1965

Faculty Senate Minutes, September 1964 - May 1965 Meetings

Clemson University

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MINUTES
of the
FACULTY SENATE
of
CLEMSON UNIVERSITY

Sept. 1964 through May 1965
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THE FACULTY SENATE OF CLEMSON UNIVERSITY

STANDING COMMITTEES 1964-65
(Effective Immediately)

The Committee on Committees

Miller, J. E. - Arts & Sciences - PRESIDENT
LaRoche, E. A. - Industrial Mgt. & Textile Science - VICE-PRESIDENT
Hill, Mrs. H. H. - Arts & Sciences - SECRETARY
Byrd, W. P. - Agriculture
Hunter, R. H. - Architecture
Owings, M. A. - Arts & Sciences
Hudson, W. G. - Engineering
Campbell, T. A. - Industrial Mgt. & Textile Science

Policy Committee

Senate Members:
G. C. Means, Chairman
H. G. Lefort
W. B. Barlage
L. H. Davis
J. T. Long
C. A. Reed
J. L. Platt
L. L. Henry

Non-Senate Members:
E. B. Rogers
D. R. Gentry

Welfare Committee

Senate Members:
A. L. Shewfelt, Chairman
J. M. Stepp
H. M. Felder
C. Q. Brown
C. C. Davis
L. E. Hill
C. M. McHugh
J. R. Sullivan

Non-Senate Members:
Joe Young
H. J. Seifick

Admissions & Scholarship Committee

Senate Members:
W. L. Ball, Chairman
A. H. Holt
J. J. Porter
A. D. Lewis
E. A. Gunnin
J. G. Dinwiddie
C. M. McGee
M. A. Boone

Non-Senate Members:
G. R. Craddock
Clemson Faculty Senate Roster
1964-1965

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The ninety-ninth meeting of the Clemson Faculty Senate was held at 4:00 p.m. on Tuesday, September 8, in Olin Hall, with President John E. Miller presiding.

Dr. A. L. Shewfelt, chairman of the Welfare Committee, reported that a mobile X-ray unit will be in Clemson September 21-22. A letter concerning this matter will be sent to the faculty by the Faculty Senate. He also moved that the Senate approve the Welfare Committee's plan to have the faculty participate in the influenza immunization program. This motion was passed.

The following matters were referred to the Welfare Committee:

1. Consideration of the complaints about the parking stickers.
2. Consideration of placing an appropriate seal on all University-owned vehicles.

President Miller then appointed Dr. J. G. Dinwiddie, Jr. and Dr. J. T. Long to the Honorary Degree Committee.

The meeting was then adjourned with the announcement that the next meeting of the Faculty Senate is to be held on October 13, at 4 p.m. in Room 101 of the Physics Building.

Due to an inexplicable delay in the delivery of the inter-office mail the following members did not receive the notice of the September meeting in time and were subsequently absent.

Brown, C. G.
Campbell, T. A.
Felder, H. M.
Flatt, J. L.
Hill, Henry H. (Mrs.)
Holt, A. H.
McGee, C. M.
Owings, M. A.
Young, Joe

Respectfully submitted,

Patricia K. Hill

Patricia K. Hill, Secretary
Minutes of the One-Hundredth Meeting; October 13, 1964

The one-hundredth meeting of the Clemson Faculty Senate was held at 4:00 p.m. on Tuesday, October 13, 1964, in Room #1 of the Physics Building, Dr. John E. Miller presiding.

At Dr. Miller’s request, Dr. J. E. Halpin spoke to the Senate, explaining the purpose and responsibilities of the new position of "Counselor to Athletes" to which he was recently appointed.

After thanking Dr. Halpin for this information, Dr. Miller requested reports from the committee chairman.

Dr. Shewfelt reported for the Welfare Committee that 1,090 had chest x-rays on September 21 and 22, and 343 received influenza immunization October 1 and 8. Dr. Shewfelt will distribute another letter concerning flu shots to be given in November.

Dr. Shewfelt further reported that the Welfare Committee had discussed:

1. Possible need for a burial association - to be investigated by Mr. Felder.

2. Requests for the placing of bulletin board type maps of the campus at various strategic locations around the campus - to be investigated by Mr. Joe Young.

3. The complaint about automobile stickers and the question of placing a Clemson University emblem on the door of new university-owned cars - also to be investigated and discussed later.

Next, Mr. George Means, Chairman of the Policy Committee stated that his committee had two items for the president to refer to the proper committees, (1) a request for the University to procure several buses for use on field trips (possibly at the time of the purchase of new cars), (2) and the question of the use of salary "Plan A" by some faculty members, and its possible effect on their Travelers Insurance.

Mr. Ball, Chairman of the Scholarship and Admissions Committee then announced that a proposal had been submitted to alter the regulations on academic dishonesty, but, after consideration, this had been disapproved by the committee.

This committee also requested from Mr. Vickery information concerning the probability of students who started with a low grade-point-ratio eventually being graduated. The Registrar’s Office is now making a study of this matter, soon to be completed.

After these reports, the president introduced some new business.

The following resolution was unanimously adopted:

Colonel Frederick G. Stritzinger IV

April 23, 1906 - August 28, 1964

Colonel Frederick G. Stritzinger IV, a 1928 graduate of the United States Military Academy and a teacher at West Point for five years, retired from the United States Army on August 1, 1958, at the conclusion of thirty years of service.
After receiving the M.S. degree from Duke University, he came to Clemson in the fall of 1959. From that time until his untimely death on August 28, 1964, he served faithfully as a member of the faculty of the Mathematics Department.

Colonel Stritzinger was a man of gentle manner, strong character, and unfailing diligence. He was an impartial teacher taking pride in his work and sincere interest in his students. He won the admiration of all who knew him for his dedication and cheerfulness. He will be greatly missed.

Be it resolved that the faculty Senate of Clemson University record its sorrow at the passing of Colonel Stritzinger and that the Faculty Senate express to members of his family its sincerest sympathy and that we further express our gratitude for the contribution which he made to Clemson University.

Be it further resolved that a copy of this resolution be transmitted to the family of Colonel Stritzinger and that the resolution itself become a part of the minutes of the Academic Faculty and the Faculty Senate.

Next the problem of parking received some discussion. A letter from Mr. Ralph Collins of the Traffic and Parking Control Committee was read, asking for suggestions from the Senate. It was reported that a committee representing the Mathematics and Physics Departments is now working on the problem of parking behind the Physics Building. This committee is not related to the Faculty Senate.

Dr. Miller then submitted for Senate approval the wording suggested by the Committee on Committees for the plaque for the Faculty Scholarship award. It was moved and seconded that this wording be accepted with the deletion of the Latin motto. The motion passed. The wording adopted is as follows:

FACULTY SCHOLARSHIP AWARD

Awarded annually by the
Academic Faculty of Clemson University
To the member of the graduating class
With the highest scholastic achievement

Mr. Felder suggested that a pre-college reading list be sent by Clemson University to prospective college students in S.C. high schools. This proposal was referred to the Committee on Scholarship and Admission.

The president then urged that attendance at all Faculty Senate committee meetings be improved.

A motion was made, seconded, and passed that the next meeting of the Senate be held in Room #1 of the Physics Building.

Mr. Joe Young suggested that the time of meeting should be changed from Tuesday at 4:00 until Thursday at 4:00 or Tuesday at 5:00, since there are now some classes lasting until 5:00 on Tuesdays. However, this being a subject which required a constitutional amendment, it was deferred to a later meeting.

There being no further business, the meeting was then adjourned.

Respectfully submitted,

Patricia K. Hill, Secretary
Dr. John Miller, President
The Faculty Senate

Dear Dr. Miller

The value of a precollege reading list prepared by the institution in which a student expects to enroll is now generally recognized by parents, public school administrators, and college and university faculties. Besides being a stimulus and guide to selected reading, such a list may well provide a frame of reference and an intellectual orientation of great importance to the student.

I should like, therefore, to recommend:

1) that the Faculty Senate endorse the use of such a precollege reading list by Clemson University;
2) that it be prepared by those departments which administer the basic freshman curriculum,
3) that it be included among the informational materials customarily sent to prospective students, and
4) that it be distributed to high school principals and counselors in South Carolina.

Respectfully yours,

Herman M. Felder, Jr.
Associate Professor of English
Minutes of the One-Hundred-and-First Meeting, November 10, 1964

The Faculty Senate held its one-hundred-and-first meeting in Room 1 of the Physics Building at 4:00 p.m., November 10, 1964.

President John E. Miller called the meeting to order, and requested reports from the chairman of the Senate standing committees.

George Means, chairman of the Policy Committee, announced that his committee is now investigating the recommendation that the University purchase busses for field trips. He also said that the other matter referred to this committee, the effects of the use of Plan A by faculty members, needed no action since a university policy is already in existence which covered this matter.

Next Dr. Shewfelt, chairman of the Welfare Committee, summarized the accomplishments of the work on chest x-rays. Of the 1,072 people examined, 1,050 showed no need for further examination, while the remaining 22 were scheduled for a re-check. The results of the x-rays were sent only to those persons needing a re-check.

He also reported that investigation of the health insurance programs revealed that we are now paying the lowest rate possible for the number of benefits received. As for the question of group life insurance, the law disqualifies the University from using this plan since a group plan required employer contributions. The possibility of trying this plan and having the Alumni Association pay the employer’s share was here raised. The University of South Carolina, it was stated, uses this method.

On the matter of traffic and parking, Dr. Shewfelt reported there is still need for provision of more parking facilities to make them equal to the number of cars on the campus, including those of the commuting students. A suggestion now being studied is that campus parking be a privilege limited to Juniors and Seniors, and to Sophomores with a certain minimum grade-point ratio.

Dr. Shewfelt then called on H. M. Felder to give the results of his investigation as to the feasibility of a university burial association. Mr. Felder gave an interesting account of his findings on burial costs in the Clemson area. He is going to investigate further the advantages of establishing a burial association.

The next committee chairman called on, Professor Ball, said that his Scholarship and Admissions Committee although working on several problems had nothing to report at this time.

Dr. Miller next made the following announcements:

1. He has sent a letter of congratulations to Dr. Charles Townes, recent Nobel prize winner, and holder of an honorary degree from Clemson, on behalf of the Academic Faculty.

2. The wording on the plaque for the Faculty Scholarship award has been approved by the Educational Council. Bids are now being sought by the Purchasing Office for the plaque.

3. He has attended a meeting of the Board of Trustees in Columbia.

4. The President of the Faculty Senate is to appear on the TV program, "Telescope", a program appearing from 9:30 to 10:00 a.m., December 3, on Channel 14, where he will explain the role played by the Faculty Senate in the total educational program at Clemson University.
5. A copy of the Senate's resolution in memory of Colonel Stritzinger was sent to Mrs. Stritzinger.

An amendment was then submitted to the Senate, signed by five members of the Academic Faculty to change the monthly meeting time of the Faculty Senate to 4:30 p.m. on the second Thursday each month. A lively discussion ensued. This amendment will be voted on at the next meeting of the Faculty Senate, pursuant to the by-laws of the Constitution.

Since there was no additional business, the meeting was then adjourned at 4:50 p.m.

Respectfully submitted,

Patricia K. Hill

Patricia K. Hill, Secretary

Members Absent:

L. L. Henry
A. H. Holt
A. D. Lewis
C. M. McGee
M. A. Owings
November 9, 1964

Constitution of the Faculty Senate

Proposed Amendment

Amend Section 3: Article II to read:

The regular monthly meetings of the Faculty Senate shall be the second Thursday of the month at 4:30 p.m.

Amendment recommended by:

Emery A. Gunnin

Joseph L. Young

George C. Means, Jr.

Harold N. Coolidge

Edward Pinckney
The Faculty Senate held its one-hundred-and-second meeting in Room 1 of the Physics Building at 4:00 p.m., December 8, 1964, with President J. E. Miller presiding. The following committees gave reports:

Professor Ball, Chairman of the Admissions and Scholarship Committee moved that the following proposal be adopted:

A. That a recommended reading list for prospective students be prepared by Clemson University.

B. That the said list be composed of two parts.
   (1) A general reading list to broaden the background of potential students.

   (2) A selected reading list for familiarizing potential students with the fields of study available at Clemson.

The Committee recommended that the lists of selected reading be prepared under the direction of the various deans of the University.

It was further recommended that the list, when prepared, be forwarded to the high schools of South Carolina and be enclosed with the first communication between the University and the prospective student.

Dr. Stepp asked several questions regarding this reading list, which were answered by Professor Felder. Such reading lists are used by many other schools in the area, such as the University of Virginia and Emory in particular. The reading of recommended books is voluntary on the part of prospective students.

After this discussion the above proposals were all adopted by the Senate.

Professor Ball next stated that his committee has also prepared a recommended form for the Ph.D. degree to be granted by Clemson University. A sample copy of this degree will be brought to the January meeting of the Senate.

The next report was given by Prof. Means of the Policy Committee. On checking the possibility of having the University purchase busses for use on field trips, etc., Mr. Means stated that the Motor Pool is continuing to do an excellent job of providing transportation for students and faculty as needed. It will continue to augment the equipment with additional vehicles of varied sizes and kinds whenever these prove economical to add.

Professor Sullivan, the Faculty Senate representative on the Parking and Traffic Committee, announced that beginning with the first day of next semester the right-hand side of the road entering the Physics building parking lot is to be for employees only. This adds about 9 more spaces for staff parking.

There being no other committee reports, Dr. Miller introduced as old business the amendment to the constitution introduced in November, for changing the time of Senate meetings to the second Thursday of each month at 4:15 p.m. The motion was passed. Copies of this change will now be prepared for voting by the entire body of the faculty.
The president was then asked to check on the number of other schools now planning to follow Clemson's lead in the earlier fall semester opening next August.

In connection with the change in the school calendar, another question raised was the possibility of a conflict between the May 14, 1966, graduation and the scheduled May meeting of the Senate. This problem was referred to the Policy Committee.

Dr. Miller then made several announcements.

1. He has received from Mrs. Frederick Stritzinger a letter of appreciation for the Senate Resolution on the death of Colonel Stritzinger.

2. He has received from the Chairman of the Faculty Welfare Committee of U.S.C. a request for the name of the corresponding representative of Clemson's faculty, in order to work out jointly a plan for free tuition for the children of faculty of both the state universities and colleges.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patricia K. Hill
Patricia K. Hill, Secretary

Members Absent:
L. H. Davis
J. L. Flatt
MEMORANDUM

December 22, 1964

TO: Members of the Academic Faculty

FROM: John E. Miller, President, Faculty Senate

A proposal to amend the by-laws of the Academic Faculty and Faculty Senate was submitted to the Senate at the November meeting. The proposal was approved by the Senate at its December meeting. The proposed amendment concerns Section 3 of the by-laws which now reads:

"The regular meeting of the Faculty Senate shall be held on the second Tuesday of the month at 4:00 p.m."

The proposed amendment is as follows:

"The regular meeting of the Faculty Senate shall be held on the second Thursday of the month at 4:15 p.m."

According to the by-laws, the academic faculty may amend the by-laws by a simple majority vote of the members present.

* Memorandum regarding Proposed Amendment to Constitution
Minutes of the One-Hundred-and-Third Meeting, January 12, 1965

The one-hundred-and-third meeting of the Faculty Senate was held at 4:00 p.m., Tuesday, January 12, 1965. After calling the meeting to order, President John E. Miller asked for committee reports.

Professor Means gave the information that his Policy Committee had been requested to gather on possible conflicts of the proposed new Senate meeting time with the 1965-66 university schedule. He reported that meeting either on the second Thursday or the second Tuesday of each month will occasion a conflict in January and one in May.

After some discussion, the president requested that the Policy Committee study this matter further and make a recommendation at the February meeting of the Senate. A motion was also made to withdraw the previous amendment which had been sent to the Academic Faculty. This motion was seconded and passed.

Next Professor Ball of the Admissions and Scholarship Committee reported that the proposed new form of the diploma for the Ph.D. degree is not yet ready. He also said that a study is being made of the later progress of students who start with a low grade-point ratio.

After these reports, Dr. Lewis Hill told of a request from a member of the Student Senate asking that the Faculty Senate consider working out an examination schedule with a lapse of several days time between the last class and the first examination.

Also Dr. Stepp informed members that some students apparently have acquired and are fraudulently using medical excuse blanks stamped with Dr. Hair's signature. The president said he would call this matter to the attention of the Dean of Students.

Dr. Miller then made several announcements:

1. He has received a letter from Dean Williams saying that action has been taken on the recent Senate recommendation for a suggested reading list for high school students applying for admission to Clemson.

2. A state-wide check on acceptance of the new semester plan shows that, following Clemson's lead, these colleges are going to try this schedule next year: Winthrop College, State College at Orangeburg, North Greenville Junior College. Anderson Junior College probably will do likewise; the University of South Carolina and the Citadel may do so the following year.

3. The Senate has received a Christmas card from Dr. Charles Townes in Stockholm, thanking us for our congratulatory letter to him on his being named Nobel Laureate in Physics for 1964.

Since there was no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Patricia K. Hill, Secretary
Suggested Reading Before Entering Clemson University

Between the date of his admission to Clemson University and the time of his actual registration for classes, there is much valuable reading which the entering Clemson freshman can do. The faculties of the Colleges and Schools have prepared the following suggested list for those freshmen who want to do some preliminary reading in certain basic areas before they arrive on the Clemson campus. No student is expected to read all the suggested books, and some of them will appeal primarily to those who plan to specialize in certain fields. It would probably be wise to read widely in those areas in which all freshmen take courses and then certain selected titles from the field in which you are especially interested.

College of Agriculture and Biological Sciences
Carson, Rachel
DeKruif, Paul
Gabriel, Mordecai
Lorenz, Konrad Z.
Moore, Ruth
Nordenskiold, Eric

The Sea Around Us
Great Experiments in Biology
King Solomon's Ring
The Coil of Life
The History of Biology

National Science Teachers Association, N.E.A.
Microbes and Men
Chemistry of Life
The Lore of Living Plants
Nutrition Science and You

U.S. Department of Agriculture, Yearbook of Agriculture, 1962. After a Hundred Years

College of Arts and Sciences
Chemistry
Jaffe, Bernard
McKie, Antoine L.
Weeks Mary E.

Crucibles: The Story of Chemistry from Alchemy to Nuclear Fission
Antoine Lavoisier: Scientist, Economist, Social Reformer
Discovery of the Elements

English
Hamilton, Edith
Homer
Homer
Scott, Walter
Hawthorne, Nathaniel
Twain, Mark

The Bible
The Greek Way
The Iliad
The Odyssey
Ivanhoe
The Scarlet Letter
The Adventures of Huckleberry Finn
Any standard collections of short stories

Geology
Fenton, Carroll L.
Leet, Lewis D.
Simpson, George G.
Spar, Jerome
White, John Francis
Zim, Herbert S.

Giants of Geology
The World of Geology
Life of the Past
Earth, Sea, and Air
Study of the Earth
Rocks and Minerals
The one-hundred-and-fourth meeting of the Faculty Senate was held on February 9, at 4:00 P.M. After calling the meeting to order, President John Miller asked for committee reports. These were given as follows:

1. The Welfare Committee has had a study made on the possibilities of establishing a funeral society for the University. Professor Felder had prepared a preliminary report on the purposes and functions of such a society, copies of which were distributed to all members of the Senate for study. Recommendations for action on this report may be made at the next meeting.

2. Professor Ball of the Scholarship and Admissions Committee showed the Senate drafts of the new form proposed for the Doctor of Philosophy diploma.

A motion was made and seconded that this form be accepted, with a minor change in the size of some of the lettering. After considerable discussion, this motion was passed.

Professor Ball also reported on the study made of students graduating after having started with a very low grade-point ratio. This study showed that some of these students who graduate have grade-point ratios in their major fields lower than the over-all grade-point ratio required for graduation. Members of the Faculty Senate were asked to seek the opinions of other members of their departments concerning a possible Faculty Senate proposal that all students be required to have a grade average, in all courses taken in their major field, at least as high as the grade-point ratio required for graduation. An expression of opinion on this subject will be asked for at the next meeting.

The president then asked that the Scholarship and Admissions Committee report next time on the question of need for the establishment of a Faculty Senate committee on the University Bookstore. It was reported previously that Mr. John Cureton, manager of the bookstore, feels there is no need for such a committee.

Also President Miller reported receiving a Student Senate resolution recommending that a "reading period" of one and a half days be scheduled between the end of the class period and beginning of the final examination period, to enable students to prepare for their examinations. The Faculty Senate is asked to concur in this request and urge its implementation in time for the 1966-67 school year. This matter also was referred for study to the Admissions and Scholarship Committee.

Upon the completion of the foregoing business, the president made several announcements of general interest, and the meeting was then adjourned.

Respectfully submitted,

Patricia K. Hill
Preliminary Report
on
The Purposes and Functions of a Funeral Society
H. M. Felder, Jr.

For years the sacred and solemn ceremony of the funeral has been surrounded by sentiment and taboo to such a degree that few have questioned funeral practices, and by default the public has left a necessary social function open to exploitation and commercialization. To counter this development, many religious organizations, trade unions, and other community groups have organized funeral (or memorial) societies. There are now over ninety such organizations in the United States and Canada, the most recently organized one in our area being in Augusta, Georgia. Since it has been proposed that the Faculty Senate may wish to form or to sponsor the formation of a funeral society, it is proper to consider the purposes and functions of a funeral society and to decide whether the Senate should organize such a group. The latter question can be answered, of course, only after much deliberation. I shall attempt to describe the usual purposes and functions attributed to the funeral society.

1. The funeral society is designed first of all to promote a wholesome attitude toward death and the ceremonies attendant upon it. There is little doubt that many funerals are pretentious and costly affairs, sanctioned by tradition but generally not representative of the wishes of the deceased or his family. To a large degree they are carried out according to a code of practice established and perpetrated by funeral directors. The funeral society provides an organizational base for shifting the emphasis from pretentiousness to simplicity from traditional compliance with the customs of funeral directors to an acceptance of complete family control. This not to say that funeral directors are a bad lot; rather, it is to say that they generally do not think first of economy and simplicity. The funeral society can be a means of making economy and simplicity respectable.

2. The funeral society, as a result of group bargaining, can usually obtain a more economical management of funeral services than an individual can. Despite the initial opposition which funeral directors once expressed toward funeral societies, the experience of many societies indicates that they are willing to reduce the cost of their services in proportion to their assurance of guaranteed business. (For example, the reluctance of funeral directors in California to deal with funeral societies has given way to complete cooperation.)

3. The funeral society can provide helpful information to member families prior to the occurrence of death in the family. Through its affiliation with other societies and a national organization, the society can keep its members informed regarding funeral costs and practices.

4. The funeral society can serve its members well by providing them with important prearrangement materials. Upon registration a member provides the society and a cooperating funeral director a statement of his wishes concerning his funeral. At the time of his death his wishes can be executed with a minimum of confusion and emotional strain for his family. More important is prearrangement for the bequeathal of a member's remains to medical science. More and more people wish to participate in "banks of humanity." "Eye banks" have been of inestimable value. The funeral society can be a cooperating agency with the medical profession and hospitals for those who desire this service.
Perhaps it would be well to explain further what a funeral society of the kind the Faculty Senate might be interested in would not do.

1. It would not prescribe any fixed type of funeral for its membership; it would merely implement the wishes of each member as these are presented in the registration form. The cost of the funeral would likewise depend upon the wishes of the member, also set forth in prearrangements. (See the attached form of the Chicago Memorial Association.)

2. It would not offend the religious sensibilities of any of its members.

3. It would not engage in the buying or selling of burial plots.

4. The cost of membership would not be commensurate with the funeral arrangements desired. A modest flat fee (perhaps $5.00) would be adequate, and this might well be refundable if a member withdrew within a year. Since the directors of the society would serve gratis on a rotating basis, there would be little cost involved in the operation of the organization. (See the model constitution attached.)

For those who are interested in investigating the subject further, I would recommend the following sources:


Article I - Name

The name of this nonprofit Society shall be the Greater Detroit Memorial Society.

Article II - Purpose

To encourage, by education and other suitable means, dignity and simplicity in funeral practices.

Article III - Services

Section 1. The Society shall assist its members, as desired, in selecting plans for funeral and memorial arrangements.

Section 2. The Society shall assist the families in carrying out these plans, and shall render related services.

Article IV - Liabilities

The Society assumes no legal or financial responsibility for the fees of any mortician, crematory or cemetery, or for the final disposition of the body.

Article V - Membership

Section 1. Membership is open to persons who subscribe to the purposes and procedures of the Society and who pay the usual membership fee.

Section 2. Two Trustees shall be named from each sponsoring organization. The initial sponsoring organizations are: (Here follows list of sponsoring churches. In most societies the governing body is elected from the Membership at large.)

Article VI - Meetings

Section 1. The Annual Meeting is held each March at a time and place designated by the Board. Notice with full information shall be sent by first class mail to the Membership not more than 20 or less than 10 days before the Meeting.

Section 2. Special Meetings shall be called by the Secretary upon instruction from the Board or within 30 days after receipt of a petition signed by at least 15% of the voting members. Meetings by petition shall not be held between Memorial Day and Labor Day. Notice of such Meetings shall be conveyed in the same manner and contain the same information as notices for Annual Meetings.

Article VII - Officers & Trustees

Section 1. The Officers to be elected at each Annual Meeting are: President, Vice-President, Corresponding Secretary, Treasurer.
Article VII, Section 1 (Continued)

(a) Only voting members are eligible for office.
(b) No elected Officer may serve more than 2 consecutive terms.
(c) The President or the Vice-President, jointly with the Treasurer or Secretary, execute such contracts and agreements as may be authorized and approved by the Board.

Section 2. Two Trustees are named from each sponsoring organization.

(a) Only voting members are eligible to serve.
(b) Trustees serve only 2 consecutive terms.

Section 3. The Officers and Trustees together comprise the Board of Directors.

(a) The Board is responsible to the Membership for conducting the Society.
(b) It shall determine all questions of policy relating to the operation of the Society except those established by the vote of the Membership at Annual or Special Meetings.
(c) It approves contracts or agreements prior to their execution. Documents so approved shall be executed forthwith by the appropriate Officers.

Article VIII - Quorums & Voting

Section 1. 15% of the voting Membership constitutes a quorum at any Annual or Special Meeting called in accordance with this constitution. A two-thirds vote of members voting is required for action.

Section 2. Mail balloting may be conducted at the discretion of the Board.

Section 3. 8 members shall constitute a quorum of the Board, provided 3 elected Officers and 3 Trustees are included.

Article IX - Fiscal Year

The fiscal year of the Society begins on April 1st of each year and ends on March 31st of the following year.

Article X - By-Laws

By-Laws shall be adopted consistent with this constitution, for the guidance of Officers, Trustees and other members.

Article XI - Amendments

This Constitution may be amended by two-thirds affirmative vote of the members voting at a Special Meeting called for that purpose. The notice of the Meeting shall state the proposed amendments.
Shown below (courtesy of the Chicago Memorial Association) is the front side of one style of registration form, 8½ x 11 inches.

The Chicago Memorial Association
1526 E. 55th Street Plaza 2-7078 Chicago 15

Registration Form

<table>
<thead>
<tr>
<th>Name, or Head of Family</th>
<th>Home address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Date of birth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

| Nearest-of-kin (other than immediate family) | Relationship |
|                                            | Address |
|                                            | City |
|                                            | State |
|                                            | Telephone |

I. We (indicate which) hereby give the following instructions following death. (If a member of the family desires different arrangements, separate forms should be completed.)

   I. We direct that our bodies be used for medical purposes. There shall be no viewing of remains. (If you mark this the appropriate forms will be sent to you.)

   II. We urge that post-mortem examinations be made. See elsewhere for the disposition of remains following such an examination.

   III. We direct cremation of remains.

       Disposition of remains following cremation:

       No ashes to remain.

       Ashes to be buried.

       Place

       City

       State

       Ashes to be scattered as follows

       Ashes to be placed in depository as follows

   IV. We wish burial in the least expensive burial case

       Place of burial

       Address

       City

       State

   V. We wish memorial services held and I give the following instructions

       (over)
Here is the back of the registration form. Each society should design its own form to suit its own mode of operation.

VI. I desire a funeral with remains present and I give the following instructions.

VII. I request that memorial gifts be given to the following:

Name of Organization
Address
City State
Name of Organization
Address
City State

For purposes of financial arrangements, please give the following information.

Social Security Number(s)
Name Number
Name Number

Military serial or service number(s)
Name Number
Name Number

Other Information Not Included in the Above Instructions

It is understood that the Chicago Memorial Association assumes no financial or other legal responsibility in connection with these arrangements.

Signed
Date
Witnesses
Date

For further information contact the Executive Secretary, Plaza 2-7078
The one-hundred-and-fifth meeting of the Faculty Senate was held on March 9, at 4:05 P.M., with Dr. John Miller presiding.

Committee reports were given as follows:

1. Professor W. L. Ball gave the recommendation of the Admissions and Scholarship Committee that a one-and-a-half-day reading period be scheduled between the last class and the beginning of the final examination period, to enable students to prepare for their exams; that students are to use this extra time to get their next semester's schedule approved by class advisors, and to be subjected to a $5 fine if they fail to do so.

After some discussion, it was moved and seconded that this recommendation be adopted. An amendment to the motion was then made deleting the requirement for having schedules approved during this time. Thus the entire one and a half day period can be used for study, as originally proposed by the Student Senate. The amended motion was carried.

Professor W. L. Ball next said that his committee, after discussing the question of establishing a Senate committee to advise the bookstore, had decided that such a measure would serve no purpose as faculty members may now make recommendations to the manager of the bookstore either directly or through their Department Heads.

He also announced that the Faculty Senate recommended form for the Ph.D. diploma has been forwarded to the Dean of the University.

2. Next Professor G. C. Means suggested that the Faculty Senate Constitution and By-Laws be amended to change the time of meeting to 4:15 P.M. on the first Thursday each month, September through April, with the exception of January, when it should meet on the third Thursday.

After considerable discussion, Dr. C. A. Reed proposed the following amendment to the By-Laws:

"The Faculty Senate shall hold its first regular monthly meeting on the first Thursday in September at 4:15 P.M., and shall hold its regular monthly meetings thereafter at such times as designated by the Committee on Committees. The Committee on Committees will announce the schedule of meetings for the year at the September meeting."

Since an amendment to the By-Laws requires the signature of five members of the Academic Faculty, President Miller suggested that these signatures be obtained and the resolutions presented at the April meeting of the Faculty Senate.

3. Since Professor A. L. Shewfelt was absent, the recommendation of the Welfare Committee on establishment of a funeral society was presented by Professor H. M. Feller.

Great interest was evinced by the Senate, and it was suggested that the Academic Faculty should be informed of the merits of such a plan, so as to determine whether or not there is enough interest for the Welfare Committee to continue its efforts in this direction. A motion was made, seconded, and passed that the Welfare Committee distribute the information on a funeral society to members of the Academic Faculty for their reactions.
After these committee reports, resolutions were made expressing the deep regret of the Senate over the recent passing of Professor Randall of the Forestry Department and of Professor Bradley, past Head of the English Department. Letters are being sent from the Senate to the bereaved families.

The president then announced that next year two new members are to be added to the Senate, one from the College of Agriculture and Biological Sciences, and one from the College of Arts and Sciences. They will be seated at the May meeting.

Dr. Miller then reminded the Senate of the question raised by Professor W. L. Ball at the last meeting as to whether the Senate should propose that all students be required to have a grade average in all courses taken in their major field at least as high as the grade-point ratio required for graduation. Members who had discussed this proposal with others in their own departments expressed general favor for it, and all were requested to be prepared to discuss it more fully next meeting.

The meeting was then adjourned.

Respectfully submitted,

Patricia K. Hill

Absent:
Barlage, W. E.
Brown, C. Q.
Flatt, J. L.
Lewis, A. D.
McHugh, C. M.
Shewfelt, A. L.

Im
Minutes of the One-Hundred-and-Sixth Meeting, April 13, 1965

The Faculty Senate of Clemson University held its one-hundred-and-sixth meeting at 4:05 P.M. on April 13, 1965.

President John Miller called the meeting to order and requested committee reports.

1. Professor Means, Chairman of the Policy Committee, distributed copies of a proposed "Evaluation of Academic Personnel" form. This form, if adopted, would replace the one currently in use. The Faculty Senate study of this form was suggested by Dean Williams. After some discussion the Faculty Senate voted to forward the form to Dean Williams as a recommendation from the Policy Committee only, with a letter of transmittal summarizing the wide range of comments made by various members of the Senate. A copy of the proposed form is attached to these minutes.

A proposed amendment to the By-Laws of the Faculty Senate was submitted to the Senate. It reads as follows, "The Faculty Senate shall hold its first regular monthly meeting on the first Thursday in September at 4:15 p.m., and shall hold its regular monthly meetings thereafter at such times as designated by the Committee on Committees. The Committee on Committees will announce the schedule of meetings for the year at the September meeting." The motion to recommend this amendment for approval by the Academic Faculty passed unanimously.

2. Professor Shewfelt reported for the Welfare Committee the reactions of the faculty as a whole to the proposed Funeral Society. A questionnaire was sent to all faculty members, and the replies indicate considerable interest in such a society and a desire to belong to it. At the May meeting of the Senate, the Welfare Committee will present its recommendation for action on this matter.

3. The Admissions and Scholarship Committee had no report at this time.

The President then gave several items of information, telling the Senate that the Academic Deans are now working on the suggested reading list for prospective students, and that the Dean of the University received the endorsement of the Faculty Senate of the Student Senate recommendation of a 1-1/2 day reading period before examinations. He also mentioned that new Faculty Senate members have been elected by two schools, and that all the new Senate members will be seated at the May meeting.

Next, under new business, Professor Felder moved that the Faculty Senate investigate what action is being taken to provide names for the new buildings on the campus and offer to cooperate with any committee which may now be working on this project. This motion was seconded and passed.

Professor Felder also moved that the Faculty Senate should investigate the scope of Aptitude Tests and the possibility of extending aptitude testing to all freshmen. This motion also was seconded and passed. This matter was then referred to the Committee on Admissions and Scholarship.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Patricia K. Hill, Secretary

Absent:
W. B. Barlage
M. A. Boone
C. C. Davis
L. H. Davis
J. G. Dinwiddie
J. L. Flatt
E. Gunnin
L. E. Hill, A. H. Holt &
CLEMSON UNIVERSITY
EVALUATION OF ACADEMIC PERSONNEL (INSTRUCTIONAL)

Last Name                      First                      Middle

Professional Rank              Department                  School or College

Tenure                          Yes           No

Degrees Earned                  __________________

Knowledge in Field of Specialty
Depth of knowledge

Presentation of Subject Matter
Clarity, definiteness and enthusiasm

Interest in Students
Willingness to help students

Personality
Impression made on others

Written Expression
Organization, clarity and effectiveness of written communication

Oral Expression
Organization, clarity and effectiveness of oral communication

Emotional Stability
Ability to maintain an even temperament

Interest in Professional Improvement
Interest in additional graduate study, professional societies, summer work in field

Cooperation
Ability to work with others

Estimated Potential
Capacity to progress beyond present position

Additional Remarks:

__________________________________________________________________________________________

Completed by:

Name                      Title                      College, School or Department

Date                      Reviewed by:

CLEMSON UNIVERSITY
LIBRARY
MEMORANDUM

April 15, 1965

TO:     Members of the Academic Faculty
FROM:   John E. Miller, President, Faculty Senate

A proposal to amend the by-laws of the Academic Faculty and Faculty Senate was submitted to the Senate at the November meeting. The proposal was approved by the Senate at its April meeting. The proposed amendment concerns Section 3 of the by-laws which now reads:

"The regular meeting of the Faculty Senate shall be held on the second Tuesday of the month at 4:00 p.m."

The proposed amendment is as follows:

"The Faculty Senate shall hold its first regular monthly meeting on the first Thursday in September at 4:15 p.m., and shall hold its regular monthly meetings thereafter, at such times as designated by the Committee on Committees. The Committee on Committees will announce the schedule of meetings for the year at the September meeting."

According to the by-laws, the Academic Faculty may amend the by-laws by a simple majority vote of the members present.
THE FACULTY SENATE OF CLEMSON UNIVERSITY

Minutes of the One-Hundred-and-Seventh Meeting, May 11, 1965

The 107th meeting of the Faculty Senate was called to order at 4:00 P.M. on May 11, 1965, by President John Miller, who welcomed new members, then asked for committee reports. These were given as follows:

1. Dr. Shewfelt, of the Welfare Committee, said that the questionnaire which was circulated to the faculty concerning a proposed funeral society showed so much interest in the formation of such a plan that the Welfare Committee passed the following resolution:

"Resolved that the newly-elected President of the Faculty Senate appoint three members of the Senate to a steering committee for a funeral society; that the steering committee be authorized to contact other community organizations which will be invited to appoint one additional member each to the steering committee; and that the steering committee plan and prepare for an open public meeting to consider the organization of a funeral society." It was then moved and seconded that this resolution be adopted by the Senate. The motion passed.

Next Dr. Shewfelt announced that, because of many inquiries about the revision in the faculty pay schedule, his committee had passed a resolution to request the University Comptroller to address the next meeting of the Senate on this matter. Dr. Miller, however, said that he had already talked with both Mr. Wilson, the comptroller, and Dean Williams on the subject and had found that it is too late to change anything for next year. However, for the future the administration is willing to distribute salaries in any way the faculty wish, so long as this is done during the normal nine month teaching period rather than by the old method of dividing the pay for nine months' work into twelve monthly payments. Dr. Miller added that he had received requests from the A.A.U.P. and from members of the Social Science Department asking that the salary be divided as follows: 1/12 annual pay in each of the first eight payments and 4/12 of it for the 9th payment. This suggestion or others preferred by the Senate can be recommended to the University President and the Comptroller, who are quite willing to accept from the Senate any recommendation reflecting the faculty's desires.

2. Professor Ball of the Admissions and Scholarship Committee distributed copies of a proposal adopted by his committee to ask the University to consider a plan for testing all freshmen. This proposal reads as follows:

The Scholarship and Admissions Committee of the Faculty Senate recommends that the following proposals be adopted:

1. That all entering Freshmen be required to take the following tests with administration by Clemson University personnel.
   a) Valid I.Q. and significant achievement (College Board)
   b) Aptitude test battery
   c) Reading achievement

2. That the University be responsible for interviews between a trained University counselor, the student and the student's parents only in such cases where the test interpreter deems such an interview necessary.

3. That at least one-half of the cost of the test and interpretation be borne by the entering freshman.
The cost of such a program, including test materials and personnel, would total $32,428 for 1500 freshmen. At present some 10% of the student body are tested.

Dr. Ball moved the adoption of this proposal. It was seconded, but an amendment to the motion was then proposed by Mr. Felder, that section 1 of the recommendation be changed to read "That all entering freshmen be required to take a battery of tests recommended by the University Counseling service."

After the amendment was passed, the amended motion also was passed.

Dr. Ball expressed appreciation to his committee for faithfulness in attending meetings and devotion to business.

3. There was no Policy Committee report.
President Miller then gave as information the fact that recommended reading lists for high school students have been made out and are being distributed. He also suggested that, among problems to be solved by the new Senate, there is the question of the terms of too many senators expiring at the same time.

Next came the election of officers for 1965-66. It was moved that the vote be by secret ballot and that, if there were no majority on the first ballot for any office, there be a second vote between the two candidates with the highest and second highest plurality, respectively.

According to this procedure the following officers were elected:

President — J. M. Stepp
Vice-President — A. D. Lewis
Secretary — H. M. Felder

The elections for members of the Committee on Committees followed with the following results:

Agriculture — M. A. Boone
Architecture — J. E. Pinckney
Arts & Sciences — C. Q. Brown
Engineering — J. T. Long
Ind., Management & Textile Science — S. M. Willis

There being no further business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Patricia K. Hill, Secretary

PKH/1m