resolved, That in accordance with the provisions of the said resolution the regulations of the conference are now in effect.

3. Resolved, That in determining further questions of eligibility under conference rules no account shall be taken of athletic or scholastic records during or by reason of military service.

4. Resolved, That absence from the universities on account of military service shall not render students ineligible under rule 12.

The Committee recommends the approval of above actions and the adoption of the above resolutions.

JAMES PAIGE, *Chairman*

*Approved*



## The University of Minnesota

### THE SENATE MINUTES

The third regular meeting of the University Senate for the year 1918-19 was held in the Library of the Main Engineering Building, May 15, 1919, President Burton presiding.

Sixty-seven members responded to the roll call.

The program of business was presented by the Committee on Business and Rules as follows, and action taken as indicated.

I. Minutes of the meeting of February 20 were approved without correction.

#### II. REPORT OF THE ADMINISTRATIVE COMMITTEE

The Administrative Committee reports action taken upon the following items as indicated and submits these to the Senate for ratification:

1. *Reports on senior students:* Voted, upon the recommendation of a committee consisting of the Chairmen of the Student Work Committees of the respective colleges, that all reports on senior students be filed with the Registrar's office six days before Commencement.

2. *Quarter examinations:* Voted, upon the recommendation of the Chairmen of the Student Work Committees for the current year, that final examinations under the quarter scheme occur at the last recitation period or periods.

3. *University calendar for 1919-20:* Voted that the following outline for the calendar for the ensuing year be approved:

- October 1, opening of fall quarter.
- December 23, close of fall quarter.
- January 2, beginning of winter quarter.
- March 25, close of winter quarter.
- April 1, beginning of spring quarter.
- June 16, close of spring quarter.
- June 17, Commencement.
- June 18-19, registration days for summer quarter.
- June 21, beginning of summer quarter.
- September 3, close of summer quarter.

4. *New units of R. O. T. C.:* Details of the equipment and requirements of the field artillery, coast artillery, and signal

corps, were carefully considered, and representatives of the War Department interviewed. *Voted* that, if the University of Minnesota apply for an additional unit, it be the coast artillery.

It was also voted later that a signal corps unit be established.

5. *Cap and Gown Day*: *Voted*, upon the joint recommendation of the Committee on University Functions and the Senior Cap and Gown Committee, that the date of May 22 be set for the Cap and Gown Day exercises. Also that seniors be excused from classes on the 22nd at 10:30 a.m.

6. *Annual Register*: The question was raised as to whether the material for the Annual Register should be that involved in the period between October 1 and the close of the summer session, or between the beginning of the summer session and the following Commencement, the latter being the plan in operation at the present time. *Voted* that the latter plan obtain and that the Register be continued on the present basis.

7. *Modification of rules governing penalties for late registration and payment of fees*: The following recommendations of the Committee consisting of the Chairmen of the Student Work Committees of the various colleges, were approved:

1. That students in college the preceding year be required to pay fees ten days in advance of the opening of classes; that new students be required to pay fees on or before the last day before classes begin.
2. That the penalty fee for late registration be applied equally to late payment of fees, but not to both. For example, the student who pays fees late might pay \$7 of penalty, and if also late in registration would merely pay the cumulative fee of \$1 a day in addition.

Respectfully submitted,

E. B. PIERCE, *Secretary*

*Approved*

### III. REPORT OF THE COMMITTEE ON UNIVERSITY FUNCTIONS

Your Committee on University Functions reports the holding of the following convocations during the year:

November 15: British Educational Mission: Dr. A. E. Shipley, Sir Henry Miers, Sir Henry Jones.

December 6: French Mission: Colonel Theo. Reinach, Dr. Etienne Burnet, Lieutenant Seymour De Ricci.

January 23: Dr. Harry Emerson Fosdick, Union Theological Seminary, New York City.

January 30: Dean Guy Stanton Ford, "The American Fight for Public Opinion."

February 6: President Ernest M. Hopkins, Dartmouth College.

February 13: Former President Taft, President A. Lawrence Lowell of Harvard University, Hon. Henry Morgenthau, Former Ambassador to Turkey.

February 27: Legislature Day: Lt. Governor Frankson, W. I. Nolan.

March 12: "The New American": President Burton.

- March 20: President Henry Suzzallo, University of Washington.  
 April 3: "Basketball Team": President Burton, Dr. Cooke, and Captain Platou.  
 April 15: "Better Minnesota": President Burton.  
 April 16: "Better Minnesota": President Burton.  
 April 17: "Better Minnesota": President Burton.  
 April 24: "Better Minnesota": Student Committee.  
 May 15: Dean Charles R. Brown, School of Religion, Yale University.

While most of them were comparatively simple in their stage setting and did not call for unusual activity on the part of the Committee, there were at least three occasions that required a great deal of time and effort, namely, the visit of the British Educational Mission, the Convocation in honor of Messrs. Taft, Lowell, and Morgenthau, and Legislature Day, as the responsibility of the Committee did not end with the holding of the Convocation.

Attention is called to the fact that when the student body as a whole desires to attend a convocation, serious crowding occurs, many are turned away and much criticism and loss of *esprit de corps* result. The actual seating capacity of the Armory is 2,100. The enrollment in the Arts college alone exceeds that figure.

At least three important functions are still to come. Cap and Gown Day, May 22, Baccalaureate Service, and Commencement. Each of these includes an academic procession and their success depends very largely upon the coöperation of the Faculty.

The Committee takes this opportunity to urge most earnestly the hearty participation of members of the staff in these functions which involve the wearing of academic dress. The seniors are keenly interested in making these occasions as dignified and impressive as possible and are confidently expecting a large Faculty representation.

Respectfully submitted,

C. P. FITCH  
 R. R. PRICE  
 C. SCOTT  
 J. H. FORSYTHE  
 E. B. PIERCE, *Chairman*

*Approved*

#### IV. REPORT OF THE COMMITTEE ON PUBLICATIONS

The Senate Committee on Student Publications submits the following report for the year 1918-1919:

The most serious problem presented to the Committee this year was the advisability of attempting to publish the *Minnesota Daily* and the 1920 *Gopher*. This problem arose the first quarter, during the S. A. T. C.

In view of the conditions as they then existed and probably would exist for the year, it was decided not to attempt the pub-

lication of either. This first decision at that time met with the approval of those students officially interested in the publications.

Later on the publication of both the above was authorized on the showing of subscriptions and advertising obtained.

In the case of the *Daily*, which was organized and carried through by the young women of the institution, the original budget, if adhered to, would have carried the paper through. Due to over-enthusiasm the publication was changed from a four page to an eight page paper. This could not be supported and it was again changed to a four page paper.

Notwithstanding the many criticisms directed against the *Daily*, great credit is due the young women who have by their initiative and enthusiasm made possible the continuance of the *Daily* for this year.

It has at no time this year seemed wise to reestablish either the *Minnesota Magazine* or the *Minnehaha*, tho permission has been given to bring out one issue of the *Minnehaha* at the close of the year.

The same situation as to organization and meetings of the Committee on Student Publications has existed as in the case of the Committee on Student Affairs.

Respectfully submitted,

EDWARD E. NICHOLSON, *Chairman*

*Approved*

## V. REPORT OF THE COMMITTEE ON STUDENT AFFAIRS

The Senate Committee on Student Affairs submits the following report for the year 1918-19:

Owing to the S. A. T. C. those committees of the Senate composed of student and Faculty members were not completed by appointment of student members until the middle of the year.

During the first quarter of this year no matters demanding the attention of the Committee were brought to the attention of the Chairman.

Beginning with the second quarter many routine matters have been presented for consideration, such as, privilege of exception to the Friday and Saturday night rule governing social affairs, eligibility, recognition of new organizations, advertising on the campus, and sale and distribution of outside publications on the campus.

The organization of two new sororities has been approved.

The sale on the campus of one outside publication was approved—the paper published by the wounded soldiers of Fort Snelling. The funds from sale of this publication are used for the benefit of the wounded men.

There have been only two formal meetings of the Committee. Action in most cases has been taken as a result of telephone conference.

Respectfully submitted,

EDWARD E. NICHOLSON, *Chairman*

*Approved*

## VI. REPORT OF THE COMMITTEE ON STUDENT FINANCE AND AUDIT

The Senate Committee on Student Finance and Audit submits the following report for the year 1918-1919.

The financing of the *Minnesota Daily* and the *Gopher* were the two big problems of the year.

In the case of the *Gopher* it was decided that there should be no advertising, following the precedent established by the 1919 *Gopher*.

Early in January facts were submitted to this Committee by the *Gopher* Board indicating that some advertising would be necessary for the successful financing of the publication. After careful consideration of the budget submitted, it was voted by the Committee that "in view of the exceptional conditions, and the statement that more funds would be necessary to meet new and additional expenses, it is agreed to allow advertising to an extent sufficient to meet the increased costs." It was understood that this was to be taken advantage of only as a last resort; that every effort was to be made in the way of economizing and keeping within the original budget. As a result of the efforts of those responsible for the *Gopher*, advantage of the above permission was not taken.

In the case of the *Minnesota Daily*: The increase in size of the paper resulted in a deficit of some five hundred dollars. In their second campaign for subscribers, many subscriptions were paid for the quarter, but in budgeting were counted for the year. These, with unpaid subscriptions, represent approximately five hundred more. The elimination of cigarette advertising this year, for the first time, represents five hundred more, an item which has always been a certainty—a total of approximately fifteen hundred dollars.

The *Daily* will finish the year on the four page basis. All salaries have been eliminated for the last two months of the year. The saving from these two items, with the balance from last year, will undoubtedly enable the paper to close the year free from debt.

The dramatic clubs have both been financially successful this year, enabling the Masquers to remove their burden of old indebtedness.

Due to the very unusual conditions of the past two years there has been a considerable increase in the number of instances of indebtedness of fraternities and clubs, brought to the attention of the Chairman of the Committee. So far these are all in process of satisfactory settlement.

Respectfully submitted,

EDWARD E. NICHOLSON, *Chairman*

*Approved*

## VII. REPORT OF THE LIBRARY COMMITTEE

The general conditions under which the Library has been making its purchases during recent years have prevailed through-

out the period covered by this brief statement. The uncertainties of acquisition and of shipment have practically limited and in some cases excluded the possibility of some purchases. Under these conditions the Library Committee has not found it advisable to apportion the funds into departmental budgets as in the past. The best that could be done was to take care of current needs and to keep the great body of the appropriation available for use if any attractive opportunity offered irrespective of departments. This plan seems to have worked well and current needs have been taken care of automatically. Only in the case of considerable purchases has it been necessary to give general consideration to the expenditure in a committee meeting. The total budget for the past year for books, periodicals, and binding has been \$25,705.

The Committee has anticipated the action of the Legislature in the matter of building by an attempt to secure the plans of recently constructed libraries as a basis for shaping up our ideas. These have been happily and profitably supplemented by conferences with the representatives of the leading departments whose needs would be taken care of in a library. It is planned later when ideas which are now rather general can be put into concrete form to hold an open meeting for the discussion of whatever tentative plans may be devised. The Library Committee has authorized the appointment of a subcommittee on buildings consisting of chairman, the librarian, Professor Mann, and Mr. Forsythe of the Department of Architecture.

It is perhaps wise to point out that in the intermediate period before the completion of any section of the new building our situation with regard to space and facilities will grow steadily worse. Within the present library building we are preparing to put shelving in the rotunda on the second floor and are already boxing and storing the less used material. Everywhere about the campus departmental and college libraries are facing equally acute situations with regard to space. This is especially true of the readjustments that will need to be made in the Medical library. The whole situation is very unfortunate and will undoubtedly for several years work to the increasing disadvantage of students and instructors.

As to the location of the new library building a general agreement was reached that if the plans for the Memorial Auditorium on the Mall were approved and the necessary funds raised within a year, this auditorium would have priority as a building to be placed at the head of the Mall, a central location hereto considered as devoted to the library as the most important single building from the whole university standpoint. With the failure of the Legislature to approve these plans it seems at present quite within the terms of our conference to return to the original building location for the new library. If this is not done the library will take its place as one of the buildings on the side of the Mall.

In the meantime there remains a number of tasks of importance from the standpoint of users of the library. One of these is the completion of the catalog. There are at present

approximately 20,000 volumes on various parts of the campus, property of the University, and yet not cataloged as such. If a sturdy effort is not made to recover this lost ground we shall fall hopelessly behind as our purchases again approach normal and are increased to make up for the limitations of the past four years. Aside from the inconvenience of uncataloged books, which are for practical purposes non-existent for the general user, there is the danger of the property being lost to the University. The only remedy for this of course is to increase temporarily at least our cataloging staff. But here again we are met with the vicious circle of the lack of space in which to put even the present working force. It may be of interest to members of the Senate to know some of the main statistical facts concerning the library at present.

The total number of books is 266,000.

The additions for the past year are 15,730 volumes.

We are receiving by purchase and gift 1,550 periodicals.

On the basis of number of volumes our rank among the twenty-two universities of the Association of American Universities is twelfth.

On the basis of funds for book purposes it is seventh.

Respectfully submitted,

G. S. FORD, *Chairman*

*Approved*

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

The Committee on the Relation of the University to Other Institutions of Learning presents the following recommendations:

1. That the name of the Cathedral High School, Winona, be placed on the published list of accredited schools.

2. That the Collegiate Business Institute be not accredited as a Junior College.

3. That as soon as the State High School Board furnishes examinations in General Science, that subject be included in the list of standard subjects for entrance.

The Committee is not ready at this time to make report on the list of accredited secondary schools and junior colleges as the inspections are not yet completed.

Respectfully submitted,

R. R. SHUMWAY, *Chairman*

*Approved*

#### IX. REPORT OF THE COMMITTEE ON UNIVERSITY EXTENSION

The Senate Committee on University Extension was not appointed until late in December, 1918. It held its first meeting on February 4, 1919. At that meeting the proposed budget for

the biennium 1919 to 1921 was examined and approved. The Committee agreed that it would not undertake to pass upon each separate course to be offered in Evening Extension classes or through correspondence, provided an agreement were reached between the Director and the interested departments, as to credit and as to the instructor in each case. It was voted to request the authorities of each college or school in which correspondence work is offered to attach the words, "also offered in correspondence," to descriptions of courses offered in residence and also by correspondence. The Committee also approved the policy of offering by correspondence high-school courses to meet entrance requirements, provided such a policy were approved by the University authorities which have to do with entrance. It was understood that such courses were to be taught, if taught at all, by teachers of the University High School, and in such cases those courses would receive entrance credit.

At a subsequent meeting of the Committee, the question of the jurisdiction and scope of the work of the General Extension Division with reference to other departments, schools, and colleges of the University was discussed. It was agreed that a statement of the scope and jurisdiction of University Extension work should be formulated, approved by the Committee, and then submitted to the proper University authorities for final action.

Respectfully submitted,

W. E. BROOKE,  
A. W. RANKIN,  
C. A. SAVAGE,  
A. D. WILSON,  
R. R. PRICE, *Chairman*

*Approved*

#### **X. REPORT OF THE COMMITTEE ON INTRAMURAL SPORTS AND PHYSICAL EDUCATION**

The Senate Committee on Intramural Sports and Physical Education submits herewith a brief report of its activities during the present school year:

Owing to the S. A. T. C. at the University during the Autumn Quarter little was done in intramural sports at that time aside from the participation of 16 football teams in competition. A skating rink and toboggan slide were provided during the winter months. They were used by many students when the weather permitted. Owing to the unusually mild winter other winter sports such as skiing and hockey, and the Winter Carnival, were given up.

*For women.*—The following intramural sports were held: class basket-ball tournament preceded by interclass games between the junior-freshman and senior-sophomore classes; interclass gymnastic contests and swimming meets. Plans are now being made for class baseball, tennis, and archery tournaments. The final contests in these events will take place at the end of this month.



*For men.*—The following are among the interfraternity and intercollegiate games and contests conducted: basket-ball, hockey, bowling, swimming, handball, baseball, and tennis.

Many students have participated in the various activities named.

*Aquatic Sports on the Mississippi.*—The Committee has had under consideration the development of aquatic sports on the Mississippi. Since the building of the Government dam, the river between the University and the dam would make an excellent course for canoeing, rowing in pair and six oared barges, etc. Students interested in these sports were asked to meet with members of the Committee on April eleventh to discuss the proposition. Eighty-five students attended the meeting and were very enthusiastic about the possibility of aquatic sports at the University.

Members of the Board of Park Commissioners have been interviewed regarding the possibility of securing a site for the necessary structures for landing, etc. Apparently there will be no difficulty in this respect.

The State Board of Health will make an exhaustive sanitary survey of the river.

No means as yet have been devised for financing this project. This is now being considered by the Committee.

*All-University Intramural Sports Day.*—The Committee feels that a day in May might well be set aside each year for intramural contests and mass track meet. During this month approximately one thousand students will compete in the following events: one-hundred-yard dash, fifty-yard low hurdles, shot put, high jump, broad jump, relay race, etc. Illinois has a day such as is suggested. Wisconsin and Iowa have such a day under consideration. Ohio State has granted a half holiday for its mass track meet. An intramural sports day would do much to encourage outdoor exercise. It might be combined with other University features and events. It would be an inspiring sight to see the entire student body taking part in intramural contests.

Respectfully submitted,

JOHN SUNDWALL, *Chairman*

*Approved*

A motion that a holiday be announced for the mass track meet and intramural contests this year was lost.

## **XI. REPORT OF THE COMMITTEE ON PRINTING**

The chief concern of the printing committee through the year just closed has been to devise some plan for expediting University printing. The solution of this problem seems to lie in the direction of the further equipment of the University printing plant. Because of this fact, the committee at a recent meeting recommended to the administration that equipment to the amount of about \$25,000 be added to that which is already in use. This would give the University a printing plant with an equipment of about \$35,000. The committee felt justified in making such a recommendation on the ground of a report

from the manager of the department to the effect that the University's printing bill now amounts to nearly \$50,000 a year. The usual margin over actual cost in such a bill should be about \$10,000. This would give so liberal a return that the committee believes the investment would be justified. The committee has recommended the purchase of two additional linotypes as a first necessary step, in case funds for the purchase of the entire equipment are not available.

After inquiry among departments representing all of the schools and colleges on the main campus and among the various divisions on the agricultural campus, the committee voted against the proposed plan of placing on University letterheads the names of members of the staffs of the various departments, and recommended that uniform letterheads should be used by all departments and divisions. This was in response to a request from the administrative committee that an investigation be made and a recommendation submitted.

Miscellaneous publications, such as "The Minnesota Code," "The Minnesota Blue Book and Students' Social Register," "What the Twin Cities Offer to Students," the University "Address Book," and any publications dealing with the general affairs of the University and not with those of any individual department or college, are hereafter to be charged to the regular University bulletin fund. This action was taken to settle the question of the payment of bills for such publications.

A recommendation by the committee that the name of "The Minnesota Blue Book and Students' Social Register" be changed to "Minnesota Blue Book," cutting off the words "and Students' Social Register," was submitted to the committee on student affairs and approved by its chairman.

On the request of the dean, the following special system of numbering courses in the bulletin of the College of Engineering and Architecture was approved for trial for one year:

For undergraduate courses the first figure represents the group in which the course is found, the second number represents the year (1 for freshman; 2 for sophomore; 3 for junior, etc.); and the figure or figures after the decimal represent the number of the course within a group. For courses in the senior year the group number is preceded by the figure 1 and in the case of graduate courses, by the figure 2. For example: In the course M.E. 43.2, Steam Engines, the figure 4 represents the group in the Mechanical Department in which this course comes; the second figure 3 means that it is a junior course, and the figure 2 after the decimal indicates that it is the second course in this particular group.

Because addresses change so often and because college bulletins have been found too crowded, the committee some time ago instructed the University editor hereafter to omit addresses from faculty lists.

The acceptance of the resignation of Miss Edith G. Herbst, University editor, and the appointment of Miss Mary R. Gale in her place, have been recommended to the administration.

Respectfully submitted,

W. P. KIRKWOOD, *Chairman*

*Approved*

## **XII. ANNUAL REPORT OF THE COMMITTEE ON BUSINESS AND RULES**

I. Your Committee on Business and Rules of the Senate respectfully reports, concerning its work during the year 1918-19:

Its duties have been chiefly of a routine character, preparing and arranging the order of business for the several meetings of the Senate.

It has devoted several meetings to the consideration of the proposal to amend Article I of the Constitution, and to the amendment of the By-Law concerning membership on the Committee on Intramural Sports, which proposals are presented to the Senate for consideration at its meeting May 15, 1919; and other amendments to the By-Laws which are not yet ready for submission to the Senate.

The Committee also has endeavored in various ways to define the status of the Senate as the actual legislative body of the University under the general governing authority of the Board of Regents, and to strengthen its position in relation to the other organs of the University. The Committee believes that it has been in some measure instrumental in bringing about a clearer understanding of the true relations existing between the Board of Regents, the Administration, the Administrative Committee, the college faculties, and the Senate.

II. The Committee recommends that the Senate propose to the Board of Regents the amendment of Article I of the Constitution to read as follows:

"All matters of detail, including those incident to the management of the student body, relating to the educational and administrative affairs of the University, except insofar as the Board may think proper to act directly, are, for the purposes of effectuating the government and educational management of the University under and by the Board of Regents, committed to the President, the University Senate, and the several college faculties."

III. The Committee recommends the amendment of By-Law I a. of the By-Laws of the Senate to read as follows:

(a) The Committee on Intramural Sports and Physical Education shall be composed of eleven members, seven recommended by the President from the Faculty, including the heads of the departments of physical education for men and for women, and four, students. For the year 1919-20 two of such students shall be appointed for one-year and two for two-year terms, and

thereafter all the student members shall be appointed for two-year terms. It shall have supervision (etc.).

Respectfully submitted,

HENRY J. FLETCHER, *Chairman*

*Approved*

### **XIII. REPORT OF THE COMMITTEE ON DEBATE AND ORATORY**

1. It is the function of the Committee on Debate and Oratory to take charge of intercollegiate forensics.

2. The Committee has made arrangements for the resumption of the regular annual triangular debates with the State Universities of Iowa and Illinois. These debates were discontinued during the war.

3. The Committee is planning a dual debate with the State University of Wisconsin in the spring of 1920.

4. In intercollegiate oratory the University of Minnesota is a member of the Northern Oratorical League, comprising seven institutions of learning. The annual contest is held the first Friday in May. This year Minnesota was represented by Samuel Maslon, who made a creditable appearance.

Respectfully submitted,

G. G. GLICK, *Chairman*

*Approved*

PRELIMINARY REPORT OF SENATE COMMITTEE ON PROPOSED CHANGES IN THE POLICY OF THE CARNEGIE FOUNDATION

The Committee would be glad to receive from any member of the faculty his views, orally or in writing, with reference to this entire subject. Such views will be digested and presented to the Senate, and will also serve to aid the Committee in its own consideration of the subject. Please address the Chairman, *as promptly as possible*.

The undersigned have been appointed a committee to receive suggestions and criticisms of faculty members regarding the proposed changes in the policy of the Carnegie Foundation for the Advancement of Teaching and to formulate a statement of the various problems for submission to the senate. It is expected that a special meeting of the senate will be called about the middle of April. A good many members of the faculty have not received the pamphlet issued by the Foundation and others have probably not had time to study it thoroly. The committee has therefore deemed it wise in this preliminary report to present an abstract of the plan and also to set forth certain general considerations of a tentative character as an aid to the faculty in studying the subject.

As this matter concerns all grades of the teaching force, it might profitably be discussed in faculty meetings of the several colleges in advance of the Senate meeting.

Since the interests of the members of the Agricultural Faculty, who are not benefited by the present pension system, differ somewhat from those of others, it is particularly desirable that that faculty should take action.

The following discussion assumes a familiarity with the plan as set forth in the abstract at the end of this report.

**Participation of the Universities in Cost**

The effect of the proposed new system on the well-being of teachers will obviously be greatly influenced by the action or non-action of universities with reference to sharing with the teachers in paying the proposed insurance and annuity premiums.

There is reason to believe that a good many institutions, both private and state, will not contribute. There may be doubt whether the Minnesota legislature will provide funds to enable this University to do so. Consequently the merits of the proposed plan must be considered from the standpoint of the teacher who may be called upon himself to bear all cost which is not borne by the Foundation.

### The Obligation of Existing Expectations

The Carnegie Foundation has heretofore created certain very definite expectations on the part of teachers in this and some seventy other institutions. It has held out to them that wholly at its own expense it would pay them on their retirement, pensions under specified conditions and in specified ratio to their salary. Any person who has taught a year or more in such an institution has acquired an interest, or expectation—not to use the word *claim*—in such a future annuity.

The present endowment of the Foundation will, it appears, in a few years prove insufficient to meet these expectations in full. It is possible that, if the Foundation felt a compelling obligation to meet them fully, it could secure further endowment from the Carnegie Corporation. Otherwise the Foundation might, by actuarial computation, determine what part of the expectations it could meet, and, scaling each down proportionately, use its income for that purpose as far as it would go. Methods of thus scaling down expectations are discussed later.

The plan now suggested by the Foundation, however, will necessarily involve a still greater reduction in the extent to which expectations now existing can be fulfilled,—just how much greater there is no means of stating. The plan involves the assumption of new burdens by the Foundation, both in the form of aiding in other ways than heretofore teachers in the institutions now on the list, and also in the form of extending assistance to teachers in other institutions. The Foundation's pamphlet suggests, among other things, that the income may possibly be used to aid institutions not now on the Foundation to care for "accrued liabilities" for retirement pensions. If this should be done on a large scale it would take a considerable fraction of the Foundation's income.

So far as any changes in the policy of the Foundation are merely in the direction of varying the nature of the benefits to be conferred on teachers in institutions now on the list, the desirability of such changes would be merely a question of relativity. It would depend upon the intrinsic advantages of the different kinds of service or contributions. The question whether changes in the plan involving the diversion of income to the aid of institutions not now on the list should be approved, is obviously quite another matter. It would seem clear that the mere interest of teachers in the accepted institutions would be distinctly against any such change. Moreover, it may fairly

be asked whether abstract justice and the general welfare of the teaching profession as a whole would be promoted by such a diversion of income; for it is possible that salaries have already been so adjusted, as between institutions on and not on the Foundation, as to take account of the presence or absence of pension expectations. It is possible that if teachers in the former class of institutions should lose part of their expected pensions, they would be worse off, all factors considered, than those in the institutions not on the list. If, as some believe, advance of salaries in the accepted institutions has been prevented or lessened by reason of the provision for pensions, if men have declined calls to better-paid positions in order not to lose their pension expectations, the withdrawal or reduction of those expectations by the Foundation would seem to involve a retroactive injury. At any rate, this is the most important question for the senate to consider.

### **The Method of Adjusting Existing Expectations**

Assuming, however, that existing expectations must be scaled down in greater or less measure, the question of a method of equalizing the position of men of different ages and different lengths of service is one only second in importance to that discussed above.

The Foundation's report is not definite as to the method it proposes to adopt. It suggests, however, that for men below a certain age the outright exchange of existing expectations for the new contributory system of insurance and annuities would be a direct gain. It is difficult to see how this can be so, especially in the case of men in institutions which fail to share in the cost of premiums. The question is properly to be considered from the standpoint of the annuity or pension feature alone, since the new insurance system will be, or at any rate should be, essentially self-supporting and require little if any financial contribution from the Foundation. To exchange all or any part of an expectation of a pension provided at the sole expense of an outside agency, for a system in which all or any part of the cost of providing for the pension must be borne by the teacher himself, would hardly seem profitable to him under any circumstances. It seems to mean paying for what before was free.

Moreover, however young a teacher and however short his service, his expectation of pension has a definite value and he seems entitled to the realization of a proportion of that expectation quite as much as the older man. The suggestion, therefore, that the Foundation should itself bear all or part of the cost of providing pensions for older men in the accepted institutions, but bear no part of the cost for younger men, seems inconsistent with justice. Possibly this criticism might be somewhat qualified, however, if the Foundation adds to its provision of disability pensions to be paid wholly at its own expense.

The younger men will have a longer period than the older men in which they incur risk of disability and hence gain more by the more generous provision for that risk by the Foundation.

It should not be difficult by actuarial methods to compute the value of the accrued expectations of men of different ages and different lengths of service and thus to fulfill for each a proportionate share of such expectations.

One method of such adjustment would be somewhat as follows: In a certain sense what the Foundation has been doing for men in the accepted institutions, aside from those who have already retired and are receiving pensions, has been the equivalent of paying the premiums necessary to procure for those men annuities when they reach the age of retirement. The value of what the Foundation has done for a teacher up to the present time is equal virtually to the accumulation of the premiums that would have had to be paid. Suppose then the Foundation should announce that, while it will continue to pay the pensions of men who have already retired, it will cease from the present time to contribute further toward the acquisition of annuities by other teachers, while withdrawing none of the benefits that it had heretofore conferred on them. This would be equivalent to furnishing to each man, as part payment toward an annuity, the sum of a series of previous annual payments with compound interest, and the future burden to the man himself in acquiring an annuity by annual premiums at his own expense would be correspondingly lessened.

There is little reason to doubt that the income of the Foundation would be sufficient to meet all claims thus calculated and perhaps to aid somewhat also in the matter of future premium payments, whether for insurance of annuities, or to aid in other directions, as by increased provision for disability.

The above suggested plan will be more readily understood by illustrations. Suppose at the time the Foundation was instituted, ten years ago, a teacher in this institution was fifty years of age. The action of the Foundation has been virtually equivalent to paying for ten years the premiums necessary to procure for such a teacher a specified annuity, beginning at the age of sixty-five. Such premium payments, because of the relatively advanced age of the teacher, would be large, and a large proportion of the sum necessary to secure such an annuity would by now have been paid in.

Suppose another teacher was, at the time the system was instituted, thirty years of age. The payment for ten years of the premiums to secure him an annuity would be much smaller in amount because of his younger age; in other words, his claim or expectation would be much smaller than that of the older man.

Finally, one may suppose the case of a man who entered the teaching profession only five years ago, at the age, say, of



thirty. What the Foundation has done for him may be considered the equivalent of paying only five years' premiums, and his accrued expectation is therefore still smaller in amount.

It is not, of course, suggested that, under such a plan of adjustment as this, the amount of accumulation of expectation to date should now be paid in cash to the teacher. The sum would merely apply toward a future annuity. Should the teacher continue himself to pay till retirement a yearly premium, equal to that constructively paid for him previously by the Foundation, he could provide for the full annuity which he had counted upon before the change of the system.

Your Committee recommends that a careful consideration be given to this phase of the subject with a view to recommending to the Carnegie Foundation the most just principle with respect to the proportional fulfillment of accrued expectations.

### **Possibility of Making Proposed New Features Self-Supporting**

The new features of the proposed plan, so far as they would benefit teachers in institutions now associated with the Foundation are, first, the life insurance system, and second, the more adequate provision for disability. The question may be raised whether such teachers would prefer, rather than to sacrifice their annuity expectations, either to do without these features, or themselves to bear the cost of providing them.

A system of insurance such as proposed is apparently to be desired by many, if not most, teachers. By eliminating solicitation expenses, high salaries, and profits, and by giving teachers the benefit of their low mortality, they could be insured at much less than the current rates. Most teachers have now very inadequate insurance. Of course if universities should share the payment of premiums, the gain to the teacher would be still greater. Moreover, the plan rightly emphasizes the fact that, for most persons who are to receive an annuity in old age, term insurance expiring when the annuity begins is almost as satisfactory as ordinary full life insurance and much less expensive.

But the Foundation in any case proposes to assume little of the cost of such an insurance system,—at most the administration expense and the guaranty of a good interest on investments,—and it would be little added burden to the teachers to make the system wholly self-supporting and avoid any diversion of the Foundation's income in that direction.

It may be noted, however, that, unless universities participated in paying the life insurance premiums, it would hardly be just or feasible for them to require all their teachers to take such insurance, and that, in such case, medical examinations would be necessary to prevent an undue proportion of substandard risks.

The proposed provision for disability implies both an annuity and the continuation without cost to the insured of the payment of his life insurance premiums. The cost of doing these things, if borne by the Foundation would, in case the system were confined to institutions now associated with the Foundation, add but little expense, since the Foundation already provides only a little less liberally for disability. Moreover, the larger part of the total expense of providing for disability could be thrown upon the teachers (and their institutions, if participating) by a system of mutual insurance, if this were deemed preferable to diverting income from retirement annuities. The only reason why it is more difficult to insure, at cost of the insured, against disability than against death is because the risks are not so accurately calculable. At any rate the bulk of the expense could be borne by the teachers, leaving a possible margin to be taken care of by the Foundation.

### Conclusion

To summarize: The Committee believes the Senate to be justified in debating whether, and to what extent, the income of the Foundation may in justice and wisdom be diverted to aiding institutions not now associated, or to aiding new forms of protection to teachers. The alternative is not necessarily an abandonment of the plan of offering better protection to teachers against death and disability, nor an entire exclusion of outside institutions from a retirement-annuity system. Such new forms of protection and such extension of the annuity system, could, if deemed more just, be provided at the sole cost of the teachers benefited, with such aid as their respective institutions see fit to give. The Foundation could probably perform a real service by taking the initiative in these new departures without involving more than nominal expense on its own part. Whether it should do more is the main question at issue.

Having decided this question, the Senate should consider the method of adjusting existing expectations, together with details regarding the future of the annuity system and details regarding life and disability insurance features.

Respectfully,

E. DANA DURAND,  
*Chairman*

H. J. FLETCHER  
JOHN H. GRAY  
C. M. JACKSON  
ALBERT E. JENKS

## ABSTRACT OF THE PLAN OF THE FOUNDATION

### 1. The general scheme

To substitute for the present system:

- a. A combination of life insurance terminating at age of retirement with an annuity from that age for the professor till death and his wife till her death;
- b. To be paid for at cost partly by the professor and partly, if it will do so, by his institution;
- c. To extend to all colleges desiring to adopt system instead of a limited number (73 at present);
- d. To be contractual, and
- e. To be a condition of employment in institutions adopting system and sharing in cost.

### 2. The Main Arguments presented in behalf of the change

- a. Need of life insurance, now too expensive, which may be had at low cost because of low mortality of teachers and elimination of expenses of solicitation, etc.
- b. Such insurance not usually needed after annuity begins.
- c. Socially and economically desirable that cost of insurance and annuity be borne by teacher and institution, not by outside agency.
- d. Desirability of extending annuity system to colleges generally, which Foundation can not do at its own cost.
- e. Growth of pensions for institutions now on list will make it impossible after a few years for the Foundation to maintain the present system.

### 3. Existing expectations

a. *Met in part by Foundation.* Expectations will be met in part by the Foundation to prevent undue hardship as regards older men; extent not definitely stated. "Trustees will meet to the utmost of their power the expectations created." Actuaries have suggested that men below 45 could gain by transfer to new system (pp. vii, viii). Will maintain existing system for a "time long enough to satisfy just expectations, to be determined largely by the age at which one may profitably change" (p. 49).

b. *Query:* Assuming that existing expectations can not, or will not, be fully met, can a method be devised by which each teacher, whatever his age, will receive as a credit toward his accumulations under the new system, a fixed proportion of the present worth of his claim under existing system, based on his length of employment and his age?

#### 4. Conditions and extent of participation

a. *Compulsion.* Participation (both in insurance and annuity system), to at least an agreed minimum, of a teacher in any college that desires to share in the plan of coöperation should be a condition of his service; exception below (p. 46).

The object is to assure inclusion of better risks with poorer.

Queries: Does this mean compulsory participation only in case institution bears part of cost? Probably yes. But could an institution make participation of teachers, at their sole cost, compulsory?

Can teachers in institutions which do not bear part of cost participate at their own expense? Apparently yes, tho not definitely stated.

If so, ought they not to be subject to medical examination to prevent poorer risks from entering in disproportionate numbers?

b. *Exception.* Reasonable adjustments would have to be made for men who had invested in insurance to the extent of their ability and who did not desire to give up such investment (p. 46).

Comment: It would be possible for each teacher to calculate whether it would be better for him to give up any part or all of his insurance; this would depend: (a) on age at which he had taken the insurance and his present age; (b) on extent to which institution shared in payments.

Query: Could exceptions be made for those who had previously to inauguration of system, accumulated savings otherwise than in insurance?

c. *Institutions eligible.* Plan contemplates extension of system much more widely than present pension system, "admitting the teachers of all institutions of *recognized standing*" (p. vi). No other statement as to limitations.

Query: Should inferior institutions be excluded?

d. *Minimum amount that must be provided.* Not definitely stated whether Foundation would prescribe minimum. Implied that either it or institution would do so.

Minimum hinted—"Let us assume that a minimum insurance of \$5,000, a minimum annuity of \$1,000 is decided upon" (p. 33).

e. *Maximum amount.* For insurance \$25,000 (p. 50).

For annuity not stated but suggested that some pensions now being paid (\$4,000) are unnecessarily high (p. 56).

f. *Normal amount.* Would increase with increase of salary; teacher could afford to contribute more and institution should contribute more. (Illustration, p. 33.)

#### 5. Cost of insurance and annuity

a. *Insurance terminating at age of 65.* Report not to be taken as definitely specifying premium rate. Would depend on:

(1) rate of mortality; (2) interest secured on accumulations; (3) whether administrative expenses paid out of interest receipts or by Foundation.

In following table, columns 1 and 2, are estimated maximum Carnegie rates per \$1,000 per year, based on standard mortality tables; first column, assuming 3½ per cent interest, second, 4½ per cent. Column 3 represents customary charge, less dividends, of existing companies for straight life policies 5 years old.

Age of entrance	Column 1	Column 2	Column 3
25	11.09	9.70	.....
30	12.09	10.50	19.24
35	13.39	11.70	22.14
40	15.09	13.20	25.96
45	17.37	15.20	31.08
50	20.49	17.90	38.12

Probable Carnegie rates at least as low as second column, since mortality of college teachers should be more favorable than bases used.

Difference between columns 2 and 3 chiefly due to difference between term and straight life insurance; but about one third of difference is due to saving of expenses (shown by table, p. 25).

b. *Annuity beginning at 65.* Cost for a fixed annuity depends on: (1) interest rate, (2) duration of life of professor and wife after retirement, (3) age of retirement. If annual payment is taken as fixed item, amount of annuity would vary with these factors.

Based (1) on 4½ per cent, which Foundation proposes to guarantee, (2) on standard mortality rates (for teachers rate would probably be lower, thus *increasing* cost), and (3) on age 65 for retirement, cost for (1) annuity of \$1,000, (2) half that amount after teacher's death for his wife, and (3) providing for return of payments with interest if death occurred before retirement, is estimated as follows:

Age of beginning payment	Annual payment
25	\$97
30	128
35	171
40	234
45	332
50	501

Cost probably lower, or annuity higher, for many owing to later retirement, suggested by Foundation as often preferable (p. 55).

Queries: Is there any doubt of desirability of returning accumulations to estate if professor dies before retirement, a feature which increases cost? Probably not; not to do so makes the system a speculation, or gamble on time of death.

Is it proposed to place restrictions on payment of annuity

to wife after teacher's death? Under present pension system wife is given pension only if she has been married ten years, and not after her remarriage. Both limitations seem desirable under new system.

c. *Combined cost of insurance and annuity.*—For \$10,000 insurance, \$1,000 annuity, column 1 shows combined cost per year based on 3½ per cent interest for insurance accumulations and 4½ per cent for annuity; column 2 based on 4½ per cent for both:

Age at beginning	Column 1	Column 2
25	208	194
30	249	233
35	304	288
40	384	366
45	505	484
50	706	680

d. *Ratio to salary.* Foundation assumes that most teachers will desire both more insurance and more annuity as salaries rise, and figures cost of probable amounts actually carried at about 14 per cent of salary (p. 38).

e. *Cost to teacher himself.* Would depend on whether and how far institution shared cost. Half cost would be moderate.

f. *Other forms of insurance.* The plan contemplates other forms of insurance also for teachers preferring them, such as straight life insurance and twenty- or thirty-payment insurance. Also at death insurance due may be converted into annuity for family for a term of years, or for wife till her death, amount depending on her expectation of life.

## 6. Participation by universities

a. *Alternative plans suggested by Foundation.* (1) That universities bear half of cost of agreed minimum amount, both of insurance terminating at retirement and of annuity; professor may carry more alone (p. 38). This would be equivalent to addition of 5-8 per cent to payroll depending on minimum agreed on (p. 38).

(2) That universities bear half cost of annuity only, with implication that minimum annuities to which university contributes be increased as salaries advance (p. 39). This would be equivalent to advance of about 5 per cent in salary roll (p. 39).

Apparently Foundation proposes to fix no conditions as to proportion of cost to be borne by institutions or as to minimum provisions of which they share cost.

b. *Queries.* What is probability of Minnesota legislature, other legislatures, or trustees, agreeing to share in cost?

Is their action likely to be influenced by association of Carnegie Foundation with system?

c. *Cost of providing for "accrued liabilities."*\* (1) Definition: Older men will not be able, in the short time before retirement, to pay in enough to assure a fair annuity, and moderate payments by institutions would also be inadequate. If institutions bear no share of cost for any teacher, this condition means no injustice. But if they are participating in cost they should, or may, consider it desirable that older men secure annuities equal, or at least approximating, to what they would have secured by beginning accumulations early. Such provision for them is called by Foundation "accrued liability" (p. 41).

(2) Foundation suggests that cost of accrued liabilities be borne primarily by institutions or that they bear part and compromise by making somewhat inferior provision for such older men (pp. 41-42).

However, its proposal to carry out in part its previous system of provisions relieves institutions already on list of this burden.

Other institutions will be aided in this respect by Foundation if funds permit (p. 51).

#### 7. Disposition of accumulations toward annuity in case of death before retirement

a. Estimates of cost of annuities, above, rest on assumption that in such case amounts paid toward annuity, whether by teacher or institution, will, with compound interest at 4½ per cent, be returned to estate (pp. 30, 32).

b. For example, estate of person beginning payments toward \$1,000 annuity at age 30 would, if he died at 45, receive \$2,714, at 55, \$5,818 (p. 32).

c. Apparently also, plan contemplates that something might go to estate if both teacher and his wife died shortly after his age of retirement (p. 30).

Query: Is this last feasible or wise? Does not computation of cost of annuities rest on assumption of average mortality rate for all, including those who die shortly after retirement?

#### 8. Effect of withdrawal from profession

a. *On insurance.* Not stated in report.

Query: Is there any reason teacher should not continue insurance, making all payments himself, at least if he has been employed a specified period, say 15 or 20 years?

b. *On annuity accumulations.* "Rules would doubtless provide for the return to the individual and the college" respectively, the sums paid by each with interest, compounded at "say 3½ per cent" (pp. 40, 50).

Queries: Could he not be permitted to continue system at his own expense if he had been under system, say 15 or 20 years?

\*This concerns only institutions not now on Foundation.

Why not grant interest at same rate as used in computing annuity, 4 1/2 per cent?

Ought not accumulations resulting from payments by the college also to go to the teacher withdrawing, on the ground that they were perhaps indirect deductions from salary?

### 9. Effect of transfer from an institution sharing in cost to one not sharing

Plan apparently contemplates permitting individual to continue both insurance and annuity at his own expense.

### 10. Disability

Carnegie Foundation proposes to provide for permanent disability before age of retirement at its own cost "under some such conditions as the following":

a. For those who have taught as a professor 15 years, or as professor and instructor 20 years;

b. A minimum pension of \$1,200;

c. Besides continuing premiums on his life policy (p. 45).

### 11. The contributions of the Carnegie foundation

The proposed contributions are (p. 51):

a. Partial continuance of present pension system for associated institutions.

b. Cost of administration, unless excess of interest on accumulations above obligations will carry it.

c. Disability pensions.

d. "Some load [a "small one"] in connection with the cost of pensions of widows."

e. Guarantee a good rate of interest on accumulations (for present 4 1/2 per cent at least on accumulations toward annuities).

Query: Why not definitely also on those toward insurance?

f. If funds still permit, to aid colleges not now on accepted list with their accrued liabilities.

### 12. Participation of professors and institutions in management

"Without going into details" the plan of cooperation "would involve some form of oversight by a board representing the trustees of colleges and the teachers directly concerned" (p. 52).



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# The University of Minnesota

## REPORT ON PUBLIC HEALTH PROBLEMS AT THE UNIVERSITY



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## REPORT ON PUBLIC HEALTH PROBLEMS AT THE UNIVERSITY

At the suggestion of the University Public Health Committee, a special meeting of the Administrative Committee of the University was called in the interests of public health. This special meeting was held September 23, 1915, in Shevlin Hall. At this meeting, among other things, Dr. Bracken presented certain suggestions, the following of which relate to the present report:

1. Let each department appoint a committee to review the work relating to hygiene or public health now being carried on in said department, the dean in each case to be one of the members of the committee.

2. Let all these committees discuss the following questions:

- a. Is enough work along the lines above indicated being carried on?
- b. If not enough, what more should be required?
- c. Should this work, in part or all, be compulsory?
- d. What is the call for popular lectures?

3. Let some one individual be an ex-officio member of all of the above committees appointed from the various departments.

The Administrative Committee voted favorably on the above suggestions.

President Vincent appointed committees from the various colleges and requested Dr. Bracken to confer with them and report their action.

### REPORT FROM DR. BRACKEN

In preparing a report on this work, I have taken up questions relating to hygiene with the committee of each department, and have also conferred with Dean Sweeney, Dr. Norris, and Miss Paige, representing a special committee to deal with health conditions of women, and with Dr. L. J. Cooke, representing the health conditions of men.

## PHYSICAL EDUCATION FOR WOMEN

1. *Preliminary Hygiene.* This includes a course of twelve lectures given by Dr. Norris to women entering the freshman class. This course of lectures covers the following topics:

- Anatomy
- Posture
- Clothing
- Eating habits
- Feet and their care
- Care of skin, bathing
- Breathing and ventilation
- Muscular exercise
- Rest and conservation of nervous energy
- Reproduction
- Prevention of contagion

2. *Personal Hygiene.* This is an elective course open to all women in the upper classes. It covers the elements of anatomy and physiology with special emphasis laid on the care of the body and the conduct of life. A text book is recommended and the work is covered by recitations three times a week extending over one semester.

3. *Hygiene of the Family.* This is an elective course open to women in the senior classes. The subjects covered are pregnancy, childbirth, care of infants, home nursing. There are lectures and recitations three times a week for one semester. A text book is used.

4. *Habit Hygiene.* This instruction is carried out in the gymnasium. Each woman student is required to keep a diary covering two weeks of each month during the entire freshman year.

5. *Health History* from each upper class woman during each year.

6. *Physical Examination* for each newly-entered woman student (card record) for the purpose of:

- a. Excluding contagion
- b. Discovering defects, etc.
- c. Recommendation of proper physical exercise

7. *Medical Supervision of Women Students.* The purpose of this is, in part, to determine their general physical condition; in part, to regulate the program for work according to the physical ability of the individual.

8. *Inspection of Rooming Houses.* This is carried out as follows:

a. A circular letter is sent to those operating rooming houses for women, said letter reading as follows:

My dear Madam:

The University is about to make up its list of houses open to women students, and wishes to know whether your house may be included in the list.

In any house so included the following regulations should be enforced:

1. The house should be reserved exclusively for women.
2. A room should be provided in which callers may be received and under no circumstances should young women be allowed to receive men callers in their rooms.
3. An hour should be set at which callers will be expected to go.
4. Cases of illness or of serious misconduct should be immediately reported to the Dean of Women.

This office will be glad to coöperate as far as it can with those who open their houses to women students. It cannot hold itself responsible, but will give prompt attention to notices of vacant rooms, or of failure on the part of the students to fulfill their obligations, either of money or of courtesy and consideration. The experience of this office suggests that most difficulties which arise in such cases are the result of failure to make clear at the start the terms on which the room is engaged and the length of time for which it is taken.

If you wish under the foregoing conditions, to have your address placed in the list of houses approved as rooming places for women students, please fill out the enclosed card and return it to me not later than \_\_\_\_\_.

Sincerely yours,

MARGARET SWEENEY.

b. Every house known to be a rooming place for women students is inspected and a record card for the house is made out and placed on file. The card reads as follows:

Name .....Address.....Telephone.....  
 Number of rooms: Single.....Double.....  
 Number of rooms having but one window.....  
 Bathroom: Ventilation...Location....Hot and cold water....  
 Housekeeping privileges.....  
 Daily care of rooms.....Weekly.....  
 Price, rooms { One person..... Board { One meal.....  
 per month: { Two persons..... per week: { Two meals.....  
 { Three meals.....  
 Room and board { Two persons.....  
 per month: { One person.....

LIST OF ROOMERS

(Reverse Side of Card)  
**THE UNIVERSITY OF MINNESOTA**  
OFFICE OF THE DEAN OF WOMEN

Houses in which women students lodge should not receive young men as roomers.

Reasonable use of the parlor should be allowed to women students, and on no account should they be permitted to receive young men in their rooms.

In case of serious or contagious illness or flagrant misconduct, immediate notice should be given to the University.

The undersigned will abide by these rules for one year.

Date .....

c. A printed list of the various rooming places is furnished at the beginning of each term for the benefit of students needing a rooming place. This printed list gives the name and address of the rooming house, the number of rooms, and the price per room by week or month.

d. The visits made by Miss Paige are, in the first instance, to determine whether the rooming houses are fit places for women students; but later visits are made in order to check up and see whether these houses are kept in proper condition. If they are not satisfactory, warning is given in the first instance. If the warning is not observed, then the place is crossed off the list.

e. If there is sickness among the women students in a house, Miss Paige may be called.

f. Miss Paige lives at Sanford Hall and is in close touch with the women students living in this hall (ninety). She is constantly acting in an advisory way to the women in this hall.

g. Sorority houses are not under inspection as are the rooming houses and Sanford Hall.

Miss Paige acts in an advisory way to the women students with whom she comes in contact as to the need of medical care, and at times is in a position to help needy girls out in getting the best medical advice or treatment at reduced rates, or without any cost whatever.

9. *Community Hygiene.* The women students receive no instruction in community hygiene except that as shown in the foregoing bearing upon the inspection of the rooming houses and the contact of the students with Miss Paige in her work.

The foregoing shows an excellent outline for (1) instruction in personal hygiene and (2) community hygiene as relating to the life of the women students.

It was not deemed necessary by those who are carrying on this work that it should be enlarged.

10. *Disease Census Card.* Dr. Norris advised me that the disease census card provided by the Minnesota State Board of Health had not been used during the past year, as she did not understand its purpose and no one had asked for previous record cards.

11. *Popular Lectures.* The question of popular lectures was discussed. The general sentiment was that it would be hard to secure a good attendance at popular lectures unless these were given by very prominent individuals.

## PHYSICAL EDUCATION FOR MEN

1. *Physical Examination.* I was advised by Dr. Cooke that every male student entering the University for the first time is given a physical examination.

2. *Disease Census Card.* Dr. Cooke advised me that a disease census card was made out for every student as indicated above; that these cards, when completed, were referred to Dr. A. J. Chesley, Director of the Division of Preventable Diseases of the Minnesota State Board of Health, and that after Dr. Chesley was through with them he referred them back to Dr. Cooke. The cards are kept on file in Dr. Cooke's office.

3. *Personal Hygiene* (required). This includes a course of twelve lectures given by Dr. Cooke to freshman students of the schools of Science, Literature, and the Arts, Pre-Medical, Pre-Legal, and Analytical Chemistry. This year there were 555 students that took this course. The course covers the following subjects:

- Anatomy and physiology (briefly considered)
- Nutrition (alcohol and tobacco discussed)
- Exercise
- Corrective exercise
- Bathing
- Hygienic hints (relative to eyes, teeth, sleep, living rooms, etc.)
- Susceptibility to infectious diseases

4. *Special Lecture.* All male students entering the University for the first time are required to attend a lecture on sex hygiene. This lecture is given to different groups of students by different teachers in the University.

5. *Essays on Hygiene* (required). The students of the schools receiving the twelve lectures referred to are required to write six essays on hygiene.

6. *Medical Supervision.* A series of cards giving personal record, medical examination, and record of body measurements,

strength test, etc., are kept in Dr. Cooke's office. All male students found defective in any way are referred to Dr. Cooke. Dr. Cooke may advise the student as to what should be done under certain conditions. Cases requiring medical treatment are referred to physicians. Poor students are sometimes referred to a hospital.

7. *Inspection of Rooming Houses.* There is no inspection of the houses occupied by men students which can be compared with the inspection that is carried out for the women students.

8. *Community Hygiene.* There is practically nothing that can be termed community hygiene given in the course of instruction to the men students under Dr. Cooke's supervision.

The foregoing shows (1) an excellent outline for instruction in personal hygiene with (2) no instruction in community hygiene. Relative to personal hygiene, it was the opinion of Dr. Cooke that the work was well covered for the men students.

## COLLEGE OF SCIENCE, LITERATURE, AND THE ARTS

*Committee:* Professor J. B. Johnston, Dean; Dr. A. J. Todd, Professor J. S. Young.

No personal hygiene is taught to students in the College of Science, Literature, and the Arts except that given under Physical Education. Those students taking General Chemistry get some information along the lines relating to hygiene (see Chemistry).

Certain phases of public health are given to small groups of students only, under the head of Sociology. These are covered by the following subjects:

- Vital statistics
- Causes of poverty and crime
- Housing problems
- Rural sociology

Certain other subjects having a bearing upon hygiene are covered in special courses, namely: under Economic Reforms, problems relating to labor; under Home Economics, problems relating to home care of the sick; under Political Science, problems relating to municipal administration, state and local government, and police power.

While all of these special courses may be considered of great importance, the fact of the matter is that very few of the students get the benefit of these lectures.

The committee was of the opinion that there should be a compulsory no-credit course on community hygiene for students of a given class (juniors or seniors), such course to be elemen-

tary in character and covering about twelve lectures. The opinion was that this course should be given near the end of the year. Such lectures would reach, at the present time, about three hundred fifty students.

During the two weeks when these lectures are being given, a health exhibit should be located in the same building. For the remainder of the year the materials of the exhibit might be permanently stored in various University buildings.

It was suggested that a health-survey essay from all junior students, with a prize for the best essay, might be an incentive to work along these lines. Such a survey, however, would need careful direction on the part of those teaching hygiene.

### COLLEGE OF ENGINEERING AND THE MECHANIC ARTS

*Committee:* Professor F. C. Shenehon, Dean; Professor J. J. Flather, Professor F. M. Mann, Professor Frederic Bass.

The male students of this college receive one lecture on sex hygiene. The committee was not quite certain whether the students had any lectures under physical culture, but were under the impression that at one time there had been a course of seven or eight lectures, but that this had dwindled to one lecture.

The work relating to sanitation in this college is practically all given by Professor Bass. In his work on Municipal Engineering to senior and junior students this year (CE 102, 3 hours per week, two semesters) are the following lectures which might be considered as belonging to hygiene:

1. Public health
2. Water supply: sanitary problems
3. Water supply: analytical methods
4. Sewage disposal and stream pollution
5. Sewage disposal and stream pollution
6. Refuse collection and disposal
7. Sanitation of public buildings.

In his course to seniors this year (CE 103, 3 hours per week, one semester), two lectures on public water supplies may be considered as having a bearing on hygiene, covering (1) the source of supply and (2) the construction of water supplies, filtration plants, and disinfecting plants; also a trip to the city water works to consider, in part, sanitary problems.

The committee was of the opinion that work through one semester, one hour credit, with recitation, compulsory, should be given, following the lines laid down in the Bulletin of the Massachusetts Institute of Technology, under Professor Gunn and Professor Sedgwick.



"752. Industrial Hygiene and Sanitation. Professor Gunn.  
*Preparation:* 750, taken simultaneously.

"Lectures and recitations twice a week in the first term of the fourth year. The course deals with the various prejudicial effects of factory life upon health, including occupational accident, industrial poisonings and the effects of defective ventilation and of dusty trades upon the prevalence of tuberculosis and other diseases. The principles are discussed by which these dangers can be minimized under existing conditions of American factory life."

"754. Principles of Sanitary Science and Public Health. Professor Sedgwick.

"Fifteen lectures (richly illustrated by stereopticon, diagrams and charts) in the second term of the second or fourth year. The principal topics dealt with are health and disease; ancient and modern theories of disease; parasitism; toxins and antitoxins; theories of vital resistance, immunity, etc.; vaccination, epidemiology; and preventive sanitation.

"The course is designed to teach those who take it the present state of sanitary science, how to avoid preventable diseases,—such as typhoid fever, smallpox, diphtheria, malaria and yellow fever,—and, especially, to aid young scientists and engineers in the tropics, in mining camps, in construction camps, or under other unfavorable conditions, in securing and conserving personal health and strength, and thereby greater efficiency, for themselves and their associates. No special preparation is required."

The committee did not feel that popular lectures on hygiene would be of any special value to the students of this school. It felt that these lectures could not be made compulsory, and if not compulsory they would not be well attended.

## COLLEGE OF AGRICULTURE

*Committee:* Professor A. F. Woods, Dean; Dr. M. H. Reynolds, Professor D. D. Mayne, Professor F. L. Washburn.

I found, on meeting with the committee, that the "Sanitary Committee" of the College of Agriculture had already had a conference and had reviewed the work on sanitation at this school and had also formulated certain suggestions.

*Personal Hygiene.* This subject seems to be well covered for certain groups of students. For freshman women in the School of Agriculture it is a required subject, covering one period a week during one term. The subjects treated are:

1. The modes of spreading communicable diseases, with simple, concise directions for avoiding infection
2. Hygienic requirements with respect to air; water; food
3. The excretory organs—how healthful activity may be promoted
4. Care of the teeth

5. Care of the skin; hair; nails
6. Clothing—hygienic requirements
7. Exercise and rest
8. Care of the eyes
9. Care of the ears; nose; throat
10. Care during menstruation

For male students, in connection with physiology, twelve class periods are required in the freshman year in the School of Agriculture. This work is covered by Dr. H. P. Hoskins and Dr. Dinwoodie. The subjects are included under exercise, food, rest, and ventilation.

*Hygiene and Home-care of the Sick.* A course is given on this subject to junior women students in the College of Agriculture by Dr. Moorhead and Miss Motl. This course covers two periods a week during one semester, one lecture and one demonstration and practice period each week, the demonstration and practice period covered by Miss Motl. This is a required course. The subjects covered are as follows:

- Modes of spreading communicable diseases
- Methods of disinfection and sterilization
- Home nursing methods and principles involved
- Methods for control of venereal diseases (these diseases are studied in the course in Bacteriology)
- Reproduction—eugenic considerations
- Hygiene of pregnancy
- Preparation for labor
- Care during confinement
- Care of infants
- Hygiene of childhood.

Supplementary reading, with preparation of abstracts, is required with this work.

A course is also given to senior women students in the School of Agriculture by Dr. Moorhead and Miss Motl. This course covers two periods a week during one semester, including one lecture period and one demonstration and practice period, the latter under Miss Motl. This is a required course. The subjects are here treated more briefly than in the course given to the students of the College of Agriculture, and are as follows:

- A brief description of bacteria; culture and slide demonstrations
- Sources and modes of infection with special reference to:
  - Typhoid fever
  - Tuberculosis
  - Diphtheria
  - Communicable diseases of childhood
  - Venereal diseases.
- Reproduction
- Hygiene of pregnancy

Preparation for labor  
Care during confinement  
Care of infants and young children  
Hygiene of childhood  
Nursing methods; disinfection; sterilization.

Some information is given the men in the School of Agriculture bearing upon diseases, as to kinds and causes, avoidance of infectious diseases, available vaccines, etc. "Some information is given concerning organization of the State and local boards of health, and special attention to certain diseases such as tuberculosis, rabies, smallpox, this information being general and rather elementary.

"On account of the crowded nature of our work and limited time available, it is evident of course that none of these subjects can be covered very thoroly, and yet we believe that good is being done. Our students have at least been given an interest in the subject and some general information, and many of them will in later life use this teaching as foundation upon which to build a much better practical understanding of the subjects covered."

The committee agreed in the opinion "that ordinary chapel talks on subjects of personal and institutional hygiene were rather unsatisfactory, but that high-class lantern slides or moving-picture work and public-health exhibits in halls or vacant rooms would be useful."

In addition to the community hygiene above referred to, the college students get instruction under Entomology relative to insects and public health. This course is given by Professor C. W. Howard.

As a matter of fact, the students of this College and School have an opportunity of better training in community hygiene than probably any other group of students in the University. They live largely as a community, and when a communicable disease appears at the school, they become thoroly familiar with the methods used in caring for those who are sick and in finding those who may be carriers, altho not ill. This knowledge is not limited to that which is gained in dormitory life, for it applies also to those students who are not living on the campus.

The committee recommends that a required course on practical hygiene be given to senior college students, covering at least one hour a week for one semester. It also recommends that plans be made for moving pictures, lantern slides, and exhibits bearing upon public-health problems.

## THE LAW SCHOOL

*Committee:* Professor W. R. Vance, Dean; Professor E. M. Morgan, Professor H. J. Fletcher.

The committee was of the opinion that so far as the teaching of hygiene in the Law School was concerned, there was little to say, as there was nothing taught relating to either personal hygiene or community hygiene. The law students who come from the College of Science, Literature, and the Arts have had the instruction in personal hygiene that is required of students in that school. A certain amount of technical hygiene is taught in the Law School but only as relating to police power.

It is the opinion of the committee that law students can not be expected to do much along lines relating to public health work during their student life.

## THE MEDICAL SCHOOL

*Committee:* Dr. E. P. Lyon, Dean; Dr. H. E. Robertson, Dr. H. M. Bracken.

This committee discussed the question of hygiene or public health as relating to the Medical School.

a. *Work on Schedule.* Sixty-four hours are now set aside for lectures and demonstrations for senior students on health topics, which will be covered as shown in the following:

Lecturer	Subject	
Dr. O. McDaniel	Rabies	
Dr. A. J. Chesley	Certain infectious diseases	
Miss E. M. Wade	Laboratory methods	
Mr. H. A. Whittaker	Water and sewage problems	
Prof. Frederic Bass	Sanitary engineering	
	Public-health problems	
Dr. H. M. Bracken	} Vital statistics Tuberculosis and leprosy Quarantine and sanitation	
Dr. W. J. Marcley		Tuberculosis
Dr. S. M. White		Common colds { (From health Influenza { point of Pneumonia { view)
Dr. H. E. Robertson	Venereal prophylaxis	
Dr. F. C. Todd	Preventable blindness: Ophthalmia	
	Neonatorum, Trachoma, etc.	
Prof. C. W. Howard	Insect-borne diseases	
Dr. A. C. Rogers	Heredity and eugenics	
Dr. Haldor Sneve	Environment versus Heredity; Alcoholism	
Dr. J. P. Sedgwick	Infant welfare	
Dr. Alfred Owre		

Dr. T. B. Hartzell	Mouth infections as related to sanitary problems
Dr. C. H. Keene	School sanitation
Dr. J. A. Rippert	School inspection
Prof. E. Dana Durand	Special statistics
Dean W. R. Vance	Legal problems
Dr. A. J. Todd	The doctor and constructive social work
Dr. H. Wireman Cook	Life extension
Dr. E. C. Rosenow	Certain infections in relation to public-health problems
	{ Cancer from the public-health standpoint The public hygiene of chronic cardiovascular diseases Social service Industrial hygiene
Dr. L. B. Wilson	
Recitations	
Inspections	

b. *Additional work.* It was suggested that eight or more lectures be given to the medical freshman class, specialized personal hygiene, hygiene of the home, community hygiene, etc., the subjects, and the lectures to be considered.

c. *Compulsory or optional.* It was understood that all of this work would be compulsory.

d. *Popular lectures.* For this school it seems premature to give any specific suggestions along these lines at present. It is the suggestion of the committee, however, that advantage be taken, from time to time, of such lectures as the recent one given by Dr. Rodman on Cancer, and the proposed lectures (three) from Dr. Rucker.

For the University as a whole, it seems very problematic as to whether any course of such lectures could be planned with any possibility of securing satisfactory results for either the University or the lecturer.

## COLLEGE OF DENTISTRY

*Committee:* Dr. Alfred Owre, Dean; Dr. R. R. Knight, Dr. C. O. Flagstad, Dr. H. A. Maves.

Dean Owre stated that the senior students had compulsory work relating to personal hygiene in conference work; that the preparation of a paper for this conference meant extensive reading on the subject of personal hygiene; that the subject thus presented by one member of the class was thoroly discussed by the other members of the class. In other words, the instruction on personal hygiene in the Dental School is largely by reading and

discussion of subjects. This, if carried out systematically, should be an excellent way of bringing to the attention of the class matters relating to personal hygiene.

Different instructors in this college also give instruction to students which is in the nature of personal hygiene, but more particularly has the character of technical hygiene, as it relates in part to the protection of the dentist in the performance of his duties against possible infection, and in part to instructions which he should give his patients as relating to personal hygiene.

The lectures on oral hygiene are quite extensive. It is hard to classify them, as they are given by different professors and instructors all through the course on dentistry.

It was the opinion of the members of the committee present that the senior class ought to have a compulsory course on public hygiene, one lecture a week. This might take somewhat the nature of the course that is now given to the senior medical students, but it was thought that one hour a week for one semester should be sufficient.

The committee was also under the impression that a compulsory course of from eight to ten lectures on personal hygiene should be given to the freshman students.

The committee was of the opinion that lectures on hygiene—both personal and community—should be given to the students in their own college.

As to popular lectures, the committee was somewhat in favor of these, but felt that they should be of such a nature as to appeal to the students.

## SCHOOL OF MINES

*Committee:* Professor W. R. Appleby, Dean; Professor L. B. Pease, Professor S. L. Hoyt, Professor E. M. Lambert.

The students of this school already have such personal hygiene as they are compelled to take on entering the school under the Department of Physical Education, and, in addition, the one lecture on sex hygiene, attendance at which is required of all male students entering the University.

Students of this school receive no instruction in community or practical hygiene.

In relation to industrial hygiene, students receive instruction as follows:

“Prior to sophomore field work, a general talk on hygiene is given, preparing the students, in some measure, to meet changed climatic and living conditions in the localities visited,

calling particular attention to the necessity for proper clothing, guarding against sudden rises in temperature, against violent exercise, and against the dangers of drinking from streams and springs both surface and underground, where the water might be contaminated. The avoidance of possible contagious and infectious diseases is emphasized. The time devoted to this talk is about one hour.

"In connection with the mining work of the junior year, attention of the students is directed to the dangers arising from rock dust produced by drilling and to devices used to eliminate dust, as well as to preventive measures. Time, about half an hour."

About four hours are given to first-aid work, but this can hardly be classed as coming under the head of hygiene.

"In connection with the mining work of the senior year, mine accidents and preventive measures are discussed and first aid in relation to accident prevention; various miner's diseases, as for example, pneumonia, fibroid lung, anthracosis, fevers, etc., together with a specific statement as to methods of prevention is given.

"At this time, also, the hygiene pertaining to mining camps and towns, as well as sanitary precautions underground, are covered. Poisonous mine gases are discussed under the ventilation of mines. The time devoted to this senior work is approximately four hours.

"In connection with the metallurgy of the junior and senior years, the industrial hygiene, covering possible poisoning, arising from the smelting and treatment of lead, mercury, arsenic, and other metals, is covered in connection with the metallurgy of the same. Also the possibilities of poisoning and care required in connection with the handling of potassium cyanide, in milling and leaching work. Total time, possibly an hour to an hour and one-half."

It was the opinion of the committee that no further work on hygiene was needed for the students of this school than that outlined above.

## COLLEGE OF PHARMACY

*Committee:* Professor F. J. Wulling, Dean; Professor E. L. Newcomb, Professor G. Bachman.

All men entering this school receive, as other male students of the University, one lecture on sex hygiene. Every new student entering this department must now have a physical exam-

ination and drill. The women entering this school are not compelled to take any of the lectures given by Dr. J. Anna Norris or others on personal hygiene. Eight women in this school (juniors) are taking work in Physical Education under Dr. Norris. This is an elective course with credit, and occupies one hour a week during the entire year. The above represents all that the students of pharmacy get on personal hygiene.

In the regular course of study the students in pharmacy are given probably twelve lectures or more, on water, air, algae, bacteria, disinfection, etc.; but this instruction must be considered as technical hygiene—if credited to hygiene—rather than to personal or practical hygiene.

Dr. McCloud gives a course of twelve lectures to seniors on first aid to the injured, but this can not be considered as bearing upon hygiene.

It was the opinion of the committee that in a three-years' course (which goes into effect for this school next year) all students should have a compulsory course in personal hygiene during the first year, and that they should receive credit for this work; further, that all senior students should have a course in practical or community hygiene somewhat similar to that now given to the senior medical students.

The committee was unanimously in favor of a distinct health department to cover the University Campus and reach the health supervision of the students in their various rooming places.

## SCHOOL OF CHEMISTRY

*Committee:* Professor George B. Frankforter, Dean; Professor E. E. Nicholson, Professor E. P. Harding.

No personal hygiene is taught to students in the School of Chemistry except that given under Physical Education.

Instruction is given in the sanitary analysis of water (chemical only). This is compulsory for all seniors. The work covers three hours a week, one semester. Lectures are also given on food, but these are largely technical and can hardly be classed as instruction in hygiene. Instruction is also given on "Chemistry in Everyday Life," bearing on water, air, gas, fuel, coal, etc., but this, too, is rather of a technical than hygienic character. This instruction on Chemistry in Everyday Life is given to juniors and seniors as an elective. Each course covers six hours a week for one semester. A wish was expressed by Dean Frankforter that this school might correlate with the teaching of bacteriology on water analysis.



In discussing the question of a popular elementary course for all students, this committee was in favor of such a course if it could be made feasible, but was of the impression that the course would not succeed if made compulsory without a credit. A suggestion was made that it might be covered through the gymnasium, but it was appreciated that this would give such instruction to students at really the wrong time in the course.

The general impression of the committee was that a distinct board of health for the University was very necessary in order to have general supervision of hygienic problems relating to students and student life.

## DEPARTMENT OF EDUCATION

*Committee:* Professor L. D. Coffman, Dean; Professor Raymond Kent, Professor A. W. Rankin.

From Professor Rankin I learned that the students of this school received the same instruction in personal hygiene as that given to students of the College of Science, Literature, and the Arts, under Doctors Cooke and Norris.

Professor Rankin submitted, as an outline of the work on hygiene in this school, the following statement. The students of this school receive instruction as outlined in courses 141a and 141t in School Sanitation and Public Health.

"Each class meets fifty-one hours during the semester. Course 141a has seventeen students, who are juniors or seniors. Course 141t has thirty students, of whom twenty-five are teachers in the public schools of the Twin Cities. The work is practically the same for both courses.

"The instruction aims at general intelligence and is technical only when necessary to attain the end desired. The Secretary of the State Board of Health gives or arranges for three or four lectures which bear on state-wide problems. School Sanitation is treated broadly and concerns itself not only with the material conditions of the school, but also with the relation of courses of study, discipline, and the like, to health. It takes into account the value of playgrounds, home conditions, and environment. It urges the desirability of the teacher's setting a good example of hygienic living and attempts to show her how to avoid the evils connected with her occupation. The biological aspects of health are considered, such as disorders of growth. Attention is given to the various agencies which may cooperate with the school in securing right health conditions. Diseases of childhood, especially of sight and hearing, are discussed. An attempt is made

to make the teacher an intelligent aid to the health officer, where there is one, and at all times an intelligent citizen in health matters."

Professor Rankin was of the opinion that the students in this department could not be given more work in hygiene than they are now carrying. It was his opinion, however, that, if there was proper organization, there might be special surveys or theses required as bearing upon sanitation.

There is conducted physical examination of senior women students in the Department of Education, in order to determine their physical fitness for employment as teachers. The purpose of this is, in part, to protect boards of education from the employment of the physically unfit.

Professor Kent, Principal of the University High School, in a letter dated November 3, states:

"With regard to the department over which I have supervision, the University High School, I can say that physical examination is required of both the boys and the girls. These examinations are given by the representatives of the respective physical departments of the University."

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Respectfully submitted for the committees,

H. M. BRACKEN.