

The University of Arizona  
Proceedings of the Faculty Senate

Meeting of Monday

December 4, 1961

PRESENT: Blitzer, Brewer, Carlson, Ewing, Gegenheimer, Gillmor, Gustavson, Harvill, Haury, Hausenbauer, Hillman, Hudson, Hunt, Kassander, Kemmerer, Livermore, Lynn, Lyons, McMillan, Martin, Moore, Muir, Murphy, H. Myers, L. Myers, Nugent, Patrick, Paylore, Powell, Quinn, H. Rhodes, J.M. Rhodes Roy, Slonaker, Svob, Vavich, Wallraff, Windsor, Zapotocky. Dr. G. D. Percy, Mr. Jack W. Huggins, Mr. Arthur T. Grant, and Mr. Warren W. Shirey were also present.

ABSENT: Bateman, Conley, Forrester, Gaines, Hurlbutt, Irwin, Little, McDonald, Rosaldo.

CATALOGUE MATERIAL: The following new courses for Regular and Summer Sessions were accepted: REGULAR SESSION: Agr.Educ.226c, Development of Adult Leadership for Youth Programs (2); Agr.Educ.254c, Principles of Teaching in Informal Education (2); Agr.Educ.256c, Procedures and Techniques for Working with Groups (2); Agr. Educ.262c, Psychological Aspects of Communication in Groups (2); Civ.Engr.15a,b - Engineering Mechanics (3-3); Classics 299, Special Problems (1-5); Education 210, A Survey of the Anatomy, Physiology and Diseases of the Eye (2); Elec.Engr. 324, Active Circuit Synthesis (3); HPER 300, Critique of Research and Literature in Health, Physical Education and Recreation (2); Italian 299, Special Problems (1-4); Nucl.Engr.350, The Direct Conversion of Nuclear Energy (3); Nucl. Engr. 370, Fuel Cycles and Separation Processes for Nuclear Reactors (3); Portuguese 299, Special Problems (1-4); Watershed Management 197, Watershed-Forestry Field Studies (9); SUMMER SESSION: Chemistry 200i, Inorganic Chemistry (5); Education 216s, Workshop: Production of Education Materials (3); Education 237s or Anthropology 237s, Opportunities in Indian Education (Workshop) (2); Education 258s, Observation and Study of the Functional Slow Learner in the Secondary School (6); Education 332s, Workshop in Developing Junior High School Curriculum Materials (3); Education 361s, Concepts and Practices in Educational Administration (12); Geology 291s, Studies in Earth Science (2); HPER 296s, Current Issues in Health, Physical Education and Recreation (3); History 249s, France since 1870 (2); Home Econ. 37s, Workshop: Program Planning for Preschool Groups (1); Micro. & Med.Tech.201i, Introductory Microbiology (6); PE for Women 230s, Motor Learning and Human Performance (3); Physics 202i, Fundamentals of Physics (4); Physics 204i, Intermediate Mechanics, Wave Motion and Heat (5).

COMMITTEE ON REGISTRATION PROCEDURE, REPORT OF: President Harvill called on Dr. Percy, Chairman of the special Committee on Registration Procedure, to proceed with the presentation of the report of his committee. Dr. Percy had begun presentation of the report at the November meeting of the Senate. Dr. Percy continued with the list of the committee's recommendations that certain changes be made on each of the several registration cards the students complete at the time of registration. Certain recommendations of the committee were amended when members of the Senate explained why certain proposed deletions should not be approved or certain proposed revisions should be of a different sort. None of these were objected to by Dr. Percy or Mr. Grant, who was also present representing the Committee on Registration Procedure.

The recommendations concerning the registration cards, as finally approved by the Senate, were as follows:

1. After consulting with a number of administrative officers closely concerned with student registration, the committee recommends as a long-range project that the University arrange to acquire a high capacity computer, such as an IBM 1410, so that schedule making and registration can be done with the computer; and that, to reduce the cost of machine rentals, the Numerical Analysis facilities be combined with those of the Registrar in some suitable location.
2. As an interim measure, the committee further recommends that a number of changes be made in the present registration system to facilitate the process as far as may be possible. These changes are as follows:
  - A. That the IBM Code Sheet be simplified by the deletion of Items 2, 6, and 12.
  - B. That the cards given students at registration be simplified wherever possible and redesigned when this can be done to advantage. In this connection the committee specifically recommends:
    1. That on Card 2 (Dean of the College card), Items 4, 8 (if it can be punched into the card), 10, 19, and 20 be omitted. That persons enrolling students in courses no longer be required to initial this card.
    2. That on Card 3 (the Registrar's Card), Items 5, 7, and 8 be omitted as well as "Other Institutions Attended" and if possible "Schools Attended Since Last University of Arizona Registration."
    3. That on Card 4 (Dean of Men-Women card), Items 5 and 6 be omitted, but that Item 5 be punched into the card. That to Item 13 the words "CITY, STATE" be added below the line. That a new item reading "I AM (AM NOT) covered by hospitalization insurance" be added, as well as "What is your religious preference, if any?"
    4. That on Card 5 (Traffic Department card), "Signature" be changed to "Please Print."
    5. That on Card 6 (Local Address card), the words "COLLEGE AND CLASS" be omitted and cut into the card.
    6. That there be no change in Card 7 (Permanent Address card) or Card 9 (Mail and Directory Card).
    7. That Card 8 (Library card) be filled out by students each fall, but not in the spring except by new or readmitted students (students returning after an absence). That "Permanent Home Address" be omitted. That "Class" and "College" be cut into the cards, if possible. That the Registrar's Office supply to the Library a list of changed permanent home addresses of students registered the first semester who re-registered the second semester.

8. That Card 10 (Press Bureau card) be filled out by students each fall, but not in the spring except by new or readmitted students. That Items 4, 8, 9, and 10 be omitted, and that two lines be left for Item 7. That the words "Are you married?" be printed instead of simply "Married?" That the Registrar's Office supply to the Press Bureau a list of changed addresses of students registered the first semester who re-registered the second semester.
  9. That on Card 11 (Alumni Office card), the following items be omitted: "Tucson Telephone," "Year of First Registration," "Degree Sought," and "Date of Last Registration." That this card be filled out by students each fall, but not in the spring except by new and re-admitted students. That the Registrar's Office supply to the Alumni Office a list of changed addresses of students who registered the first semester who re-registered the second semester.
  10. That on Card 12 (Office of Vice President card), a "No Preference" box be added and that additional groups be added as needed. That names of religious affiliations be listed in alphabetical order.  
  
(Note: The Senate voted addition of a "No Preference" box on this card rather than to print the word "Optional" on the card as had been recommended by the Committee. It was felt that printing the word "Optional" on the card would result in many students' failing to complete the card. Thus the effectiveness of this card as a means of providing the desired information for the various University pastors would be greatly reduced. It was pointed out that in checking registration cards students actually are not required to complete this card if they choose not to do so.)
  11. That the pack of cards be renumbered so that they are in sequence.  
(Note: There is at present no card No. 13.)
  12. That the Press Bureau, the Alumni Office, and the Library be supplied a roster of students' names with local addresses after the second semester registration for those registered the first semester reporting changed local addresses.
  13. That there be no change in Cards 14 (Business Office Fee card) and 15 (Student's Receipt card).
- C. The Graduate College. This college requires two cards, one of which is sent to the department, the other to the Dean's office. On both cards, in place of Items 1 and 3, the student should be asked to give his Local Mailing Address. Item No. 2 should be retained. Items 4, 8, 9, 10, 11, 12, 13, 14, 18, 19, 20, and 21 should be omitted. The words "If same as parent's address above write 'same'" should be omitted. The spaces reserved for "Section," "Mid-Semester Grade," "Hour," "Days of the Week," and "For the Dean," should be omitted. Items 15, 16, and 17 should be retained and placed on the front of the card. The miscellaneous

items should be put on the left side of the card, the schedule on the right. Another line, "Where did you get your bachelor's degree? When \_\_\_\_\_" should be added.

Date

The graduate student card should be left unchanged, except that the major should be cut in.

Other changes recommended by the Committee and approved by the Senate were as follows:

D. Class Cards. It is recommended in connection with these cards:

That on the green border card, the "Matriculation Number", "College," and "Class", and Boxes "C" and "D" be omitted. That "College" and "Class" be punched into the card. That on the white card "Matriculation Number", "College" and "Classification" be omitted. That "College" and "Class" be cut into the cards. That the cards be numbered (punched and interpreted), if possible, for sectioned courses, that is, that each pair be numbered consecutively so an instructor can readily determine the number of pairs issued.

E. Married Students. That the names of married students be preceded by an asterisk (\*) in the Student-Faculty Directory. (Note: This was done in the fall of 1961).

F. The Student and Faculty Directory. That an earlier deadline be recommended for the Student and Faculty Directory.

G. Permanent Information Card. That as soon as possible a permanent information card be created to be duplicated as needed for the Deans and others. (Note: This recommendation depends upon the availability of a computer.)

H. Preregistration for the Second Semester (Only). It is recommended that the envelopes with cards 1-15 for the second semester be distributed early to students registered for the first semester, in the manner determined by the Registrar's Office. (A recommendation from the Committee that the registration packets be mailed to students was not approved when it was pointed out that this would be unfeasible because of cost and because of the fact that so many students have changed their addresses by the end of the first semester.) That class cards for the second semester be distributed to departments before the end of the first semester. That in year courses at the end of the first semester's work professors be authorized to distribute class cards for the second semester to students already enrolled for the first semester in these courses. It was not felt by the committee that preregistration for the first semester is practicable under present conditions.

I. Miscellaneous Recommendations. It is recommended by the committee:

1. That professors no longer initial card 2. It was felt by the committee that professors have sufficient control over the registration of students for their courses without the necessity of initialing card 2. They hand students prepunched and therefore unalterable class cards, and they may keep a registration class list if they wish.
2. That if athletes, bandsmen, student assistants and others are to be given preference at registration, the first half hour of the first day be reserved for them exclusively.
3. That if possible arrangements be made between the College of Engineering and the Departments of Chemistry, English, etc., for enrolling so many students from Engineering per section of Chemistry, English, etc., and that the cards for these students be distributed by the staff in Engineering. And that similar arrangements be made with other colleges where needed. (Note: It was hoped that the officials concerned in the departments and colleges involved could work out the administrative details of this recommendation.)

J. Continuing Education and the Summer Session. The committee recommends:

1. That Continuing Education instructors or their representatives be available to distribute class cards and offer counseling during the Continuing Education registration night. That the cards be distributed from a centralized point. That instructors who so distribute cards at night be allowed a proportionate amount of time off during the day registration.
2. That after classes have started all class cards be obtained from instructors during office hours or during class meetings exactly as they are obtained for other classes. (Note: The intention here is to give instructors better control over class size.)

The Committee further recommends:

1. That a centralized location for Summer Session registration be selected by the Registrar, and that all procedures be carried out here.
2. That the period of late registration in the Summer Session be shortened to three days for all five-week courses. That for one-week courses no late registration be permitted, and for two-and three-week courses only one day of late registration be permitted.
3. That the Registrar's office be requested to simplify the pack of cards filled out by students registering in the summer, and that new cards more suited to the needs of the Summer Session be designed where this seems advisable.
4. That students registered the first Summer Session continuing the second Summer Session not be required to fill out cards 8, 10, 11, and 12.

The Senate did not approve a recommendation that if possible the registration of freshmen be centralized in the Men's gymnasium, and that such courses as Physical Education, Freshman English, Freshman Mathematics and the Sciences, Systems Engineering 3, 4, 10, and 11, Speech 2, the freshman courses in the foreign languages and Business Administration, Agriculture 1, and in general all required or large freshman courses be registered for there. It was pointed out that the Men's gymnasium normally would not be available for registration use at mid-year because of the Intercollegiate Basketball program. Dr. Frances Gillmor pointed out that at one time before offices were air conditioned fall registration was held in the Men's gymnasium. The excessive heat caused a number of students to faint and it was agreed that the gymnasium was a very unpleasant place to conduct registration business in September. Several Senators expressed the hope, before urging that this recommendation not be adopted, that the University at the earliest possible date could build a large field house where such activities as mass registration could be conducted.

Dr. Harvill asked at this point if members of the Senate wished to direct any further questions to Dr. Percy concerning registration.

Dr. Murphy said he would like to offer a proposal which would facilitate registration greatly. Official registration depends upon careful advance planning of student course programs, he pointed out. This requires counseling between faculty members and students. In order for this to be done effectively the published Schedule of Hours should be available to the students and the faculty well in advance of the start of the succeeding semester. He said, he therefore, would like to recommend that the Schedule of Hours be made available a minimum of one month, preferably six weeks, prior to the end of a given semester. This would mean December 15 for the coming spring semester and April 15 for the next fall semester. Dr. Harvill called for comment on Dr. Murphy's proposal.

Mr. Windsor stated he thought this would be excellent. He pointed out, however, that many of the departments are either tardy in submitting their schedule material to the Schedule Committee or they find it necessary to make many changes after it has been submitted. Dr. Harvill asked what deadline would have to be imposed if the schedule was to be ready for distribution according to the plan suggested by Dr. Murphy. Mr. Windsor and Mr. Shirey agreed that the information would have to be submitted by September 1 if the schedule were to be printed and ready for distribution by December 15. Mr. Shirey pointed out that the copy would have to be ready for the printer by no later than November 15. Typing of the schedules preparatory to submitting to the printer requires two weeks. Prior to this, however, all information submitted by the departments to the Schedule Committee must be checked for errors (excessive use of critical hours, scheduling of courses not authorized for that particular semester, etc.) then charted for room assignments. This takes many weeks, since considerable consultation with the various departments is necessary.

Dr. Muir asked if it were correct to say that the earlier the schedule was distributed the greater would be the number of corrections and additions that would have to be published in a supplement at the time of registration. Mr. Shirey and Mr. Windsor agreed that this was correct.

Mr. Windsor said he would be happy to have the Senate on record favoring earlier distribution of the schedule if this was the judgment of the group. He felt this would give him more authority to ask for necessary information at an earlier date from the departments. Dean Roy thought the Senate should accept the principle of earlier publication of the schedule. He pointed out, however, that the

departments have problems too, for sometimes they do not know until well into the first semester just what faculty members will be available for the spring term and, therefore, whether certain courses may or may not be offered. Fall enrollment experience influences how many sections of certain courses should be scheduled in the spring, he explained.

No formal action was taken on Dr. Murphy's proposal. The Senate then, on motion by Dean Roy, voted its approval of the report of the Committee on Registration Procedure as amended by the Senate. The Senate also expressed its thanks to the committee for its work on this report.

POLICY RE SATISFACTION OF SUBJECT-MATTER REQUIREMENT REPRESENTED IN TRANSFER UNITS REJECTED BECAUSE OF "D" GRADES, DISCUSSION RE: Mr. Windsor presented to the Senate a matter which had been referred to this body by the Advisory Council. It was pointed out that no standard policy exists governing the acceptance of subject-matter credit in transfer from another institution in relationship to the new University policy of not accepting hours of graduation credit in transfer for courses in which the barely passing grade (4 or D) was received. Some departments are arbitrarily requiring in all transfer situations that courses in which the grade of "D" was received must be repeated to establish subject-matter credit needed as pre-requisites to other courses. Other departments are exempting students from repeating such courses, permitting students to enroll for courses for which the courses in which D's had been received are pre-requisite. There is also no consistent policy governing whether or not students are allowed subject-matter credit in transfer in terminal courses where grades of "D" have been received (for example, the freshman science requirement in a curriculum where science is merely a group requirement and no further work in science is required.)

When this matter was presented to the Advisory Council the consensus of that group had been that this matter properly should be left to the option of various departments. On the other hand, it had been felt that policy in the matter should be established by the Senate. The secretary had, therefore, been asked to place on the Senate agenda the question of whether students who have completed required terminal courses or pre-requisite courses at other institutions with grades of "D" should be exempt from repeating the courses at the University of Arizona or should be required to repeat them.

The Senate discussed this matter briefly. It at once was apparent that there is variance in the attitudes of the various college deans toward this matter, particularly as regards the question of recognizing credit in terminal courses or group requirements where "D" credits are presented in transfer.

It was agreed that each dean would prepare before the next Senate meeting a report on the present policy about this matter of the various departments under his administration, as well as a statement of his own attitude toward this question in the case of group requirements. The matter will then be discussed further by the Senate.

David L. Windsor, Secretary