

GRADUATE SCHOOL

Minutes of the Executive Committee
February 7, 1946
235 Administration Building

Present: Profs. Bell, Brown, Chapin, Heron, Minnich, Schmitz and Smith,
Deans Blegen and Montonna, with Miss Davis as secretary.

Dean Blegen stated that he had called the Executive Committee together for the purpose of discussing the problem of enrollment--particularly the problem of geographical restriction of admission to the Graduate School.

He reported that the question of possible restriction of University enrollment upon a geographical basis had been discussed by the Administrative Committee of the University Senate and that a subcommittee had been appointed, under the chairmanship of Dean Diehl, to explore the matter and to formulate recommendations of university policy. He said that it was important for him, before he presented the views of the Graduate School to Dean Diehl's committee, to canvass the problem with the Executive Committee.

It was at once evident that the members of the Executive Committee felt that it would be unwise for the Graduate School enrollment to be restricted on a geographical basis. The national and international reputation of the University of Minnesota is to a very considerable extent dependent upon the fact that the Graduate School draws students not only from Minnesota but also from other states and from foreign countries. A geographical limitation inevitably would mean a move toward parochialism. The University could scarcely hope to retain its outstanding creative scholars and advanced teachers if its school of graduate studies took such a direction. Iowa, Wisconsin and Illinois, though they have taken drastic action to restrict enrollment, have taken the stand that graduate enrollments should not be restricted on a geographical basis.

Although sharply opposed to geographical restrictions, the committee felt that a policy of more selective admission on scholastic bases might well be enforced by the Graduate School in accordance with its insistence upon high standards of scholarship. For these and other reasons, the committee voted to go on record as endorsing unanimously and emphatically the following resolution:

The Graduate School of the University of Minnesota will take steps to put into effect a more selective system of admission based upon scholastic attainments and qualifications. It is opposed to any geographical restriction with respect to the admission of graduate students.

Respectfully submitted,

M. L. Davis, Secretary

February 4, 1946

TO MEMBERS OF THE EXECUTIVE COMMITTEE:

I am sending each member of the committee five copies of a chart showing the present graduate group committees and their membership under the reorganization that took place at the beginning of the winter quarter.

Sincerely yours,

Theodore C. Blegen
Dean

TCB:dlw
Enclosures (5)

March 4, 1946

MEMO. TO MEMBERS OF THE EXECUTIVE COMMITTEE:

There will be a meeting of the Executive Committee on Thursday, March 7, at 10:30 a.m. in the Graduate School Office, 234 Administration Building.

Theodore C. Blegen

Henry Schmitz
D. E. Minnich
Huntington Brown
E. T. Bell
W. T. Heron
L. I. Smith
F. S. Chapin
cc: h. S. Quigley

July 3, 1946

Members of the Executive Committee of the
Graduate School

Preliminary to the next meeting of the committee, I am sending
you copies of two recommendations that have been presented by
Professor Heron's committee.

Sincerely yours,

Theodore C. Blegen
Dean

TCB:bl
Enc.

Dean Henry Schmitz
College of Agriculture
University Farm

Dear Dean Schmitz:

In regard to your letter of June 28 to Professor Ferrin applying to his letter of the 27th, you are quite right that we have definitely determined to cut down the registration period of graduate students to one week. Starting with the fall quarter, they will register for one quarter at a time and they must complete that registration by the end of the first week of the quarter.

I am informed by Mr. True Pettegill, the Recorder, that his office will make up class lists for each class so that the instructor may know who is supposed to be registered in the class, and may use the list as a grade report form. It is probable that these lists will not become available until several weeks after the opening of the quarter because of the necessary time requirements for preparing the punch cards and running them through the IBM machines. It is also probable that these lists will not be 100% correct so that it will be necessary for the individual instructors to read off the list at several class periods and indicate that any student not on the list should take steps to see that his name is added. We believe that this will be a great aid particularly in regard to graduate students for whom, under our present system, there was no check list. We hope it may help in eliminating some of the difficulties Professor Ferrin has indicated.

Very truly yours,

Ralph E. Montonna
Assistant Dean

RE:act

cc to Professor Ferrin

Professor H. P. Furrin
Division of Animal and Poultry Husbandry
University Farm

Dear Professor Furrin:

I have your letter of June 27 in which you describe certain difficulties you have had with respect to graduate students entering courses several weeks after the beginning of the quarter.

It is my understanding that this system of deferred registration resulted from the fact that teaching assistants in certain departments did not know their precise teaching duties until after all classes were established and instructors assigned. The graduate program had to be adjusted to the teaching program; hence, registration for such graduate classes had to be deferred until the teaching program was determined.

Apparently, however, the system seems to have developed for most graduate students to register to college, especially in the fall quarter, after the actual beginning of the quarter.

At the last meeting of the Executive Committee of the Graduate School, action was taken to reduce the period of registration for graduate students to the end of the first week of each quarter. This will, I believe, correct at least most of the difficulty you have had with graduate students showing up in your classes several weeks after the beginning of the quarter.

Very sincerely yours,

Henry Schmitt
Chairman, Graduate Study Committee
for Agriculture

HS:h

cc: Graduate School Office

June 27, 1946

Dean Henry Schmitz
College Office
University Farm

Dear Dean Schmitz:

For sometime it has been apparent to me that instructors should receive notification from the Graduate Office of registrations. I have had a number of instances when graduate students a few days or two or three weeks after the opening of the quarter drop in the office and say that they are registered for a particular course. This is hardly a business-like procedure especially when grades for a student must be turned in in a course like Research in Animal Husbandry the credit hours for which vary according to the amount of work assigned to the student. There is a possibility in a case like this of a student carrying for a particular quarter either more or less total hours than was specified in his registration with the Graduate School.

I hope your Committee will consider this question.

Very truly yours

E.F.Ferrin /s/

Professor

8

May 10, 1946

Professor Huntington Brown
F 219

Dear Professor Brown:

I think that the Council of your Department is right in raising a question as to late admission of graduate students to classes.

My own judgment is that we are allowing too much time for graduate registration and that we should cut the margin to one week. The reason for permitting graduate students the present extension of time for registration beyond that permitted for undergraduate students is that a very large number of our graduate students are teaching assistants who do not know until after classes have been organized precisely what hours will be required of them in their teaching duties. Until they do know, they naturally find it difficult to work out their own plans with respect to classes and seminars that they are to take as graduate students. I believe that we shall need to retain for graduate students a week beyond the closing time for undergraduate students, but I have come to the conclusion that one week is enough. I am also under the impression that most graduate students defer their official registration until the last day, and this I think is unfortunate. I was not aware, however, that there was so marked a tendency of graduate students to arrive in a graduate class ~~some~~ ^{some} time after its first meeting. I know that most graduate students attend classes regularly from the beginning even though their registration is deferred.

At any rate, I am planning to propose to the Executive Committee the establishment of a limit for graduate students of one week beyond the usual closing period of undergraduate registration. I propose to set this plan in motion at the beginning of the fall term, 1946.

Sincerely yours,

Theodore C. Elegen
Dean

TCB:dlw

UNIVERSITY OF MINNESOTA
COLLEGE OF SCIENCE, LITERATURE, AND THE ARTS
MINNEAPOLIS

MAY 6 1946

DEPARTMENT OF ENGLISH
OFFICE OF THE CHAIRMAN

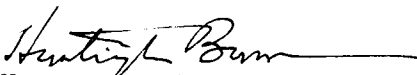
May 3, 1946

Dean T. C. Blegen
234 Administration

Dear Mr. Blegen:

The Council of my Department yesterday considered the question of late admission to classes and expressed certain opinions that Dean Shumway had requested. In the course of the discussion, it was agreed that many graduate students take advantage of the late date of registration that is allowed them and often attend a class for the first time after it has met as many as five or six times. We recognize that it may not be possible to change the graduate registration date, but we feel it would be desirable if some means could be found to insure that students attend the early meetings of every course undertaken, and if possible the first meeting. Might we not make clear in the Bulletin that permission to take a course may be refused any applicant after the first week, and that the permission allowed graduates to register late is not to be taken as an invitation to them to delay attending their courses?

Sincerely yours,


Huntington Brown,
Acting Chairman

HB:plb

UNIVERSITY OF MINNESOTA
COLLEGE OF SCIENCE, LITERATURE, AND THE ARTS
MINNEAPOLIS

August 15, 1945

File
with
Ex. Comm.
folder

DEPARTMENT OF PSYCHOLOGY

AUG 17 1945

Dean T. C. Blegen,
The Graduate School,
Adm. Bldg.

My dear Dean Blegen:

I have your letter of August 14 concerning the case of Miss Pearl A. Kienholz. At your request I have designated a committee for Miss Kienholz.

Nevertheless, It is the unanimous opinion of my committee that a program of this nature should ^{not} be given the blessings of the Graduate School.

In this case there are two points of criticism: 1. the program contains 18 credits of seminar work, and, 2. one instructor handled 21 of the 24 credits in the field of concentration.

With reference to the first point, it is our opinion that a first year graduate student is not sufficiently imbued in the fundamentals of a subject to profit from such a large dose of seminar work. I note that you say, quoting from Mr. Wesley, that the student made extensive reviews of fifteen books and less extensive reviews of twenty-five others. The term 'review' is almost certainly a misnomer. Rather what the student wrote was more or less extensive summaries of the books in question. I assume that the term 'review' means a critical evaluation of the material in which the process of summarization is only incidental. I should be greatly surprised if the student included any appreciable amount of critical evaluation in the book reports which she wrote. It would be almost impossible for her to do so because competent criticism grows from a rich background in the fundamentals of the subject in question.

With reference to the second point, we believe that part of the educational process is to come in contact with the viewpoints of different instructors and this, of course, is impossible if one instructor monopolizes a large proportion of the student's time.

I would also like to point out that practically all the prerogatives of the office of the Dean of the Graduate School in regard to instructional programs can be negated by the device of waiting until the last moment before graduation before turning in the student's program and then pleading that the work is all completed and that it is unfair to penalize the student. If all of these matters are to be entirely in the hands of the adviser either by agreement or by indirection then there is no using of using the time of a committee in going over the programs.

Sincerely yours,

W. T. Heron
W. T. Heron

EXECUTIVE COMMITTEE OF THE GRADUATE SCHOOL
Coffman Memorial Union
December 6, 1946

Present: Professors Chapin, Cook, Minnich, L. I. Smith, E. H. Sirich,
Dean Schmitz, and Dean Blegen, chairman.

- I. The dean discussed briefly some of the problems of foreign students now enrolled in the University. The number, he said, is relatively small, 305 in a total University enrollment of more than 27,000; and only 189 (62 per cent) of the 305 are graduate students. He favored an open-door policy for well-qualified foreign students, but pointed to dangers in permitting an undue number from any one country. The President had asked the Committee on Foreign Students to study certain problems and report to the Administrative Committee, and the dean read a tentative draft of this report, including a section on graduate students.

Voted: to approve as Graduate School policy the statement in the report of the Committee on Foreign Students with respect to graduate students.

See: attached copy of graduate student section of report of Committee on Foreign Students; also report of Forrest E. Moore of the foreign students' adviser's office.

- II. The chairman then opened a discussion of standards of graduate school admission, explained present practices, and asked the judgment of the committee as to possible changes and reforms. The use of the new appraisal sheets, with faculty cooperation, he said, has made admission more selective than in previous years. From 40 to 50 per cent of all applications have been refused during the past year. Tests have been used in many instances, particularly the Miller Analogies Test Form G. Present evidence indicates that in some, perhaps many, areas we have outstanding groups of graduate students.

In the discussion that followed, it was informally agreed that there is no need of any immediate change in admission policy, but that a study should be made to throw light upon the effectiveness of present policies in terms of the honor-point ratios of graduate students in the several areas of the Graduate School; that we should have information about practices in other graduate schools; that the use of such grades as "Satisfactory" and "Unsatisfactory" should be abolished in graduate courses; and that, with respect to graduate student housing, we might explore the possibility of creating an international house.

- III. The dean reported that a new, comprehensive Graduate School Bulletin was now in press and would soon be published. Dr. Minnich suggested the advisability of bring out in the future a bulletin comprising the

the present preliminary pages of the graduate bulletin plus statements from all the departments, but minus any listing of courses. He suggested that the Combined Class Schedule, particularly if departments uniformly listed all courses numbered 200 and above, would meet most needs. It was pointed out, however, that this Schedule covered only four colleges of the University and therefore was incomplete from the graduate point of view. The dean suggested the possibility of a small pamphlet of a size to fit a $9\frac{1}{2} \times 4\frac{1}{4}$ envelope to be sent to inquirers, with general information about the Graduate School; but he felt that occasionally, if only to make available a total picture of the Graduate School to other universities throughout the country, a complete bulletin should be published.

Several suggestions were made looking toward improvements in the Graduate School Bulletin. One was that a codified statement of requirements should be included in the preliminary pages; another was for simplification of all information in the preliminary pages; a third was for the numbering of items so that easy reference could be made to pertinent passages.

- IV. In a discussion that ranged over many questions, it was suggested that the system of candidacy for the master's degree should be explained more fully than it has been to the graduate faculty; that at some future faculty meeting the methods of conducting Ph.D. examinations should be considered; and that the various printed forms used in the Graduate School should be supplied more widely to faculty members.
- V. The question of graduate credit for advanced work in medicine in the veterans' program of the Center for Continuation Study, on which a recommendation has been received from the Dean of the School of Medicine and the Medical Graduate Group Committee, was postponed for action until a later meeting because of the absence of Dr. Bell.
- VI. The chairman of the Committee on Foreign Languages, Dr. Minnich, made a brief progress report.
- VII. The dean reported that the Graduate Group Committee on Education has recommended that the degrees Master of Arts and Doctor of Philosophy in Physical Education should be granted through the Graduate School under the following conditions: That the policy of listing majors be consonant with the policy already in operation for programs in fields such as Industrial Education and Agricultural Education, i.e., that for the Ph.D. major, the major be Education, and that for the Ph.D. minor the listing be Physical Education, and that for Plan A and Plan B, Master's degree majors, the listing be Physical Education.

After some discussion of this proposal, it was decided to postpone further consideration until a later meeting.

VEII. The Committee adjourned to reconvene Monday, December 16, 1946, at 11:45 A.M.

Margaret L. Davis
Margaret L. Davis
Secretary

EXECUTIVE COMMITTEE
Graduate School
December 16, 1946
11:45 a.m.
Directors' Room, Campus Club

Present: E. T. Bell, F. S. Chapin, W. W. Cook, E. H. Sirich, and T. G. Blegen, chm.

- I. Dean Blegen reported that President Morrill had referred to the Graduate School a proposal made by Dr. Gaylord W. Anderson and endorsed by the Administrative Committee of the Medical School for the establishment of the professional degree Master of Hospital Administration in the School of Public Health. The committee requested the dean, before it took action on this proposal, to secure from Dr. Anderson a sample program of the proposed professional courses in hospital administration as well as further information with respect to admissions and to examination procedures.

Action was held over to the next meeting of the committee.

- II. The dean reported the following action by the Graduate Group Committee in the Medical Sciences:

The Committee recommends that the full course in the basic sciences now offered to veterans be accepted as a minor for any student who subsequently becomes a candidate for a Master's degree. It is recommended that a student who subsequently becomes a candidate for a Ph.D. degree be allowed credit of not more than 15 hours for a full 9 months course in basic sciences. It is recommended that the candidates for a Master's degree in any of the laboratory and clinical divisions be allowed to present minor credits obtained in two departments. Heretofore the minor has been restricted to one department. The heavy load of graduate work with the veterans now makes it impossible for the department to offer 9 hours of systematic work in a minor independently of the veterans' courses.

After some discussion of this proposal, it was endorsed in principle and the dean was authorized to work out in conjunction with the appropriate authorities in other units of the University a plan for joint registration in the Center for Continuation Study and the Graduate School for those persons who are properly qualified for admission to the Graduate School and desire to use the Basic Science courses toward a minor or split minor for the Master's degree.

- III. Voted to sustain the action of the Group Committee for the Physical Sciences in refusing the petition of Mr. Balasubramanian Krishnamurthy for the use of English in absolving the foreign language requirement in a Master of Science program in the field of metallography.

- IV. In view of the absence of three members of the committee, consideration of the proposal for a graduate program in Physical Education was deferred to a later meeting.

On motion, the committee adjourned.

Respectfully submitted,

Margaret L. Davis
Margaret L. Davis
Secretary