

TO ALL MEMBERS OF THE FACULTY:

Proceedings of the Faculty Senate
Monday, October 4, 1948

REPORT ON CONSTITUTIONAL AMENDMENT: The Secretary Pro Tem reported to the Senate that the following amendment to the Faculty Constitution had been approved by the General Faculty by a vote of 167 to 36:

"That Article III, Paragraph A, Subparagraph 3, be changed to read 'The deans and the Registrar;' and that Article III, Paragraph A, Subparagraph 4, Subsubparagraph a be changed to read 'Fifteen elected by the faculty at large.'"

COMMITTEE ON FACULTY GRIEVANCES, ORGANIZATION OF: The Secretary Pro Tem reported to the Senate that the Senate Committee on Faculty Grievances held their organizational meeting on June 12, 1948. The following members were chosen by lot to serve for the following terms: Professor Emil L. Larson, one year; Dean John D. Lyons, Jr., two years; Professor James F. McKale, three years. In accordance with the resolution establishing the Committee, Professor Larson had been designated to serve as Chairman for the balance of the University year, 1947-48, and for the year, 1948-49. Dean Lyons had been elected Secretary of the Committee.

INTERPRETATION OF CONSTITUTION REGARDING MEETING SCHEDULE, DISCUSSION OF: The Senate approved a motion to the effect that the interpretation of the language regarding the date of Senate meetings as prescribed by the Faculty Constitution should be that meetings will be held on the first Monday of every month, September through May, with the understanding that the first meetings in September and January will be held on the first Monday on which classes are held.

CHEATING REVIEW COMMITTEE, REPORT OF: Dr. P. G. Hudson, chairman of the special committee to review University rules and policies governing dishonest scholastic work, presented the report of his committee. Other members of the committee were: W. S. Barnes, A. S. Mattingly, L. M. Pultz, and A. L. Slonaker. Before turning to the report of his committee, Dr. Hudson presented a request to the Faculty Senate from the members of Blue Key, senior men's honorary society, asking that the Senate authorize the extension of the honor system in examinations to several other colleges on the campus in addition to the College of Law, at least in a limited way, on a trial basis. The Senate moved to express to the Blue Key thanks and appreciation for the recommendation. However, it was suggested to Blue Key that such a recommendation should go first to individual college faculties. If some college faculty should wish to adopt an honor system, that college would present the request to the Faculty Senate for approval.

The Senate approved the following sections of Dr. Hudson's report:

" STATEMENT OF THE UNIVERSITY RULES AND
POLICIES GOVERNING DISHONEST SCHOLASTIC WORK

INTRODUCTION

The administration and faculty of the University are under a duty to discourage and prevent cheating by students and are also under an obligation to the citizens of Arizona to encourage the spirit of honesty in those enrolled in this institution.

The approach to the solution of the problem of cheating may well be divided into three parts. The first part is concerned with the encouragement of the practice of and belief in honesty. The next part is related to the prevention or reduction of cheating in and out of the classroom. The last part is directed to the problem of reporting and handling cases of cheating.

Part I

INDOCTRINATION OF STUDENTS

The development of proper attitudes towards honor and honesty among the students is of great importance. During Freshman Week in September the Dean of Men, the Dean of Women, and the Deans of the various Colleges enrolling freshmen should discuss with their respective freshmen groups the problem of cheating and should acquaint these students in a general way with the methods of dealing with cheating on the campus. In such talks mention should be made of the fact that, in case a student is found guilty, a notation indicating that fact may appear on his record in the Registrar's Office which may affect his opportunity to find a suitable position upon leaving the University.

While the nature and contents of such talks must be left to the best judgment of the Deans, it is strongly suggested that the Deans should emphasize honesty and its value. The policy of the University should be constructive and not threatening.

Instructors are expected to call the attention of their classes, especially of their freshman classes, to the value of honesty.

A short summary of the policies regarding cheating should be placed in the Handbook of the students. The University Committee on Dishonest Scholastic Work should confer from time to time with responsible student groups for the purpose of securing the support and cooperation of the student body in building a constructive attitude towards honesty.

Part II*

PREVENTION OF CHEATING

The prevention of cheating is more important than the punishment of the discovered cheater. Fair, swift, and certain punishment of a known offender is a deterrent to other students inclined to cheat, but this alone is not sufficient. In our heterogeneous student body there will probably continue to be, in spite of all appeals to honesty, a small proportion who will attempt to cheat when an opportunity is afforded to do so. Both the faculty and administration, working together, can do much to reduce cheating to the irreducible minimum by adopting more effective methods of proctoring and of reporting cases of cheating.

A. The instructor or a properly qualified substitute should always remain in the classroom during all examinations and tests, except in graduate courses in which the instructor has adopted the honor system with the consent of the Dean of the Graduate College. During the course of such tests and examinations the instructor and his assistants, if any, are expected carefully to supervise the conduct of the examination.

B. Students should be discouraged from bringing texts and notebooks to final examinations. In all examinations and tests the members of the class should place all books and notebooks at some place in the classroom designated by the instructor. Generally not more than one student at a time should be allowed to leave the room during the examination or test, and then only in case of necessity.

*Parts II and III are not applicable to colleges which have officially adopted an honor system.

C. Where practicable, instructors are urged to place the students in alternate seats or rows. Where this is not possible, the instructor is urged where feasible to give alternate sets of examination questions to the class. The University recognizes that due to lack of stenographic and mimeographing assistance alternate sets of examination questions cannot be given by all instructors.

D. On all final examinations each student should be given a mimeographed, typewritten, or printed copy of the questions. On all hour tests the University encourages, although it does not require, the same practice.

E. Departments are urged to follow a blue book plan similar to that used by the Department of Bacteriology. Early in each semester, each student turns in to the department five blank blue books. For examinations in that department during the semester, as each student enters the examination room, he is handed a blue book with a number on the cover. This number designates the seat in which he will sit for that examination. He writes his examination in the blue book given him.

F. All tests should be adequately proctored. For tests one class period in length or longer the recommended minimum number of proctors is:

<u>Size of Class</u>	<u>No. of Proctors</u>
0-50	1
51-100	2
101-200	3
More than 200	4 or more

Arrangements should be made by the Head of the Department with the University administration for the furnishing of sufficient additional qualified help.

G. The University Committee on Dishonest Scholastic Work shall cause to be mailed to each new member of the teaching faculty a copy of the Statement of the University Rules and Policies Governing Dishonest Scholastic Work.

H. Near the beginning of each academic year, the Head of each Department shall call the attention of the members of his staff, especially new members, to these Rules and Policies. The Deans of the Colleges and the Heads of the Departments shall supervise the administration of these Rules and Policies, except for the handling of cheating cases by the Committee."

The Senate postponed consideration of the balance of the report of Dr. Hudson's committee until the next meeting.

CLOSING OF UNIVERSITY GATES, APPROVAL OF: The Senate approved a recommendation from Blue Key Society, approved by the Advisory Council, that certain sections of the University streets be closed during certain hours of the school day as follows: The hours for restricted use of campus streets would be from 7 a.m. to 1 p.m. on Saturdays and from 7 a.m. to 3 p.m. on other days. The Third Street entrance to the campus would be blocked off to the center of the campus, and the Second Street entrance would be blocked off to the Engineering Building. Also, the Fourth Street entrance would be blocked off to the end of the parking area adjacent to the Law College, and the east entrance would be blocked off near the cactus garden to prevent through traffic.

This recommendation now goes to the Board of Regents for final action.

*Checked
changed
see p. 17*

STUDENT UNION MEMORIAL BUILDING, SITE OF: Dr. McCormick reported that the faculty recommendation as to the site of the Student Union Memorial Building had been submitted to the Board of Regents at the same time the recommendation of the student body and alumni had been submitted. The press release at the time had indicated that only the student and alumni recommendation had gone to the Board of Regents. The President wanted the Senate to know that the Faculty recommendation was also being given due consideration by the Board of Regents.

The Senate agreed to hold a special meeting on Monday, October eleventh, at 3:40 o'clock.

David L. Windsor
Secretary Pro Tem

DLW:cn