

MINUTES OF MEETING OF THE FACULTY SENATE OF THE UNIVERSITY OF ARIZONA
 Monday, May 4, 1964
 Room 111, BPA Building

The Faculty Senate convened in regular session at 3:40 P.M. on Monday, May 4, 1964, in Room 111 of the College of Business and Public Administration. Thirty-nine members were present with President Harvill presiding. Dr. Metcalfe and Dean Weaver were present also.

PRESENT: Beattie, Blecha, Brewer, Carlson, Delaplane, DuVal, Edwin Gaines, Gegenheimer, Gillmor, Gustavson, Hall, Harris, Harvill, Hudson, Johnson, Kurtz, Kassander, Kemmerer, Lacy, Little, Lynn, Lyons, Matsch, Moore, Muir, L. Myers, Patrick, Paylore, Picard, H.D. Rhodes, Siegel, Simonian, Steelink, Vavich, Voris, Wilson, Wallraff, Windsor, Yoshino.

ABSENT: Bartlett, Conley, Forrester, F.P. Gaines, Hillman, McMillan, H. Myers, Powell, Rapoport, Roy, Svob.

APPROVAL OF MINUTES: The minutes of the meeting of April 6, 1964 were approved as published and distributed.

WELCOME OF DR. ARTHUR H. BEATTIE: President Harvill welcomed to the Senate Dr. Arthur H. Beattie, who had been elected as a Senator-at-large at the April meeting to fill the vacancy created by the resignation of Mr. Sol D. Resnick, who has gone to Brazil with the University of Arizona team from the College of Agriculture.

CATALOGUE MATERIAL: (New courses) - English 208s, Teaching of Poetry (3) Weston; Physics 233i, Modern Physics (5) Mahmoud; Psychology 7x, Developmental (Speed) Reading (0 cr.); and Zoology 239i, Ecology and Evolution (5) Lowe.

STUDY OF LIBERAL ARTS FRESHMEN, REFERENCE TO: President Harvill referred to a study recently completed by Dr. Dorothy Marquart, Professor of Psychology, concerning the academic success of 1746 students who entered the College of Liberal Arts of the University of Arizona as freshmen in the fall semesters of 1951-52, 1953-54, and 1954-55. Dr. Harvill said the study was of real significance and he hoped there would be an opportunity early in the fall of 1964 for Dr. Marquart or one of her colleagues to make a report to the faculty about the findings of the study.

CAMPUS SAFETY COMMITTEE, REPORT FROM: Dr. Harvill called on Dr. Reuben Gustavson, Chairman of the Faculty Campus Safety Committee, to give a preliminary report from that committee. Dr. Gustavson explained that the committee had earlier sent to each department a request that a departmental representative be appointed to meet with the Safety Committee. Practically all departments by now had named such a representative. Each department representative then has been asked to make a study of safety in that department and submit a written report to the committee. Most departmental reports have now been received.

The committee's next step will be to review all of the departmental reports, to visit the departments, and to attempt to find out whether all safety considerations have been investigated and to what extent deficiencies, if any, can be corrected.

The committee planned to have a conference with Director Houston to review the departmental reports at an early date, and the Senate will be kept informed of the progress of the committee's investigation, Dr. Gustavson stated.

RECOMMENDATIONS FROM THE COMMITTEE OF ELEVEN REGARDING FINAL EXAMINATIONS, CONSIDERATION OF: The Senate had received the following recommendations from the Committee of Eleven regarding final examinations:

1. The Committee agrees that all courses, whether day or evening, should have a regular place on the examination schedule and that no classes should be scheduled during the examination period.
2. The Committee recommends that the examination schedule be arranged in such a way that all classes meeting in sections may have their examinations at the same time. At the present time, this practice is followed for Freshman English and Humanities.
3. It is realized that proposal #2 might require a somewhat longer examination period. The Committee would therefore recommend that examinations be scheduled for two-hour periods. In this way, it would be possible to have four periods rather than three on any given day. The schedule should include some evening examination periods to accommodate evening courses attended principally by non-daytime students.
4. The examination schedule should be arranged to start on a Monday, so that the last week of classes would not be interrupted. In this way, Saturday afternoon and Sunday replace the so-called "dead" day.
5. No examinations should be scheduled that completely cover the noon hour, as the present 11 A.M. - 2 P.M. examinations have done.
6. Except in most unusual circumstances, no excused absences should be granted for the examination period.
7. The present privilege of postponing an examination until a make-up period should be omitted.
8. Although the Committee recognizes that Final Examinations for Seniors constitutes a separate problem and one which has been frequently discussed, it would nevertheless point out that the present custom imposes a hardship both upon faculty members and students. Until seniors take regular examinations at the regular time, extra examinations are necessary; various irregularities and hardships arise from present practices.

The Council considered the several recommendations presented. Mr. Windsor explained that Dean F. Pendleton Gaines of the Division of Continuing Education was heartily in favor of Recommendation 1. Dr. Gegenheimer explained that under present practice, evening classes are "weakened" by the fact that instruction must end one week earlier than is true for other University courses in order that the final examination can be administered during the last class meeting. Furthermore, final examinations in evening courses are usually shorter than the examinations given in daytime sections of the same courses. The first recommendation was then approved by a voice vote of the Senate.

The Senate then discussed Recommendations 2 and 3 at some length. Mr. Windsor pointed out that he understood that at least to some extent common examinations in selected sectioned courses are scheduled as part of the regular final examination program at Penn State, Florida, Oregon, Michigan, Minnesota, and Temple universities. He

also understood that several other institutions followed at least a modification of such a plan. He said his office was attempting to obtain further information about how such examination schedules were determined.

Several members of the Senate spoke in support of revising the present examination schedule in such a way that common examinations could be given in sectioned courses. Dr. Gustavson and Dr. Gegenheimer explained that while recently requests for this had originated with departments offering several lecture sections by television, the fact is that other departments in the University also would like an opportunity to schedule a common examination for all their lecture or recitation periods. Several Senators explained that it was more fair if all students in a given course could take the same final examination. This assumes that all instructors in the course have equal voice in determining the questions to be asked in the final examination. Others speaking in favor of the proposal were Dean Matsch and Dr. Kassander. Dr. Kassander stated that "unfortunately we are all of us slaves to the grading system. Therefore it is imperative that grading be done on as fair a basis as possible."

Mr. Windsor said he had been for some time aware of the desire of the faculty to offer common examinations in sectioned courses. However, it is not an easy job to devise a schedule which would do this without causing conflicts in the students' final examination schedules. In some plans developed at other institutions, code symbols are carried beside the courses in question in the published schedule of hours so that students do not enroll for any two courses whose final examinations will fall at the same hour. Mr. Windsor pointed out that when one realizes that in addition to scheduling times for common examinations in sectioned courses it is necessary to retain the basic present plan to accommodate non-sectioned courses according to the class meeting schedule, and when one takes into account the large number of sectioned courses in the University (over 200) the magnitude of the job of planning a final examination schedule can be appreciated. A number of members of the Senate expressed surprise at the large number of courses offering multiple sections of lecture and recitation. Mr. Windsor explained that this number did not include courses with multiple laboratory sections.

At this point Vice President Johnson spoke against the proposal to schedule common examinations in sectioned courses. Many students have great difficulty at present scheduling a course program, he said. If in addition to the present problems students must take into account when the final examinations of their courses are going to be held, additional trouble can be anticipated, he emphasized. He said he was particularly concerned about the student who is working his way through the University who has serious problems in scheduling a class program.

President Harvill asked if there were many upper-division sectioned courses which would want to give a common examination. Dr. Muir said there were quite a few, he believed. There are several in the Department of English, he said.

Dr. Hudson commented that it seemed to him that it might be necessary to increase the number of days to be devoted to final examinations to accommodate without conflicts all sectioned courses which might wish to give a common final examination.

Dr. Harvill asked Mr. Windsor if institutions giving common examinations in sectioned courses were happy with the arrangement. Mr. Windsor said he knew that at some institutions there was dissatisfaction and that at least at a few institutions the practice had been abandoned and all examinations were scheduled according to class meeting time. Some institutions reserve the evening hours for the special scheduling of common examinations in sectioned courses, he said.

Mr. Windsor said his office would be glad during the summer to study this matter carefully to see if a proposal which seemed to be feasible could be developed for presentation to the Senate in the fall.

At this point Dr. Kurtz said it would be more feasible to work out an examination schedule accommodating the various factors under discussion if examinations of two hours were scheduled instead of three-hour tests. A number of the members of the Senate concurred in this remark. President Harvill said this attitude surprised him. He recalled earlier discussions when members of the faculty had insisted a minimum of three hours was necessary for appropriate examinations in University classes.

Dr. Harvill said he would hope that if the amount of time allotted each final examination was reduced this would not encourage the giving of more "objective examinations." He said that in his own teaching career he had given only one objective test as a final examination. He said his conscience had always hurt him that he had done this the one time. He said he did not include the grade in that examination in determining his students' course marks in the course and he had never again given an objective test. He said he felt that, generally speaking, objective tests are not an appropriate manner in which to determine what a student had learned in a course.

Dr. Muir asked Mr. Windsor if he knew how commonly two-hour examinations are given as compared with three-hour examinations in colleges and universities. Mr. Windsor said in his judgment the division was about equal.

Dr. Patrick then moved that the Senate approve Recommendations 2 and 3, subject to the Registrar's being able to implement them after carefully studying the matter during the summer. It was understood that Mr. Windsor would report to the Senate at its first meeting in the fall concerning this matter. It was understood that approval of Dr. Patrick's motion would reduce the time for each final examination from three hours to two hours. It was further understood that Mr. Windsor would make a survey of the academic departments to determine in which sectioned courses it was desired to schedule common examinations.

It was understood that in giving priority to courses to be accommodated, the Registrar would give lower division courses preference over upper-division courses and would give courses with large enrollment preference over courses with comparatively small enrollment. Dr. Patrick's motion was seconded by Dr. Gegenheimer.

Dr. Harvill stated that he assumed that any proposed revised examination schedule would not apply to the College of Law or later, after it is opened, to the College of Medicine. The President said he knew Mr. Windsor would welcome suggestions from members of the Senate that might be helpful in devising the revised examination schedule. The Question being called for, the motion then passed with no negative votes being heard.

The Senate then discussed Recommendation 4. Mr. Windsor explained that other difficulties would arise if the final examination schedule began on a Monday. This is particularly true at mid-year when the last day on which examinations fall relates to the "free days," the days of registration, and the first day of classes of the second semester. Dr. Gegenheimer said the Committee of Eleven had not felt this recommendation was the essence of its total proposal. It would simply be a desirable arrangement if other factors did not out-weigh it.

It was agreed that Recommendation 5 would no longer be necessary if three-hour examination periods were reduced to two-hours with two examinations being held in the morning, two in the afternoon, and a free period scheduled at noon for lunch.

It was agreed that Recommendation 6 had already been taken care of by the new procedure for handling excused absences adopted at the April meeting of the Senate.

The Senate took no action on Recommendation 7. In answer to a question Mr. Windsor said that the number of students who have been taking advantage of the opportunity to postpone the middle examination, when the examination-schedule called for them to take three examinations in one day, has been very small.

The Senate took note of Recommendation 8, but took no action.

Mr. Windsor assured the Senate that his office would consider as a major assignment for the summer of 1964 a study of how best the final examination schedule might be revised to implement the recommendations adopted by the Senate.

CALENDAR FOR 1965-66, 1966-67, APPROVAL OF: The Senate considered the academic calendar for 1965-66, 1966-67, as recommended by the Advisory Council.

Dr. Siegel said that it seemed to him that this calendar, as has also been the case in recent years, provided more teaching days on Monday, Tuesday, Wednesday than on Thursday, Friday and Saturday. Mr. Windsor said this was probably true, although an effort had been made to have as equal balance as possible between the Monday-Wednesday-Friday sequence and the Tuesday-Thursday-Saturday sequence. Dr. Siegel said he wished teaching and laboratory sessions could always end on a Saturday rather than on a day earlier in the week. Mr. Windsor said this could be arranged in the spring by extending the calendar a few days. It presented a problem at mid-year, however, because the last day of classes relates to the first day of examinations, which determines the closing day of examinations, which determines when the between-semester free days and the days of registration shall fall, which in turn determine the first day of second-semester classes. Mr. Windsor said it is not feasible to eliminate the free days between the final day of first semester examinations and the opening day of second-semester registration. That time is needed by both the faculty and the Registrar's office to process first semester grades.

No further comments being heard, Mr. Windsor moved, and Dean Brewer seconded the motion, that the calendar be adopted as proposed.

Dr. Muir commented that he noted the proposed calendar did not provide for longer than a four-day recess over Easter week-end. He said he believed many members of the faculty would favor returning to a ten-day spring vacation.

Dr. Kurtz asked if a spring recess could be abandoned entirely, with extra days being scheduled between semesters. Several members of the Senate explained that this would encourage students to leave the campus for a between-semesters holiday. Such a long holiday would come quite soon after the Christmas recess. Further, many persons observe the days of the Easter season as religious holidays.

Dr. Steelink asked if the teaching days at the end of a semester could not be reduced a few days so that examinations could begin on a Monday in all instances. This would make it possible to maintain an equal number of instructional days in a given week for all laboratory sections. Dr. Kassander said he would not favor eliminating teaching days in order to maintain an equal number of laboratory days for all students.

The Question being called for, the calendar was then adopted without negative vote. Copy of the calendar as adopted is attached to these minutes.

RECOMMENDATION FROM COMMITTEE OF ELEVEN THAT AN ADVISORY COMMITTEE BE APPOINTED TO WORK WITH THE PRESIDENT'S OFFICE IN PREPARING FUTURE EDITIONS OF THE FACULTY MANUAL, APPROVAL OF: The Senate considered a recommendation from the Committee of Eleven that a faculty committee be formed to work with the President's Office in preparing future editions of the MANUAL OF PROCEDURE AND POLICY FOR THE FACULTY AND STAFF.

President Harvill asked what the thinking of the Committee of Eleven had been in this matter. Dr. Gegenheimer said that the committee felt that faculty representatives might be more cognizant of what material should be included in the handbook that would be helpful to members of the faculty than would be members of the President's staff.

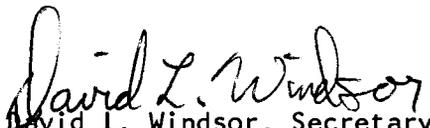
Dr. Delaplane commented that as far as content is concerned, the material included in the book is simply statements from various sources of University policy, regulations, procedures, and general information. He said that it was agreed that the indexing of the handbook could be improved.

Dr. Harvill said he would hope that any member of the faculty or staff would feel free to recommend to his office items which should be included in the Manual. He said he did not believe a standing committee on this matter was needed. He said he would welcome suggestions from an advisory group as to what factual information should be included in the Manual.

Dr. Kurtz said the Committee of Eleven had felt that an advisory group could be of assistance to the President in determining items to be included in the Manual. Dr. Steelink gave as an example the inadequate explanation in earlier editions of the difference between a temporary and a continuing appointment. Dr. Harvill said that the suggestion that this matter be clarified had been a good one and the matter had been taken care of.

Dr. Wilson then moved that a faculty committee be appointed to advise the editor of the MANUAL OF PROCEDURE AND POLICY FOR THE FACULTY AND STAFF on its contents. The motion was seconded by Dr. Kurtz, and the motion carried with one negative vote.

The meeting adjourned at 5:20 P.M.


David L. Windsor, Secretary