

MINUTES OF MEETING OF THE FACULTY SENATE OF THE UNIVERSITY OF ARIZONA
Monday, April 1, 1957
Room 101, Law Building

The Faculty Senate convened in regular session at 3:40 P.M. on Monday, April 1, 1957, in Room 101 of the Law Building. Thirty-three members were present with President Harvill presiding.

Approval of minutes: The minutes of the meeting of March 4, 1957 were approved with a change at the beginning of paragraph 6 on page 1, which now reads: "Dr. Casaday suggested that it might be well....."

New Summer Session course, approval of: Education 302s - The Curriculum for Gifted Children (3-6) I. Smith. A workshop designed to enable teachers to study and evaluate the problems encountered in the public school by the gifted child. A laboratory class of superior children will be provided for observation and practice.

Principles and Procedures in processing Petitions, report re: The Senate continued its discussion of the report of a special committee appointed to study Principles and Procedures in the Processing of Petitions for the Adjustment of Degree Requirements. The report of the committee as submitted is given in the minutes of the Senate meeting of March 4, 1957.

A question was raised as to the need of having the Dean's office prepare a list of petitions to be submitted with the copies of petitions to be sent to the Registrar. Dr. Gegenheimer explained this was an additional precaution in the checking of the authenticity of signatures, and it really constituted a letter of transmittal, listing only the petitions by number, with the student's name.

At the request of Dean Park, the secretary reviewed the action of the Senate up to this point, explaining the changes adopted in the report as recorded in the minutes of the meeting of March 4, 1957. A motion had been made and seconded to adopt the report as amended. The question was then called for, the motion was passed, and the report adopted as follows:

To: President Harvill
Faculty Senate of the University of Arizona

From: Committee of Five on college course adjustment: Dean Brown, Dr. Rucker, Dr. Gegenheimer, Professor Stewart, Miss Lynn, Chairman.

Re: Consideration of report of Committee of Eleven.

Problem: To consider and make recommendations with respect to a report from the Committee of Eleven containing certain recommendations regarding the principles and procedures to govern adjustments from normal curricula requirements.

Method: By study and discussion of the report of the Committee of Eleven and the material upon which that report was based, consultation with the office of the Registrar, committees on course adjustments, and other administrative and teaching units.

Findings: This report omits the consideration of the evaluation of credits transferred from other schools by students transferring to the University of Arizona, and the adjustment of requirements for such transfer students. This is now handled in a satisfactory manner.

This report omits recommendations concerning the substitution of required major courses for other courses in the major department. The responsibility for these substitutions now rests with the department heads.

This report includes recommendations for the principles and procedure in making all other course adjustments.

This will not apply to substitution of courses necessitated by catalogue changes.

I. RECOMMENDATIONS FOR COURSE ADJUSTMENT PROCEDURE

- A. In each college there shall be a College Course Adjustment Committee appointed by the dean of the college.
- B. The procedure for securing course adjustments shall be as follows:
 1. Adjustment of the required course (substitution or waiver) must be initiated by the petition of the student, made out in duplicate, on the proper petition blank. The adviser should take responsibility for seeing that this petition clearly states the type of request and the reason or reasons therefor.
 2. The two copies of the petition must have been seen and signed for approval, denial, or consideration by the following authorities and in the following order:
 - a. The head of the student's major department or the student's adviser in the case of those students who have no declared major. In those colleges which are not divided into departments, the signature of the dean shall serve for this purpose. Any department which so wishes may set up a departmental course adjustment committee; in such event, the signature of the chairman of this committee will serve.
 - b. The person in charge of the course which is to be waived or for which substitution is sought.
 - c. The dean of the college in which the student is registered.

3. The two copies of the petition, thus signed for approval, denial, or consideration, shall be sent by the dean of the college to **the** College Course Adjustment Committee for final decision.
 - a. The College Course Adjustment Committee shall act to approve or deny the request as indicated by the signature of the chairman of the committee. In general, the College Course Adjustment Committee should approve petitions only when at least two of the signatories provided in 2, a-b-c, shall have signed "for approval."
 - b. The College Course Adjustment Committee shall then send the original of the petition to the office of the Registrar for recording and shall file the duplicate copy in the office of the dean of the college.
4. The Office of the Registrar shall notify the following people of the final disposition of the petition:
 - a. The student petitioner.
 - b. The major department or student's adviser.
 - c. The person in charge of the course which is to be waived or for which substitution is sought.
- C. The Advisory Council shall serve as a committee of appeal for any or all signatories.
- D. After each meeting, the College Course Adjustment Committee shall send to the office of the Registrar a consecutively numbered list of petitions acted upon with the name and classification of petitioner, the type of request, and the final action thereon.
- E. The office of the Registrar shall submit to the Senate one week before the May meeting a summary of all cases which have been processed by all College Course Adjustment Committees during the course of the academic year.

Elmer J. Brown
A. F. Gegenheimer
W. Ray Rucker
Harry E. Stewart
Klonda Lynn, Chairman.

Dr. Lynn, Chairman of the special committee, then submitted a supplementary recommendation, copies of which were distributed to members of the Senate. The recommendation was read by Dr. Lynn as follows:

SUPPLEMENTARY REPORT AND RECOMMENDATION

COMMITTEE OF FIVE
College Course Adjustment

4 March 1957

To: President Harvill
University of Arizona Faculty Senate

Re: Recommendation of appointment of committee on student advising.

During the study of college course adjustments made by the Committee of Five, it was apparent that many of the problems in this matter of adjustment by petition arise because of what appears to be an inadequate and variable method of advising students.

This committee believes that the number of petitions for adjustments can be reduced materially, particularly in those requests for unwise substitutions and/or waivers in the Junior and Senior years, if the adviser has the student's complete academic record before him during the periods of advising.

This committee realizes that the factors of labor and cost are involved. However, it believes that such costs should be weighed against increased efficiency and uniformity, as well as against the time and expense of the present system whereby colleges and departments copy semester grades on students' registration cards.

The exploratory thinking of this committee can be summarized as follows:

1. Each Freshman or entering student should be assigned an Adviser who remains that student's adviser until he is assigned a major professor or changes from one college to another.
2. Each student should be provided annually (preferably at fall registration) with a photostatic copy of all work completed by that student during the previous year of study. This record should include all residence, extension, correspondence, and summer courses, all petition actions, and a semester and cumulative average of said student.
3. The University should adopt a policy stating, "No credit toward graduation will be given for any courses for which the student has not completed the stated prerequisites, unless such permission is secured on a special form signed by the instructor and department head and filed with the office of the Registrar."

THEREFORE, as chairman, speaking for the Committee of Five on College Course Adjustments, I move that the President appoint a Faculty Senate committee to study the advisability and possibility of setting up mechanics for a more adequate and uniform method of advising students.

Elmer J. Brown
W. Ray Rucker
A. F. Gegenheimer
Harry E. Stewart
Klonda Lynn, Chairman, Committee of Five on
College Course Adjustments

Dr. Lynn explained that the committee suggested the study of the points indicated in the recommendation. Dr. Gegenheimer seconded the motion.

Dr. Gegenheimer stated the committee felt many petitions would be unnecessary if the adviser had available at the time of registration a complete record of the student for reference, particularly with respect to completion of prerequisites.

Mr. Leshner explained that in his experience there were very few petitions out of thousands handled every year which based requests for adjustments on lack of proper information at the time of registration. He felt that the student was already provided with sufficient information regarding completion of courses in the University and that this information could be referred to the adviser. In addition to the grade report given to the student, a similar report is given to the Dean of the college. This report could be used to post credits on the Dean's copy of the registration card, and would then be available to the student's adviser, who can retain the reports from one year to another. The preparation of full reports each year for thousands of students would be extremely costly and he suggested that more thought be given to the proper application of information already provided.

With reference to prerequisites, he pointed out that the administration of this matter was the privilege of the departments concerned and that the signature for the approval of courses within departments and the Dean's approval of the program for the student should cover a check of prerequisites when this was necessary. It was his feeling that the provisions submitted by the committee in its supplementary recommendation were not needed.

It was Dean Crowder's understanding that the instructor's signature on the registration card included approval of prerequisites, but Dr. Rhodes pointed out that in the rush of registration it is difficult to insure proper checking of prerequisites.

Dr. Lynn explained at this point that the committee's recommendation is not that the suggestions be adopted but, rather, that a committee be appointed to study the provisions to determine whether or not they are advisable.

President Harvill raised a question as to the responsibility of the student in connection with the proper selection of a program of courses. He suggested that the student has a definite responsibility in this regard and it is not entirely a matter for the faculty to assume. He added, also, that the committee should study the costs of the proposals submitted since that might add materially to the budget and it would not be possible to institute such changes if they involved substantial increase in costs for the coming year. He stated he would be glad to appoint a committee to consider the proposals and suggested that more responsibility be placed upon students since it is always possible for the student to obtain advice if it is needed.

Dean Roy stated that the obvious test of the validity of prerequisites is the accomplishment of the student who completes a course satisfactorily without having taken the prerequisites.

Dean Patrick took exception to the provision of written approval of prerequisites in the case of graduate students, explaining that in connection with many transfers it is not possible to evaluate courses to cover prerequisites exactly and for this reason the requirement would be impractical.

Dr. Lynn, in answer to a question by the President, said she thought the committee should study procedures in other institutions similar to our own.

When the question was called for, the motion was passed and the President stated he would appoint a committee. He expressed thanks to Dr. Lynn for the work of her committee and announced that the committee was discharged.

Tri-semester or quarter plan, report of committee to study: Professor Marcoux, Chairman of the committee, reported that President Harvill had appointed a ten-man committee to study relative merits of the three-term or quarter systems as alternatives to the semester system now prevailing in the University.

He explained that in order to facilitate the study, two special sub-committees were appointed. The first committee consisted of John Irwin of the Law School, who acted as Chairman, Fred O. Bogart, V. H. Simonian and J. Melvin Rhodes. This committee was to study the relative merits of the three-term system versus the semester plan.

The second committee, headed by Ralph C. Kauffman, included Klonda Lynn, John W. Stull, Sigmund L. Smith and Harry E. Stewart. It was to study the quarter system versus the present semester system.

The committee had received numerous reports from other institutions, and it was interesting to find that both committees came to the same general conclusion, that the advantages of the three-term plan and the quarter plan are more than out-weighed by the general merits of our semester system.

The following recommendations were submitted:

- A. That the summer school program be expanded in order to provide
(1) a wider selection of course offerings to the student, and
(2) more opportunity for employment of the teaching staff during the summer session.
- B. That a study be undertaken to determine the feasibility of including the summer school program as a part of the regular annual university budget.
- C. That teaching salaries for summer school be made more commensurate to those which are received during the regular academic year.
- D. That our class schedule be re-examined with a view of providing more afternoon and possibly some late afternoon and evening classes other than extension courses.

Professor Marcoux added that a report from the Registrar's office showed that in connection with the admission of transfers from 454 institutions, the number of colleges and universities operating on the semester basis totalled 379 and the number operating on the quarter system totalled 75.

Dean Patrick moved that the report of the committee be accepted. The motion was seconded by Dean Garretson and passed.

President Harvill expressed his thanks to the committee for the report and announced the committee is discharged.

By-laws Committee, report from: The following report was received from Dr. Neal D. Houghton, Chairman of the By-laws Committee. This report was submitted in response to request by the Senate that the committee consider the question of revising the by-laws as they effect candidacy for election.

REPORT OF THE COMMITTEE ON BY-LAWS

March 4, 1957

This report is submitted in response to a Senate request following the January meeting of the Senate for a re-examination of the present method used to nominate and elect the elective officials of the Faculty organization, particularly the propriety of devising a plan to allow nominees to decline to stand for election.

Your Committee has given considerable attention to the matter, consulting with other members of the Faculty, and especially with those who were members of the committee which framed the Faculty Constitution. And, since we have found apparent general approval of the existing method, it is deemed proper briefly to indicate here the basic reasons for evolving the plan and to state the basic principles which it seems to embody.

The framers of the Faculty Constitution properly left many details, including the formulation of a plan for conducting elections, to be supplied by By-laws. There had been some recent previous satisfactory experience, however, with selection of Faculty committees by a plan which allowed relatively unrestricted voting on a nominating ballot, followed by election from the nominees of a limited number of persons to constitute the desired committee. That method had been used to elect a Faculty Committee on the Future of the University. It had also been used to elect the committee which framed the Faculty Constitution, and that Committee, acting under special Faculty authorization, arranged for use of that method for conducting the first election under the Faculty Constitution in the fall of 1947. Then, in the spring of 1948, the Senate and the General Faculty accepted that basic method as the regular plan for future elections and adopted Section 10 of the By-laws, setting forth the step-by-step process in detail. Some necessary amplification and improvement came later, but the basic principles have been retained.

These basic principles include:

- (1) Complete freedom for the individual Faculty voter to propose eligible persons as nominees
- (2) Opportunity to elect from a restricted, but ample, list of nominees
- (3) Keeping each stage in the voting process a simple one

- (4) Ready availability of information as to eligibility and ineligibility of incumbent officials, directed toward maintaining some degree of continuity, coupled with assurance of some turnover
- (5) The assumption that the process would and should be essentially a "draft", largely because it was hoped that
- (6) Members of the Faculty, few of whom would be willing to "run" for election, might with less reluctance, "stand" for it.

It appears to have been recognized from the beginning that perhaps any workable method based upon and embodying these principles would not be too easy to devise and, like any other method, would be subject to criticism. Inquiry reveals that perhaps most criticism has been directed at (1) the allegedly excessive amount of balloting, and (2) the policy of providing all members of the Faculty with statements of eligibility and ineligibility of incumbents, for immediate re-election, which may seem to amount to a species of electioneering in behalf of eligible incumbents.

It should be explained that apparently both these lines of criticism were anticipated, and perhaps it may be admitted that both may have some degree of validity. However, nobody seems able to come up with essentially better or simpler ways for helpfully guiding Faculty members through the necessary electoral function, in harmony with all the basic principles on which our system is designed to operate. It all seems to be perhaps part of the price of seeking to have some degree of effective Faculty democracy, which was the goal of the movement which led to the adoption of the Faculty Constitution.

The question recently raised in the Senate which very properly called forth this re-examination is also a legitimate one. And, perhaps fortunately for your Committee, Professor Haury, who raised the question, has in consultation, graciously refrained from insisting that a plan be recommended for systematically permitting persons nominated for Faculty offices to decline to stand for election. We have found nobody who could suggest a practical way to do this, compatibly with the basic principles on which we have sought to operate.

The consensus among people consulted seems to be that any systematic plan to seek special individual consent of nominees before placing their names on election ballots would be perhaps to invite wholesale declinations and a virtual breakdown of our electoral system, as it was designed to function. As one member of the committee which drafted the Faculty Constitution puts it in writing, "Either we must assume that all Faculty members are willing to contribute time and energy for the general good or that there is a limited number who will contend for the power and honor of office", the latter alternative posing a situation generally felt to be undesirable.

Your Committee frankly has no remedy to offer for the situation in which, necessarily, only half of the nominees in some elections can be elected, and in the case of College representatives in the Senate and the

Chairman of the Faculty, only one in five. It is suggested, however, that the matter should be viewed positively. To be nominated is a commendation; not to be elected should not, under our system, be considered a defeat.

Respectfully submitted,

Edwin F. Carpenter
Harry Krumlauf
Neal D. Houghton, Chairman.

Dr. Gegenheimer moved the report be accepted; the motion was seconded by Dr. Rhodes, and passed.

Scholarship reports, report of committee to study: Dr. Merritt reported that the committee appointed to consider ways of checking and announcing scholarship standings periodically was still at work and that it probably would have a report at the next meeting of the Senate.

By-laws Committee report, distribution of: Dr. Rhodes moved that members of the faculty be provided with a copy of the report of the By-laws Committee as stated above. The motion was seconded by Dr. Vavich and passed.

Disqualification standards, recommendation re: The following recommendation was received from the College of Business and Public Administration:

"The Faculty of the College of Business and Public Administration at its meeting on January 31 recommends to the Senate that it appoint a committee to study the advisability of providing standards based on cumulative averages to be used as a basis for the disqualification of students in addition to the present requirement of scholarship failure in 40-50% of the student's load."

The President suggested that the recommendation be referred to the committee presently studying delinquent scholarship reports. Dean Brown moved that this be done. The motion was seconded by Dr. Hudson and passed.

President Harvill reported that work was being completed as rapidly as possible on the new budget in order to submit it to the Board of Regents in connection with the preparation of letters of appointment. The next meeting of the Regents is set for April 26. During the month of May, he stated, there will be requests submitted to department heads and Deans for recommendations in connection with the requested budget that goes to the Regents not later than September 1st and to the Legislature in January.

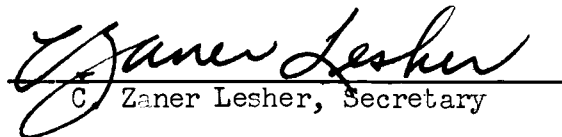
The Regents, he added, have been studying means of reducing the number of budgets which it has been necessary to prepare each year.

It is the desire of the Regents that the request budget submitted to them be regarded as subject to no change with respect to the over-all total. Reasonable adjustments can be anticipated in individual items which are effected by fall enrollments.

The President explained the favorable position of the University in connection with the legislature's consideration of the budgets as contrasted to the problems encountered in many other states, where over-centralized control makes approval of budgets difficult. Various laws are designed to eliminate abuses, but operate in such a manner as to reduce the effectiveness of institutional administration. He mentioned the development of regulatory devices applicable to institutions of higher learning, including the organization of so-called counsels or advisory groups. One of these, he added, is the Council of State Governments, in Chicago, which is supported by funds provided by legislatures of the forty-eight states. Studies are made of the costs of state government and how such government can be made more efficient. In some states the Council has had a great influence in determining the policies and procedures in institutions of higher learning.

The President added that the chief agency which has been helpful in establishing effective administration has been the National Association of Governing Boards of Institutions of Higher Learning. The University has membership in this group, which next meets in Boulder, Colorado in the fall.

The meeting adjourned at 5:05 P.M.


C Zaner Leshner, Secretary