

SENATE DOCKET

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, February 18, 1932.

- I. Approval of the minutes of the meeting of December 17, 1931.
- II. Report of the Administrative Committee.
- III. Report of the Committee on Relations of the University to Other Institutions of Learning.
- IV. Report of the Committee on Education.

I. APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 17, 1931

II. REPORT OF THE ADMINISTRATIVE COMMITTEE

1. Actions Reported for Ratification

1. *Calendar for 1932-33.* It was voted to approve the calendar submitted by the registrar with such changes and minor corrections as may be necessary to provide for the opening day of the fall quarter on October 3. Following is the calendar as corrected:

UNIVERSITY CALENDAR
1932-33

1932				
				<i>Fall Quarter</i>
September	19	Monday	Extension registration first semester begins	
September	22	Thursday	Payment of fees closes, except for new students	
September	26	Monday	Entrance tests	
September	26-27		Registration for Freshman Week for all new students entering the freshman class	
September	26-30		Examinations for removal of conditions	
September	27-30		Physical examinations	
September	27-30		Registration period, ¹ College of Science, Literature, and the Arts	
September	27-28		College of Education qualifying examinations for new students entering the senior year.	
September	28-October 1		Freshman Week	
September	29-30		Registration days ¹ for all colleges not included above except the College of Engineering and Architecture, and the School of Chemistry	
September	30	Friday	Registration day ¹ for the College of Engineering and Architecture, and the School of Chemistry	
October	3	Monday	Payment of fees for new students closes Last day for extension registration without penalty	
October	20	Thursday	Fall quarter classes begin, 8:30 a.m. ²	
October	29	Saturday	First semester extension classes begin ³	
October	29	Saturday	Senate meeting, 4:30 p.m.	
November	8	Tuesday	Homecoming Day	
November	8	Tuesday	General Election Day; a holiday (except for extension)	
November	9	Wednesday	Mid-quarter grades due	
November	11	Friday	Armistice Day Convocation	
November	24	Thursday	Thanksgiving Day; a holiday (except for extension)	
December	1	Thursday	State Day Convocation	
December	15	Thursday	Senate meeting, 4:30 p.m.	
December	17&19-23		Final examination period	
December	22	Thursday	Commencement Convocation	
December	23	Friday	Fall quarter ends, 6:00 p.m.	
December	31	Saturday	Payment of fees closes at 12 m. for all students in residence fall quarter ⁴	
				<i>Winter Quarter</i>
1933				
January	6	Friday	Entrance tests	
January	6-7		Registration days ¹ for new students in all colleges except the College of Engineering and Architecture and the School of Chemistry	
January	6-7		Payment of fees for new students closes	
January	7	Saturday	Registration and payment of fees close at 12 m. on January 7	
January	7	Saturday	Registration day ¹ for new students in the College of Engineering and Architecture and the School of Chemistry	
January	9	Monday	Winter quarter classes begin, 8:30 a.m. ²	
January	23	Monday	Extension registration second semester begins	
February	4	Saturday	First semester extension classes close	
February	6	Monday	Last day for extension registration without penalty	
February	6	Monday	Second semester extension classes begin	
February	14	Tuesday	Mid-quarter grades due	
February	16	Thursday	Charter Day Convocation	
February	16	Thursday	Senate meeting, 4:30 p.m.	
February	22	Wednesday	Washington's Birthday; a holiday (except for extension)	
March	20-25		Final examination period	
March	23	Thursday	Commencement Convocation	
March	23	Thursday	Payment of fees closes for all students ³ in residence winter quarter	
March	25	Saturday	Winter quarter ends, 6:00 p.m.	
				<i>Spring Quarter</i>
March	31	Friday	Entrance tests	
March	31 & April 1		Registration days ¹ for new students in all colleges except the College of Engineering and Architecture and the School of Chemistry	
March	31 & April 1		Payment of fees for new students closes	
March	31 & April 1		Registration and payment of fees close at 12 m. on April 1	
April	1	Saturday	Registration day ¹ for new students in the College of Engineering and Architecture and the School of Chemistry	
April	3	Monday	Spring quarter classes begin, 8:30 a.m. ²	
April	14	Friday	Good Friday; a holiday (except for extension)	
May	10	Wednesday	Mid-quarter grades due	
May	11	Thursday	Cap and Gown Day Convocation	
May	18	Thursday	Senate meeting, 4:30 p.m.	
May	30	Tuesday	Memorial Day; a holiday	
June	2	Friday	Second semester extension classes close	
June	10&13-17		Final examination period	
June	11	Sunday	Baccalaureate service	
June	12	Monday	Sixty-first annual commencement	
June	17	Saturday	Spring quarter closes, 6:00 p.m.	
				<i>Summer Quarter</i>
June	19-20		Registration, first term	
June	21	Wednesday	Summer quarter classes begin, 8:00 a.m.	
July	4	Tuesday	Independence Day; a holiday	
July	27	Thursday	Commencement Convocation	
July	29	Saturday	Registration and payment of fees for second term closes at 12 m.	
July	31	Monday	Second term classes begin, 8:00 a.m.	
September	2	Saturday	Second term 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 a.m. 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.

2. *Final Examination Period.* It was voted to approve the recommendation of the Schedule Committee that the spring quarter final examination period be extended one day by permitting the freshman composition examination and the elementary language examinations to be given on Monday of examination week.

2. **Actions Reported for Information**

1. *Degrees with Distinction.* Dean Ford reported the following actions taken at a conference of deans of colleges which confer degrees with distinction:

The effect of the new plan for commencement on the announcement of degrees conferred with distinction was discussed. It was voted to recommend to the several faculties represented that for the *December* commencement candidates for degrees with honors be certified, so far as grades are concerned, on the basis of the candidate's record up to the opening of the final quarter of work.

It was further understood that the faculties would give consideration to a permanent plan of procedure which would permit the announcement of candidates for degrees with honors in the commencement program, and which will make provision for such changes as may be necessary in the application of the present rules to students entering with transfer credits.

2. *Report of Special Committee on Summer Office Hours.* Voted to approve the following recommendation of the Committee with reference to summer office hours:

"(a) It seems to be highly advisable that the office hours of employees throughout the entire institution should be made uniform. Every office in the university is likely at one time or another to have to transact business with every other office. It is highly inconvenient, and detrimental to the efficient transaction of university business for one office, which is open, to find it impossible to do business with another office, which is closed, during certain periods or hours of the working day. Moreover, it is conceived that the general public has a right to be served at any time during the hours that are generally known as the office hours of the working day. We therefore recommend uniformity of office hours for employees throughout the entire institution.

"(b) Classes during the Summer Session meet a half hour early—namely, at 8:00 a.m. During the late afternoon hours of the summer season, the heat is likely to be intense and working conditions so uncomfortable as to impair efficiency. It is the general practice in the Twin Cities to close offices early during the summer season. We, therefore, recommend that from June 15 to September 1, the office hours should be from 8:00 a.m. to 4:30 p.m.

"(c) It was suggested that the lunch hour of the various members of the office forces be so staggered as to make some one available at all times between 8:00 and 4:30. If the office must be closed by reason of the lunch hour, this should be from 12:00 to 1:00.

"(d) If these recommendations are adopted, we urge that all officers who have supervision of clerical help see to it that these working hours be observed by all employees."

3. *Textbook Approval.* Voted to approve the following text books for use in University classes:

Uses of Tests in Improving Instruction—L. J. Brueckner and Ernest Melby

Brief Course in College Algebra—W. L. Hart

Physiological Chemistry—C. J. V. Pettibone, revised by J. F. McClendon

4. *Mimeographed Material Approval.* Voted to approve the following mimeographed material for use in University classes:

Laboratory Sheets for Physiology, Course 104. Price, 50 cents. To be sold by the department clerk.

Laboratory Sheets for Physiology, Course 59. Price, 75 cents. To be sold by the department clerk.

235 copies of final examinations in English Af. Price, 25 cents. To be sold by the Minnesota Co-op. Co.

90 copies of final examination in Composition 4f. Price, 15 cents. To be sold by the Minnesota Co-op. Co.

Elements of Electrical Engineering Laboratory Manual—G. D. Shepardson, revised by M. E. Todd. Price, 50 cents. To be sold by the Engineer's Bookstore.

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

1. Actions Reported for Ratification

Your Committee on Relations of the University To Other Institutions of Learning has taken the following actions since the last meeting of the Senate and submits them for your approval as follows:

1. In conference with the State Department of Education it was agreed to accept single 60 minute periods in lieu of two double 40 minute periods for laboratory sciences from those schools organized on a 60 minute class period basis.

2. *St. Thomas College.* It was voted to continue the College of St. Thomas on the same basis as last year, namely a recognition of senior college work in the case of candidates who are especially recommended and whose major work has been taken in one of the following fields: English, history, psychology and education, classical languages, and philosophy, with the inclusion of chemistry as a senior college field and with the understanding that this will be continued, for the present, only through June, 1932.

3. *Board of Admissions.* It was voted to join with the Committee on University Organization in recommending the appointment of a Board of Admission for the University.

R. R. SHUMWAY, Chairman

IV. REPORT OF THE COMMITTEE ON EDUCATION

The following action was taken at a meeting of the Senate Committee on Education, January 21, 1932:

1. It is recommended that the Senate rule, passed December 13, 1923, relating to residence credit for class work in the Extension Division reading as follows:

"Students who complete extension credit courses in extension classes shall be held to have satisfied, to the extent of those courses, the residence requirement for obtaining a bachelor's degree."

be amended by adding the words:

"except insofar as special residence requirements may be established by the faculty of the College conferring the degree."

FREDERIC BASS, Chairman