

ONE—13927—SENATE BOARDSIDE
**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 fourth meeting of the Senate, May 15, 1924.

- I. Approval of the Minutes of the meeting of February 14, 1924.
- 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 Business and Rules.

**I APPROVAL OF THE MINUTES OF THE MEETING
 OF FEBRUARY 14, 1924**

II. REPORT OF THE ADMINISTRATIVE

a. Actions Reported for Ratification

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

I. *Report of the Special Committee on Examinations for Seniors in Their Final Quarter.* Voted to recommend to the Senate the adoption of the following regulations:

- a. That seniors in their final quarter or term take the final examinations at the regular scheduled examination periods.
- b. That at least two weeks before the date of commencement for any quarter or summer term, the registrar in consultation with the Students' Work Committee of the several schools and colleges, compile a "Commencement Program List" of those whose standing is such as to afford reasonable assurance that they will complete the requirements by the end of the quarter or term.
- c. That as soon as practicable after the close of the quarter, the official "Diploma List" of graduates shall be compiled by the regularly constituted authorities in the University, this list to be independent of the Commencement Program List, and shall comprise all those who have completed the requirements for the several degrees or certificates. Appropriate diplomas shall be awarded to those whose names are in this "Diploma List."
- d. That these regulations take effect in the spring quarter, 1924.

II. *Appointment to Senate Committee.* Voted to recommend to the Senate, on nomination of the President, that James Hartnell be substituted for George Pabst as student member on the Senate Committee on Finance and Audit.

b. Actions Reported for Information

I. *Report of the Special Committee on Bulletin Costs.* Voted to approve the following recommendations of the special committee:

1. The Annual Register.
 - a. That the publication of the Annual Register be discontinued.
 - b. That the Address Book be substituted in the general Library mailing list without charge and that other requests for the Register be filled with Address Books at the regular sale price.
 - c. That the Registrar's office bind three typewritten copies for permanent record (one copy to be placed in the University Library) containing only the student lists by classes and colleges as needed for statistical purposes.
2. Faculty Lists in College Announcements.
 - a. That the faculty list grouped by departments, giving ranks and degrees be printed either following the calendar or preceding the departmental statement of courses, but not in both places in any one bulletin.
 - b. That the names of members of the staff assigned to individual courses only in the tabular statement when printed program is used, and following the course description when a program of classes is not printed.
3. General Information in College Announcements.
 - a. That in view of the existing Senate rule, the general information in college announcements be confined to the specified space in all announcements except those for the School of Agriculture, the Graduate School and the General Extension Division, which are not adequately provided for in the General Information Bulletin.
 - b. That colleges who find it impossible to limit their general information to three pages, may exceed this amount under the following conditions:
 - (1) The general information shall not duplicate any material included elsewhere in the bulletin series except the statement of fees as prepared by the Registrar.
 - (2) The general formation of the material to be included shall be approved by the Printing Committee, and
 - (3) The expense of printing and stock of all in excess of the three pages shall be paid from the college budget.
4. Duplication of Course Descriptions.
 - a. That course descriptions be printed in full in only one announcement and by title only in the announcements of such other colleges as permit the course to be taken as an elective, except that a department desiring to list all of its courses in the bulletin of its own college may do so including by title only, those courses that are primarily intended for students of other colleges, and for which a full course description appears in another announcement.
5. Separate Publication of Course Descriptions.
 - a. That the announcements of the colleges with partially or wholly elective curricula be published in two parts.

Part I to include

 - (1) The faculty list
 - (2) General Information
 - (3) A brief summary of the curricula
 - (4) Course descriptions

Part II to include

 - (1) Calendar
 - (2) Details of curricula (may be published in Part I at the option of the College)
 - (3) Tabular statement of courses with program
 - b. That Part I be published in sufficient edition for 2 years or more of distribution, and be used for the permanent mailing list and for prospective students.
 - c. That Part I be reprinted only as needed with the understanding that such occasional new courses as may be approved may be included in Part II pending the reprinting of Part I.
 - d. That Part II be printed annually and be supplied to students for purposes of registration.
 - e. That the announcements of the colleges with prescribed curricula be published in sufficient edition for two years or more distribution and be republished as required with the understanding that an annual supplement listing changes in curricula and courses may be issued.
 - f. That tabular statements of credits and prerequisites now appearing in bulletins of the latter group be discontinued and the necessary information included in the paragraph of course descriptions. (Statement of credits, prerequisites, and classes of students to which the course is open may be in excess of the 35 word limit.)
 - g. That the Printing Committee be authorized to regulate the transfer from the present to the proposed plan for both of the above groups of announcements in such a way as to distribute the initial cost of the increased editions over a two year period.
6. Extension Bulletins.
 - a. That only that portion of the edition of the announcement of Evening Extension and Correspondence Courses supplied to the Registrar's Office for the permanent mailing list be charged to the General University Bulletin Budget.
7. Bulletin Covers.
 - a. That the gray bulletin cover be limited to those bulletins of such size that it is necessary to side staple. Under the proposed plan for issuing bulletins in two parts, the cover could be dispensed with in all cases at a saving of \$225. If the combined bulletin is issued the cover is necessary only in the case of the College of Science, Literature, and the Arts.

8. Size of Edition

- a. That the size of the edition of the announcements to be issued in two parts be reduced to approximately the following basis:
 - (1) Part I, a sufficient number to supply the permanent mailing list and the probable requests from prospective students for two years, to be printed biennially.
 - (2) Part II, a number approximately double the registration in the college, to be printed annually.
 - b. That the size of editions of announcements to be issued in one part, biennially, be increased to approximately double the present edition less the number required for the permanent mailing list.
9. Limitation of Distribution
- a. That the full edition of all announcements except those of the Extension Division be delivered to the Registrar's office. The Registrar will at once send a copy to each member of the staff listed in the bulletin and a limited number to each of the administrative officers of the college. Such additional copies as members of the staff may require will be sent on request.
 - b. That all mailing lists (except Extension) be forwarded to the Registrar's office for the addressing and mailing of announcements. This will aid the avoidance of duplication and permit the mailing of practically all bulletins at the second class postal rate.
 - c. That individual requests for bulletins be forwarded by mail or telephone to the Registrar's office.
 - d. The supply of the complete edition of bulletins be bound in plain board covers for the use of students in advisers' offices and places of registration. This can be done for approximately \$1.00 per volume and its is estimated \$150 or \$200 would provide a sufficient supply for this purpose.
 - e. That no general distribution of bulletins to students take place at other places than the Registrar's office.

10. Bulletin Envelopes.

- a. That the envelopes used by the Extension Division, being a legitimate charge against extension receipts, be not charged to the general University Bulletin budget.

11. Condition Examination Schedule.

- a. That the condition examination schedule be not included in any college announcement.

12. Lists of Elective Courses.

- a. That such lists and other devices for facilitating registration that involve complete duplication of subject matter be not included in the college announcements except at the expense of the college concerned.

13. Style of Type.

- a. That the use of large and small capitals for faculty names and course titles be discontinued in all bulletins and that there be substituted therefor the usual upper and lower case 8 point roman type.

II. *Question of the 1924 Supplementary Campaign for Auditorium and Stadium Memorial was Discussed.* Voted to approve the proposed campaign for May 6, 7, and 8.

Voted to approve the excusing of classes the third hour on Thursday, May 1 as requested by the Executive Committee.

Voted not to approve the plan for four minute speeches in all classes during the first and second hours on May 1.

Voted to ask the Executive Committee to co-operate with the University in the observance of the University rules with reference to dances.

Voted to request the Executive Committee to file with the Dean of Administration before Thursday noon, May 1, the full list of essential student workers in the campaign, and the number of excuses from classes desired with the understanding that no excuses will be given for absences from mid quarter quizzes.

Voted that the lists requested above be submitted for such modification as may seem desirable to the following special committee: Deans Kelly, Blitz, Johnston, Freeman and Leland.

III. *Winter Quarter Commencement.* Voted as the sense of the Committee that the recommendation of the Committee on University Functions for a commencement dinner on March 20 be approved, but that the Committee express to the Functions Committee their preference as to the form which such exercises should take. Voted as the sense of the Committee that formal commencement exercises would be preferable to conferring degrees at a commencement dinner.

Respectfully submitted,

R. M. WEST, *Secretary*

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

Your Committee on the Relation of the University to Other Institutions of Learning desires to report the following actions which have been taken subject to the approval of the Senate:

1. *College of St. Benedict, St. Joseph.* Voted that without fully recognizing the bachelor's degree conferred by St. Benedict, students properly qualified in Chemistry, German, Latin, English or Botany when especially recommended may be admitted to the Graduate School, with the understanding that more than one year may be required for satisfying the requirements for the Master's degree. It was understood that when the Senior College sequence in History is developed students qualified in History may be accepted on the same basis.

2. *Limitation of Subjects in Group F.* On recommendation of the Superintendents' Committee it was voted to approve the re-definition of Group F as follows: "The applicant is free to present in this division (Group F) such studies as are not listed in Groups A, B, C, D, and E, but which are approved for graduation from the High School by the State Board of Education." It was understood that if this change is approved by the University Senate it will become effective in 1926.

Respectfully submitted,

R. R. SHUMWAY, *Chairman.*

IV. REPORT OF THE COMMITTEE ON BUSINESS AND RULES

Your Committee on Business and Rules recommends to the Senate the amendment of the By-Laws by the addition of following:

XIII STUDENTS' WORK

There shall be a standing committee on Students' Work. It shall consist of the Dean of Student Affairs, who shall be ex-officio chairman, the Dean of Women, the chairman of the Students' Work Committees of the colleges and collegiate schools and the Clerk of the Senate, who shall be ex-officio secretary. The duties of the Committee shall be to administer the University Senate rules and regulations dealing with students' work and to correlate and harmonize, so far as may be consistent with the special needs and conditions of the various colleges, the administration of the students' work of these colleges.

H. J. FLETCHER, *Chairman*

R. M. WEST, *Clerk of the Senate*