

ONE—SENATE BROADSIDE—1520
**REPORT OF THE COMMITTEE ON BUSINESS
 AND RULES**

To the University Senate:

Your Committee on Business and Rules respectfully presents the following matters for consideration at the second meeting of the Senate, February 17, 1927.

- I. Approval of the minutes of the meeting of October 21, 1926.
- II. Report of the Administrative Committee of the Senate.
- III. Report of the Committee on Relations of the University to Other Institutions of Learning.
- IV. Report of the Committee on University Extension.
- V. Report of the Committee on Necrology.

I. APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 21, 1926

II. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. Actions reported for Ratification

1. *Report of the Special Committee on Status of Students absent from the Campus.* Voted to approve the following recommendations of the Committee:

That in order to retain their status as students while engaged in obtaining practical experience, the following principles should govern.

(a) Courses in practical experience should carry credit toward a degree and supervision adequate to insure the credit value should be provided.

Note: This may take the form of direct supervision by members of the faculty, written reports, or occasional seminars.

(b) Registration and payment of fees should be required as a prerequisite to credit in such courses.

2. *Calendar for 1927-28.* Voted to recommend to the Senate with minor changes and corrections the calendar for 1927-28 as submitted by the Registrar.

UNIVERSITY CALENDAR
 1927-28

1927		<i>Fall Quarter</i>	
September	15	Thursday	Payment of fees closes, except for new students
September	15-17		Entrance examinations (for removal of entrance deficiencies)
September	16-19		Registration of all new students entering the freshman class
September	19-23		Examinations for removal of conditions Physical examinations Registration period, ¹ colleges of Science, Literature, and the Arts, and Education
September	20-24		<i>Freshman week</i>
September	22-23		Registration days ¹ for all colleges not included above
September	23	Friday	Payment of fees for new students closes
September	26	Monday	Fall quarter classes begin, 8:30 ² a.m. Fall semester extension classes ² begin
October	20	Thursday	Senate meeting, 4:30 p.m.
November	11	Friday	Armistice Day; a holiday
November		Saturday	Homecoming Day
November	24	Thursday	Thanksgiving Day; a holiday
December	1	Thursday	State Day Convocation
December	14-17		Final examination period
December	15	Thursday	Commencement Convocation Senate meeting, 4:30 p.m.
December	17	Saturday	Fall quarter ends, Christmas vacation begins, 5:20 p.m.
December	21	Wednesday	Payment of fees closes for all students in residence fall quarter ⁴
		<i>Winter Quarter</i>	
December	27-29		Entrance examinations
1928			
January	2-3		Registration days for new students in the College of Science, Literature, and the Arts.
January	3	Tuesday	Registration day for new students in all other colleges.
January	4	Wednesday	Christmas vacation ends, winter quarter classes begin, 8:30 ² a.m.
January	28	Saturday	First semester extension classes close
January	30	Monday	Second semester extension classes begin
February	13	Monday	A holiday (February 12, Sunday, Lincoln's Birthday)
February	16	Thursday	Charter Day Convocation Senate meeting, 4:30 p.m.
February	22	Wednesday	Washington's Birthday; a holiday
March	14-17		Final examination period
March	15	Thursday	Commencement Convocation Payment of fees closes for all students in residence winter quarter ⁴
March	17	Saturday	Winter quarter ends, spring vacation begins, 5:30 p.m.
		<i>Spring Quarter</i>	
March	19-21		Entrance examinations
March	23-24		Registration days for new students in all colleges
March	26	Monday	Spring vacation ends, spring quarter classes begin, 8:30 ² a.m.
April	6	Friday	Good Friday; a holiday
May	10	Thursday	Cap and Gown Day Convocation
May	17	Thursday	Senate meeting, 4:30 p.m.
May	26	Saturday	Second semester extension classes close
May	30	Wednesday	Memorial Day; a holiday
June	6-9		Final examination period
June	9	Saturday	Spring quarter closes, 5:20 p.m.
June	10	Sunday	Baccalaureate service
June	11	Monday	Fifty-sixth annual commencement
		<i>Summer Session</i>	
June	15-16		Summer Session first term begins, registration and payment of fees
June	18	Monday	Classes begin, 8:00 a.m.
July	4	Wednesday	Independence Day; a holiday
July	28	Saturday	Registration and payment of fees for second term closes
July	30	Monday	Second term classes begin
September	1	Saturday	Second term Summer Session closes

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

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

² First hour classes begin at 8:15 at University Farm.

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

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

3. *Report of the Special Committee on Student Personnel Records.* Voted to approve the following recommendations of this Committee.

First: That such personnel information as has been found to be of value shall be obtained from each new student at the time of the psychological test on forms to be prepared for the purpose in conference between the administrative officers concerned and Dr. Paterson.

Second: That these forms replace those portions of the registration blanks which now call for personnel information such as the census cards, etc.

Third: That the forms when completed be filed with the various administrative officers, Dean of Student Affairs, Dean of Women, Deans of the Colleges, etc.

Fourth: That subject to the adoption of recommendation five, an envelope form be issued by the Registrar's Office to each student to serve the following purposes:

(a) Preservation of statements of admission units, advanced standing and quarter final reports, to be presented to advisers at times of registration, and

(b) Record of conferences with adviser, for use at subsequent conferences.

Fifth: That advisers and administrative officers accept these records in lieu of official certified copies for purposes of approving subsequent registrations.

2. Actions Reported for Information

1. *Increase in Incidental Fee.* It was voted to recommend to the Board of Regents that the incidental fee be increased from \$4.00 to \$5.00 per quarter with the understanding that the amount of the increase would be allotted to the Health Service to enable that Department to increase its service to students as described by Dr. Diehl.

2. *Report of the Committee on Bulletin to the Faculty.* Voted to approve the recommendations of the Committee as follows:

1. That the publication and distribution to the faculty of such an information leaflet be authorized.

2. That the decision as to the materials which shall be incorporated in the leaflet be left in the hands of a committee to be appointed by the President and that the editing and distribution of the material shall be in the hands of Mr. Steward.

3. That the form of leaflet shall be approximately the size of note paper which can easily be bound in a standard binder,—each leaflet, in general, to comprise four pages and to be punched so that it may be appropriately bound in a standard binder.

4. That a standard inexpensive binder be approved and one binder be made available to each department in order that there may be an official file of these leaflets kept for reference.

5. That provision be made for extra copies to be sent to a mailing list, including special students of the problem reported upon and institutions which may be interested—these extra copies to be sent out through the office of Mr. Steward.

6. That if and when the time comes that copies are needed for sale to other interested parties than those to whom the university is willing to send them free, that extra copies be made available to the University Press and that the sale be handled by the Press.

7. While it is not possible nor desirable to set too definite limitations upon the sort of material which would be fitting for this information leaflet, it is understood that material of interest primarily to the University of Minnesota and therefore not subject to publication in magazines, and material which concerns more than one school of the University and of interest, therefore, to a considerable portion of the faculty, must be used. Studies made by Professor Paterson concerning personnel and by Dean Johnston concerning relation between college ability tests and success in various departments of the University as indicated by grades, are suggested as illustrations of acceptable material.

8. There shall be no regular date of publication, but a leaflet will be published whenever suitable material is available for it.

9. The price of the leaflet will be approximately \$20 to \$25 per issue.

3. *Approval of Text Books.* Voted to approve for use in University classes the following texts by Olmsted and Sirich, *Beginner's French Grammar* and *French Composition and Conversation.*

4. *Report of the Special Committee on Freshman Week.* Dean Johnston presented the report of the committee and it was voted to receive the report with commendation and endorsement of the following recommendations:

1. That the general plan of Freshman Week be continued in future years.

2. In addition to the announcements sent to prospective students showing them when they are required to be present, there should be a descriptive pamphlet explaining the general purpose and object of freshman week.

3. Better provision should be made for guiding strangers about the campus, as by maps, name posts on street corners and other means of indicating where to find buildings and offices.

4. That all forms of information to be collected from freshmen be secured on suitable blanks filled out by the students at the time of the psychological tests, as already recommended by the special committee appointed by the President.

5. That all exercises of Freshman Week be under the direction of a Freshman Week Committee with such co-operation of student organizations as the committee in charge deem wise.

6. That the Freshman Week Committee for 1927-28 should be appointed in the near future so that it can consider early the plans for next year and the best form of organization.

5. *Report of the Advisory Committee for the Summer Session.* Voted to approve in principle the following report of the Advisory Committee of the Summer Session with the understanding that recommendation to the Board of Regents will be deferred pending consideration of its effect on class "A" appointees.

REPORT OF SPECIAL COMMITTEE

(1) On Vacation Allowance for Class "A" Members of the Faculty and

(2) The substitution of Leave of Absence to Class "B" Members of the faculty for other Compensation for Teaching More than Three quarters in any Fiscal Year.

The committee begs to report as follows:

I. The first question submitted to the committee grew out of paragraph 7 of the Report of the Committee on Incorporating the Summer Session Budget with the Regular Annual Budget, which reads as follows:

"No members of the faculty, except those on the "A" basis shall offer instruction in the University of Minnesota more than eleven quarters in any three consecutive fiscal years."

While the committee heartily approves this regulation and would like to see its benefits accrue to the members of the faculties who are employed on the "A" basis, the question was found by the committee to be inextricably tied up with other questions over which it has no jurisdiction, such as the consideration of service and salary involved in the designation of "A" as a basis of employment. The committee, therefore, submits no recommendation for action concerning vacation allowances for Class "A" Members of the Faculty.

II. On the second question, the committee recommends the following:

A. For full service during two terms of the summer session (approximately 6 weeks each) there will be allowed to full-time members of the instructional staff of rank of instructor or above if elected in lieu of salary;

Leave of absence with full pay for one quarter of the academic year,

Provided;

(a) The leave is taken within five years after the summer session during which the service is rendered.

(b) The leave of absence and the time it shall be taken shall be on recommendation of the department with approval of the dean concerned.

(c) The rules covering substitute instruction in cases of sabbatical leave shall govern so far as they are applicable

(d) Leave of absence may accumulate to the extent of three quarters, but not more.

(e) The leave of absence is taken on the same terms relative to study and return to the University at its expiration as the existing terms for sabbatical leave.

(f) In case the plans for leave of absence are abandoned by the faculty members, the relinquished salary for summer session shall be paid in full on request.

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

Your committee has taken the following action since its last report:

1. *Revision of Statement of Entrance Requirements.* Voted to recommend to the Senate the adoption of the following statement of admission and its substitution for the present statement appearing on pages 26 and 27 of the General Information Bulletin:

ADMISSION

Admission to the colleges or schools of the University which accept students directly from the high school is by (A) Certificate, or (B) examination. The descriptions of these two methods follow.

A. Admission by Certificate

Applicants must present a minimum of fifteen entrance units as defined on page . . ., so chosen as to include those subjects required by the college or school which he desires to enter. In case the applicant did not have an opportunity to take all the required subjects, owing to the fact that they were not offered by the high school, the examiner may authorize substitutions in the list of required subjects to the extent of one unit.

The following types of certificates are accepted.

1. Certificates of graduation from a Minnesota state high school or other accredited school in the state.

2. Certificate of graduation from a school in any other state accredited by the state university of that state.

3. Certificate of graduation from a Minnesota State Teachers College or Normal School, or teachers colleges of other states having similar courses of study.

4. Certificates of Minnesota State (High School) Board Examinations, and corresponding examining boards of other states.

5. Certificates of College Entrance Board Examinations.

6. Certificates from the University of Minnesota Extension Division.

Under list of Entrance Subjects (pages . . . to . . .) is shown the minimum and maximum number of units of any one subject that will be accepted by the various colleges of the University.

For a statement of the specific units required in any subject or group, see Requirements of Individual Colleges, pages . . . to . . .

B. Admission by Examination

All applicants for admission to the University who are at least nineteen years of age and who are unable to meet the certificate requirements described in "A" above, will be admitted provisionally and subject to one year of satisfactory work on the basis of the satisfactory completion of the following examinations.

1. College Aptitude Test
2. Test on Proficiency in English
3. Such special placement tests as the school or college to which the candidate desires admission, may prescribe.

Applicants failing to pass tests 2 or 3 satisfactorily may apply for a subsequent examination at any scheduled date on payment of \$5.00 fee. Applicants failing to pass test 1 may enter only on satisfactorily meeting the entrance requirements by the certificate method.

These examinations will be offered at the University during the week preceding the opening of classes in the fall, winter and spring quarters in accordance with the following schedule.

A statement of such high school work as may have been completed together with a letter of honorable dismissal from the last school attended, must accompany the application for these examinations.

(Schedule)

Those desiring to enter by this method should notify the examiner in writing not later than September 15th, December 15th, or March 15th, respectively.

(Adult Specials)

No student will be admitted to any school or college of the University who has not fully met the entrance requirements by one of the above methods, except applicants of mature age (24 years or older) and experience who may desire to pursue a special and limited course of study. Such candidates for admission must secure the approval of the college concerned for the work which they wish to pursue.

Respectfully submitted,

R. R. SHUMWAY, *Chairman***IV. REPORT OF THE COMMITTEE ON UNIVERSITY EXTENSION**

Your committee begs leave to submit the following action for ratification:

It is the judgment of this Committee that on and after February 1, 1927, full-time members of the University faculty, not on the Extension staff, should not be permitted to teach more than two extension classes a week.

Respectfully submitted,

RICHARD R. PRICE, *Chairman***V. REPORT OF THE COMMITTEE ON NECROLOGY**

JOHN JOSEPH FLATHER

1862-1926

Mr. Flather, professor and head of the department of Mechanical Engineering at the University of Minnesota since 1898, was a graduate of Yale University. His post graduate work was done at Cornell and at the University of Edinburgh.

His early professional apprenticeship with various commercial firms was of unusual scope and breadth. After this practical training, he was for seven years professor of Mechanical Engineering at Purdue University, whence he came to this institution. From humble beginnings, his department grew until it counted a faculty and staff of twenty-five persons. In addition to his administrative work, Mr. Flather taught, at various times, practically all the subjects of the mechanical engineering curriculum. He acted, also, as consulting engineer in many important projects in the northwest. He designed the heating plants for the University of Minnesota both on the main campus and at the farm. His researches and investigations, especially in the line of mechanical power development, have been many and significant. His numerous technical articles cover a broad field. At the time of his death he was busied with a work on the history of engineering, a task for which his fine technical training, broad experience, wide learning and literary taste eminently fitted him.

Mr. Flather's interest in literature and art and his wide human contacts made him a charming companion to all men. For his professional ability he was highly esteemed by those of his own calling.

Our campus misses something in the absence of that genial and courtly presence.

GEORGE DEFREES SHEPARDSON

1864-1926

Mr. Shepardson was a graduate of Dennison University, from which institution he also received the Master's degree. His degree of M.E. was taken at Cornell in 1889 and he received that of Doctor of Science from Harvard in 1912.

Mr. Shepardson came to the University of Minnesota in 1891 to take charge of the work in Electrical Engineering. This department, under his leadership, has grown during the past thirty five years until it has become the largest of the engineering departments of the University. He was the author of several text books and many technical and scientific articles. He also made several important contributions to the subject of electric lighting.

Beside being a member of numerous scientific and technical societies he was affiliated with four honorary societies, Phi Beta Kappa and Sigma Xi being of the number.

His technical training was built upon the broad foundation of the sciences and the humanities. His early home training turned his thought to religious problems and in these he found a deeping interest even till the very last. All recognized his un-failing courtesy and kindness; his students and associates, his conscientiousness and patience.

LOUIS BENEDICT BALDWIN

1922-1926

Dr. Baldwin became superintendent of the University Hospital in 1910. His previous service to the state of North Dakota as the head of several state hospitals and institutions had demonstrated his marked ability as an administrator. Because of this talent he rose, during the war, to the rank of Colonel in the Medical Corps Reserves, was called to Washington, and, entering active service, was selected by the Surgeon General of the United States Army to take charge of the personnel and administrative affairs of the medical corps of the army.

A striking instance of the esteem in which his profession held him was his election in 1921 to the presidency of the American Hospital Association.

The heartfelt and spontaneous expression of sorrow for his loss on the part of his colleagues at the University of Minnesota is high testimony to his professional ability, to the effectiveness of his work, to the strength and sincerity of his character and to the feeling of loyalty which he inspired in those with whom he was associated.

ALLEN D. JOHNSTON

1855-1926

Allen D. Johnston came to the University in 1910 as an instructor in blacksmithing in the School of Agriculture and served also in this capacity as a member of the engineering staff of the College of Agriculture.

He had become an expert worker in iron and steel and seemed to take an artist's delight and pride in his craft. Great as was his skill in this, his colleagues appreciated quite as much his sterling character. They feel that perhaps the influence he exercised in helping to fashion the character of students by his insistence upon exactness and thoroughness in work done for him, may prove of more enduring worth than the work in iron and steel.

EDWIN ANTHONY CUZNER

1850-1926

Mr. Cuzner entered the service of the University in 1883 when there were but two buildings on the main campus, neither of which is now standing. He has served as gardener and head gardener for the Department of Botany for these many years. None now in the service of the University has been with us for such a long uninterrupted period. His great love for the plants he cared for made his work his greatest joy and in the performance of it he has rendered to the University far more than full measure in faithfulness, devotion and skill.

The members of the Department of Botany in expressing their individual feeling that, in the death of Mr. Cuzner, they have suffered an irreparable loss, add: "As a department, too, we realize that there is now a gap in our ranks that can never be filled. Especially do we feel that one of the links that bind us to the past and that keep alive in our minds the memory of the early days of the Department has been broken. We mourn the loss of a friend and comrade but we rejoice that we have for so long enjoyed the rare privilege of his companionship."

The Senate of the University feels proud to be able to perpetuate in its records the memory of one who has rendered such service.

WILLIAM ROBBINS MURRAY

1869-1926

A graduate of the University of Michigan and of Rush Medical College, Dr. Murray began his connection with the University of Minnesota in 1902 as assistant in the Department of Ophthalmology and Otology. He became professor in the department in 1909 and since 1919 had been its chief as well.

He was one of the most eminent of the men in his specialty in the Northwest. A member of many professional associations of the state and nation he did more in his unassuming way for the advancement of medical education in this region than will ever be realized by those outside the environment in which he worked.

Under a notably quiet and modest demeanour friends and acquaintances found in him a lovable personality.

Dr. Murray's name must be inscribed on that illustrious roll of those of his profession who, in the age long war against human suffering, have fallen martyrs, to the cause they served.

These memorials hereby become part of the records of the University and will remain as marks of its appreciation of the faithful services of those who have passed away.

J. B. PIKE, *Chairman*