

To the University Senate:

Your committee on Business and Rules respectfully presents the following matters for your consideration at the second meeting of the Senate, May 17, 1928.

- I. Approval of the minutes of the meeting of December 15, 1927.
- II. Report of the Administrative Committee of the Senate.
- III. Report of the Committee on Student Work.
- IV. Report of the Committee on Relations of the University to Other Institutions of Learning.
- V. Report of the Committee on Printing.

I. APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 15, 1927

II. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. Actions Reported for Ratification

The following actions have been taken since the last meeting of the Senate and are reported for ratification.

1. *Report of the Senate Committee on Printing.* Voted to approve the following recommendations:

(a) The adoption of Scotch Roman in place of Old English type on University letterheads and envelopes.

(b) The adoption of a class record book larger in size than that in use at present, the size recommended containing eight pages 5x9½ inches, or, as an alternative 16 pages of the same size.

2. *Cap and Gown Day Awards.* The Committee on University Functions made a report recommending that on Cap and Gown Day only the list of students elected to honor societies should be read and that there should be published on the program of the day a list of all other scholarships, fellowships and prizes which are entitled to be recognized. The report was adopted.

3. *Report of the Special Committee on Fellowships, Scholarships, and Prizes.* Voted to approve the following recommendations of the Committee:

(a) That a suitable certificate be prepared which will be sent over the signature of the President of the University to all those who are awarded fellowships, scholarships or prizes, which are under the official jurisdiction of the University.

(b) That all such fellowships, scholarships and prizes as constitute official awards by the University shall be awarded only after the information called for on President Form 7 has been sent to the comptroller's office and approved there. The information on President Form 8 will constitute the official record for the year, and these forms will be assembled in the President's office.

(c) Information concerning honor society lists to be used on Cap and Gown Day shall be assembled in the office of the chairman of the Committee on University Functions. This list, supplemented by the list of fellowships, scholarships and prizes on file in the President's office, and made available to the chairman of the Committee on University Functions, will constitute the list to be used on Cap and Gown Day.

(d) It is recommended that the custom of sending notices to donors from the President's office be continued. To make this possible it is recommended that "President Form 7 include an item giving the name and present address of the person responsible for the gift or donation to whom such communication be sent.

(e) The attached copy for the certificate to be sent to the recipient of a fellowship, scholarship or prize, is recommended for adoption.

2. Actions Reported for Information

1. *President's Report.* The following report of the special committee appointed to consider the President's annual report was presented and the recommendations approved for presentation to the Regents.

The committee begs to make the following recommendations:

1. That the President's Report shall be prepared once in two years rather than each year, the biennial period for the report being from July 1 in one even year to June 30 in the next succeeding even year.

2. The part of the President's Report which is prepared for wide distribution shall be such as is prepared over the President's signature. This should be reasonably brief, containing from 25 to 50 pages, and prepared for the purpose of setting forth the President's point of view concerning the essential problems confronting higher education and recording the distinctive advances made in the University of Minnesota during the biennium under review. Only such facts and statistics shall be recorded in this report as are necessary to support the President's discussion.

3. There shall be prepared a University biennial report in addition to the President's Report suggested above which will contain reports from the various units of the University, made out in such detail as is necessary to record the progress of the several units. While this University Report will be primarily for the purpose of record, it nevertheless may properly contain a discussion of the problems and tendencies being experienced in the several units along with fairly complete factual data. This report will be for distribution essentially on the University campus and to other institutions which will wish to make use of such detailed data. It will be understood that the President's Report described under "2" above will give publicity to the outstanding developments in the several units and therefore it will not be necessary to give wide distribution to the University Biennial Reports. Where the report submitted from any one of the units in the University shall have sufficiently wide interest to justify its distribution to a considerable number of people, arrangements may be made for its separate publication through the University Press.

2. *Class A Faculty Status.* Voted to approve as a recommendation to the Board of Regents the following recommendations of the special committee appointed to consider the status of Class A members of the instructional staff.

(a) That as soon as practicable the designation "Class A" be not employed and that "Class B" be substituted in the cases of the regular members of the instructional, research and extension staffs of rank of instructor, assistant professor, associate professor or professor, who are on an essentially full-time basis of employment in the University.

(b) That "Class B" be redefined as follows: "The employment for any three academic quarters of the year, the quarters to be designated at the time of the adoption of the annual budget." Members of the staff engaged before this new definition goes into effect shall not be required to teach other than the quarters of the year contemplated in their initial agreement with the University.

(c) That any person now on the "Class A" basis who is changed to the "Class B" basis shall receive on the new basis eight-ninths of the annual salary which he was to have received for the same year on the "Class A" basis.

(Note: This provision is contingent upon removing the maximum of \$600 now prevailing for six weeks in the summer session. Mr. Kelly is ready to recommend that as a part of the general scheme of four-quarter organization in the University summer session salaries be stated in terms of one-eighth of the academic salary without the maximum of \$600 for the six weeks session.)

(d) That each person changed from the "Class A" basis to the "Class B" basis shall be assured employment at the "extra quarter" or "summer session" rate for additional time each fiscal year to such an extent as will make an annual salary at least equal to the annual salary which he was receiving at the time the change from the "Class A" basis was made. It is understood that individuals or their departments will assume responsibility under the new regime as under the old for the duties which fall to their respective offices throughout the twelve months of the year.

(e) That this change of basis of employment shall not in itself constitute a claim for additions to the annual allotments made to the departments in which the persons so changed are employed except that increases in total allotments to given departments may be allowed if equivalent decreases are made in other departments and divisions within the same school or college. (For purposes of this paragraph, the Department of Agriculture is regarded as a school.)

3. *Report of the Committee on Leave of Absence in Lieu of Extra Summer Session Pay.* The report of this committee as revised was considered and recommended to the Board of Regents in the following form:

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 shall begin not later than five years after the close of the summer quarter during which the first 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, and in considering requests, care shall be exercised to see that the absence will not seriously impair the service of the department.

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

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

(e) The leaves of absence are taken on the same terms relative to approval of plans for leave 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 a faculty member, the relinquished salary for summer session shall be paid in full on request.

(g) Vacation leave and sabbatical leave may be combined under the following conditions:

(1) Total leave at one time shall not exceed three quarters.

(2) When the combination amounts to three quarters, sabbatical leave with full pay shall not exceed one quarter. In accepting this arrangement the member of the staff does so in lieu of any additional sabbatical leave which he may have accumulated.

4. *Salary Payments.* On recommendation of Mr. Middlebrook the Administrative Committee adopted a plan to change the time of payments to members of the staff of the University. The new plan brings the beginning and ending of academic quarters in line with the beginning and ending of the fiscal year, thus the six quarterly payments for the first quarter of the year will start July 16 and end October 1. For the second quarter of the year payments will begin October 16 and end January 1, and so on for the other quarters of the year.

5. *Attendance at Commencement.* The President presented a tentative report from a sub-committee of the Senate Committee on University Functions with reference to faculty attendance at commencement. It was *voted* as the sentiment of the Committee that members of the Senate should be required to attend June Commencement exercises unless excused.

6. *High School Scholarship Contest.* The following report of the special committee appointed to consider this question was received and referred to the State Commissioner of Education:

Two types of high school scholarship contests have been developed, one, the contest by schools as units and the other, contests among individual pupils. Both contests involve the inclusion of practically all the ordinary high school subjects.

The committee studied carefully the experience with these contests in Kansas, as set forth by Professor Wood of the State Teachers College at Emporia, and arrived at the following conclusions and recommendations:

(a) There is inherent in the contest idea a danger of greater formalization of instruction and a greater emphasis upon the memorization aspects which can be readily measured, and a reduced emphasis upon those more subtle but likewise more significant outcomes of education which are much more difficult to measure. Because of this the committee recommends that efforts be made wherever possible to develop the types of objective tests which will place emphasis upon those qualities of intellectual power and strength of character which have, up to date, been rarely subjected to measurement.

(b) With the present tendency to emphasize athletics and certain other more spectacular phases of education, it is very important to bring about a better balance by increasing the interest of students, high school teachers and patrons in scholarship as the main objective of the high school. Inasmuch as contests seem for the time being to be rather effective means of increasing that interest, the committee favors high school scholarship contests.

(c) The main responsibility for such high school scholarship contests must, of course, rest with high school teachers, principals and superintendents, and the State Department of Education. If the University can be of service in checking the validity of proposed tests, in acting as host for the students during their final contests and in awarding scholarships to winners of the contest, the University will be glad to be of service in these respects.

(d) We recommend that this report be forwarded to the State Department of Education and if approved by the Department, that it be presented to the Association of High School Principals and Superintendents at their conference next spring at the University.

7. *University Code.* It was the sense of the Committee that the *Laws and Regulations Governing the University of Minnesota* should be brought up to date and republished.

8. *Dormitory for American Students at the University of Paris.* The President read a letter describing a plan for American university rooms in the dormitory for American students at the University of Paris, and asking for \$2,500 to provide such a room for the University of Minnesota. It was *voted* to authorize a special committee to consider ways and means of providing the necessary funds.

9. *Harvard University Plan for Housing Married Students.* Attention was called to the Harvard Housing Plan and it was *voted* to authorize a sub-committee to co-operate with the Minnesota Dames in their attempts to improve the housing situation for married students and members of the teaching staff at Minnesota.

10. *Text Book Approval.* *Voted* to approve the following text books for use in University classes:

Physiological and Pathological Chemistry—J. F. McClendon
Business-Cycle Theory—A. H. Hansen
Economics of Advertising—Roland S. Vaile
The Country Newspaper—M. M. Wille
Industrial Education—Homer J. Smith
Contemporary Sociological Theory—Pitrim Sorokin
Introduction to Sociology—(containing chapter by Professor Willey)

Introduction to the Study of Animal Parasites—W. A. Riley

R. M. WEST, Secretary

III. REPORT OF THE COMMITTEE ON STUDENT WORK

The Senate Committee on Students Work recommended the adoption of the following regulation:

1. *Removal of Failures.* *Voted* as the sense of the Committee that on the satisfactory completion of a course which has been specifically substituted by petition for a failure, it may be considered that all disabilities incurred by the failure have been removed.

For the information of the Senate the following actions of the Committee are reported:

1. *Mid-Term Reports.* The advisability of extending the mid-term reports to cover a six weeks in place of a five weeks period was discussed, and it was *voted* to continue the present system for another year, making definite attempts to improve the weak points in the plan, both in the administration of the plan and faculty co-operation.

2. *Summer Session Extra Work.* The agreement entered into some years ago whereby extra work in the Summer Session was limited to an absolute maximum of 11 credit hours per summer term was discussed. It appeared to be the sense of the Committee that no change should be made at the present time. No formal action taken.

R. M. WEST, Secretary

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

The following actions have been taken by the Committee on Relations of the University to other Institutions of Learning since the last meeting of the Senate and are recommended for approval:

1. It was *voted* to drop St. Thomas College and St. Thomas College Academy from the list of accredited colleges and the list of accredited secondary schools, respectively, at the close of the current year.

2. *Duluth Junior College.* *Voted* to recommend to the Senate the approval of Duluth Junior College for one year of work.

3. *St. Joseph Academy at Crookston.* *Voted* to recommend for the unpublished list of accredited secondary schools for one year.

4. *Mt. St. Benedict's Academy.* *Voted* to recommend for inclusion on the published list of private secondary schools.

5. *Concordia College, Moorhead.* On the basis of the Inspectors' reports, it was *voted* to recommend to the Senate the recognition of Concordia College with full collegiate standing.

6. *Augsburg Seminary.* Pursuant to action of the Committee on October 14, 1927, it was *voted* to accept graduates of Augsburg Seminary in the Graduate School when the major work of such graduates has been in one of the following fields and when especially recommended for graduate work, English, Psychology and Education, Chemistry; Modern Languages; Classical Languages; Norse Language, and History. It was understood by the Committee that this action is to apply only to graduates of the class of 1928.

R. M. WEST, Secretary

V. REPORT OF THE COMMITTEE ON PRINTING

The printing committee at a meeting March 16 *voted* to recommend to the University Senate the adoption of a rule with regard to the use of titles in connection with the names of faculty members in course descriptions in University catalog bulletins. The following is the recommendation:

In all mention of the names of faculty members in University catalog bulletins, except in the formal lists of faculty members, the only titles used shall be Mr., Mrs., or Miss, as the case requires. The title "Dr." shall not be used except in the formal lists.

This changes the present regulation which allows the use of the title "Dr." preceding the names of members of the Medical and Dental School faculties both in the bulletins of these schools and in the bulletins of other schools and colleges in which courses, given by members of the two faculties, are listed. It is the thought of the printing committee that with the titles properly given in the formal faculty lists in each bulletin, it is unnecessary to repeat the titles preceding names in connection with course descriptions and other incidental references.

Respectfully submitted,

W. P. KIRKWOOD, Chairman