Faculty Senate Minutes, August 1966 - April 1967 Meetings

Clemson University

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MINUTES

of the

FACULTY SENATE

of

CLEMSON UNIVERSITY

August 1966 through May 1967
MINUTES OF

THE FACULTY SENATE

CLEMSON UNIVERSITY

1966 - 1967
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<td>1967</td>
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<td>M. G. Miller</td>
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<td>H. G. Lefort, Vice-Pres.</td>
<td>CerE</td>
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<td>J. T. Long, President</td>
<td>EE</td>
<td>213 Riggs</td>
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<td>R. A. Banister</td>
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<td>350</td>
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</table>

Members of the Senate Committee-on Committees for 1966-67 will be, in addition to the officers, M. A. Boone (PltrySci), J. E. Pinckney (Arch), H. E. Vogel (Phys), W. C. Bowen (AgEduc), R. A. Banister (EG), and J. L. Richardson (IM).
Faculty Senate Committees
1966-1967

Admissions and Scholarship
T. L. Senn
J. K. Reed
R. T. Reep
Harriet Holman
H. G. Spencer
H. H. McGarity
R. C. Harshman
J. H. Marvin
R. F. Nowack
Mrs. Eugenie Bartmess (non-Senate)
C. E. Kirkwood, Jr. (non-Senate)

Welfare
E. B. Eskew
C. Q. Brown
H. M. Felder
B. R. Skelton
M. S. Steadman
J. P. Winter
J. D. Antrim
D. W. Bradbury
J. M. Wannamaker
D. L. Handlin (non-Senate)
G. C. Means, Jr. (non-Senate)
A. L. Shewfelt (non-Senate)

Policy
J. M. Stepp
J. B. Whitney
E. A. Gunnin
A. T. Hind
S. M. Lukawecki
M. G. Miller
R. F. Mixon
Eugene Park
A. F. Newton
J. J. Porter
R. W. Henningson (non-Senate)
J. W. Kennelly (non-Senate)
Minutes of the Faculty Senate
August 30, 1966

The Faculty Senate met on August 30, 1966, at 4:15 p.m. in the Ceramics Engineering Auditorium with President J. T. Long presiding. The minutes of the May meeting were read and approved following correction. Dr. Long announced that this was the 117th meeting of the Senate, the beginning of its eleventh year.

Dr. Long reported that Dr. H. G. Lefort, Vice-President, had represented the Senate at a meeting of the Educational Council and in planning and carrying out the orientation program for new members of the faculty and staff and that Dr. L. L. Henry, Secretary, had represented the Senate at a meeting of the Clemson Alumni National Council.

Dr. H. H. Macaulay was welcomed as the replacement in the Senate for Dr. C. Q. Brown, who has resigned.

Dr. Long announced chairman of the three standing committees of the Senate: Admissions and Scholarship, Dr. T. L. Senn; Policies, Dr. J. B. Whitney; and Welfare, Dr. M. S. Steadman. He also announced that Dr. M. S. Steadman, Dr. J. M. Stepp, and Prof. Eugene Park have been appointed to a liaison committee on student health problems.

Dr. J. D. Antrim, Senate representative on the parking committee, was recognized for a report on the new parking plan being instituted on campus.

Senate representatives on standing committees of the University were then recognized. Prof. R. A. Banister reported that the Admissions Committee felt that not enough counseling is being done by members of the faculty in guiding students' choices of major courses. Dr. J. B. Whitney announced that the newly-formed committee to study ways of improving undergraduate teaching had formed the following sub-committees: goals, evaluation of faculty, and use of graduate students in teaching.

Dr. Long announced that he, Dr. J. M. Stepp, and Dr. A. T. Hind would serve as Senate representatives on the committee to choose recipients of honorary degrees.

Dr. Long reported that Dean Hurst was generally pleased with faculty participation in the orientation program for new members of the faculty and staff but had asked for suggestions for improvement of the program.

It was pointed out that there is a conflict in meeting dates of the Faculty Senate and the Research Faculty Council. The Executive Committee will consider this problem.

The meeting was adjourned at 4:40 p.m.

Absent:
M. A. Boone
T. L. Senn
M. S. Steadman

Respectfully submitted,

Louis Henry
Louis Henry, Secretary

LH/ln
The Faculty Senate met on September 20, 1966, at 4:15 p.m. in the auditorium of Olin Hall with President J. T. Long presiding.

Dr. Long made the following announcements:

(1) The Educational Council has approved changes in the by-laws of the Faculty Senate as approved by the Senate in November and the Academic Faculty in December.

(2) Dedication of the new library will be held on October 14 with Dr. James O. Wynn as the speaker. The ad hoc committee in charge of planning the dedication consists of J. W. G. Gourlay, W. V. Bryan, J. T. Long, A. E. Schwartz, J. N. Thurston, H. N. Cooledge, Jr., and H. H. Macaulay, Jr.

(3) Two proposals presented by the Senate last spring are now before the Educational Council. One concerns the establishment of a minimum grade-point requirement that a student must attain in his major course. The other recommends an addition to the tenure policy to cover transfers from one department to another and from one campus to another. The Research Faculty Council has proposed an amendment to the Faculty Senate proposal. The recommendations will be considered at the next meeting of the Educational Council.

(4) The amendment to the Senate by-laws which was passed in June has been approved by the Educational Council.

(5) A sub-committee of the Athletic Council is studying the prices to be charged for faculty tickets to athletic events.

(6) Dr. Long will represent the University at the inauguration of Dr. Grover E. Murray when he becomes president of Texas Tech on November 1.

Professor Eugene Park, Senate representative on the Honors and Awards Committee, reported that the committee is now receiving nominations for Who's Who in American Colleges and Universities and would welcome nominations from members if the Senate.

A recommendation from Dr. J. A. Chisman concerning the establishment of a secretarial pool on campus was referred to the Policy Committee.

Dr. Long reported that the conflict between meeting dates of the Senate and the Research Faculty Council has been resolved by the research council's changing its meeting dates.

Dr. T. L. Senn reported that the committee in charge of recommending names for buildings and streets on campus has completed its report, which will be presented to the Board of Trustees.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,

Absent: M. A. Boone  W. C. Bowen  W. C. Bowen
F. B. Eskew  A. F. Newton
B. R. Skelton  J. J. Porter
A. T. Hind  J. L. Richardson
H. G. Spencer

Louis Henry
Secretary
The Faculty Senate met on October 18, 1966, at 4:15 p.m. in the auditorium of Olin Hall with President J. T. Long presiding.

Dr. Long made the following announcements:

(1) Dean Hurst has asked that his appreciation be expressed to members of the Senate who took part in the orientation program for new members of the faculty and staff, especially to Dr. H. G. LePert.

(2) At the University Curriculum Committee meeting on October 13, several new graduate and undergraduate courses were approved and a six-year course leading to the M. A. degree in architecture was approved subject to the approval of the courses to be required in the program.

(3) At the recent meeting of the Alumni National Council a policy was agreed upon for the choosing of alumni professors.

(4) In answer to recent statements appearing in The Tiger concerning class absences, Dean Walter T. Cox says that there have been no changes in the policies printed in Student Regulations and that the faculty will be consulted before any changes are made.

A portion of a letter from Dr. Judson Hair concerning the Student Health Center's issuing medical excuses was read. After lengthy discussion a motion passed to refer the matter to the appropriate committee for consideration.

The following reports were given by representatives on standing committees of the University: Professor M. A. Boone announced that the Faculty Basic Research Committee had approved all proposed projects in part, with one proposal still pending; Professor Eugene Park reported that the Honors and Awards Committee had selected fifteen students to Who's Who among Students in American Colleges and Universities; Dr. Harriet Holman reported that the Graduate Council had approved a number of new graduate courses; approved new graduate programs in textiles, engineering, and education, and approved the omission of departmental designations from doctoral diplomas awarded by the College of Engineering; Dr. J. B. Whitney reported that the committee to study undergraduate teaching had received a report from the sub-committee studying student evaluation of teachers and will next consider the use of graduate assistants for undergraduate instruction; Dr. J. D. Antrim reported that the Parking Committee has realigned some portions of parking areas A, B, and C and has set the fine for students driving on campus during restricted hours at $5.

Dr. B. N. Skelton presented a proposal from Tiger Brotherhood for an annual award to honor a distinguished undergraduate professor. A motion was passed to refer the proposal to the appropriate committee for consideration. The Executive Committee voted to assign this proposal to the Policy Committee.

The meeting was adjourned at 5:10 p.m.

Members absent:
T. L. Samm
E. A. Gunin
H. H. McGarity

Respectfully submitted,

Louis Henry
Secretary
Proposal for an annual award
honoring a distinguished undergraduate
professor to be presented by
Tiger Brotherhood Honoray Service Fraternity.

Prepared by

William A. Ward

March, 1966
Distinguished Undergraduate Teacher Award

Justification: In recent months the colleges and universities of the nation have encountered severe criticism growing out of the fact that many institutions of higher learning seem to be emphasizing graduate and post graduate education and research while relegating undergraduate teaching to a secondary pursuit at best. Allegations of "publish or perish" philosophies among university administrators have led to the prevalent notion that the university system has lost sight of its proper goal. Critics say that administrators and professors use the publishing and research facilities to further their professional reputations. Advocates say that the system produces a larger number of graduates with higher degrees who in turn enhance the reputation of the school and insure a more steady flow of competent students to the institutions. Undergraduates say that the university no longer cares whether they are taught anything or not. Parents say that education of such an impersonal nature could just as well be administered by correspondence.

No matter from whom the criticism comes, the fact remains that many Americans fear that their sons and daughters are getting an inadequate college education. They feel that teachers are no longer being inspired to be shapers of men, pedagogues of the classic strain. The emphasis now has turned to the manuscript, the research findings and laboratory developments, and parents fear this to be at their children's expense.

Though sometimes ill-founded, these fears are not always disproved. Often inadequate teachers are not inspired exogenously to become good teachers, and good teachers are not inspired to become even better teachers.
To the contrary, often the good teachers are so heavily laden with teaching loads that they are unable to engage in the research and writing that has come to be the basis for esteem among professional educators. The fact that they are good teachers has put them at a disadvantage among their peers. The paradox of the situation is that these teachers are the men who really should be the esteemed men of the profession, or at least share some of the prestige accruing to members of the field. Too often, however, they remain as the unknowns of the profession, except among the students who are privileged enough to have had them for at least one course.

The members of Tiger Brotherhood wish to join with the students who have been so privileged and attempt to assure teachers, students and critics alike that, at Clemson University, teachers are not the forgotten men, that undergraduate teaching is still a valuable as well as valued pursuit. We hope that by bestowing recognition, and perhaps even remuneration, upon these men we may inspire others to perform their jobs as well. We hope that those recognized would so honor the award that they would become even better teachers. The ideal is that the educational level of the entire school would be lifted to some slight degree by our efforts.

The Award

The proposed award would be presented annually on Honors and Awards Day to a recipient selected by the students through a method outlined below. The award would be called The Distinguished Undergraduate Teacher Award and would be administered by Tiger Brotherhood Honorary Service Fraternity. It would consist of a plaque, shingle or certificate worded somewhat like exhibits A or B of Appendix I and a monetary award, the amount of which would be determined by funding capabilities. If the amount could not be substantial enough
to provide incentive over and above that accruing to the certificate, then no monetary award should be given. (A minimum of five hundred dollars is suggested.) The presentation would be made by the President of the University. In the event the President is unable to make the presentation, he will designate either the Dean of the Faculty or the President of the Faculty Senate to make the presentation in his behalf.

To qualify for the award, a person must have taught at least one course during that academic year on the main campus. Eligibility would not be affected by prior winning of the award, except in the case of a three-time winner, whose name would be withheld from future nominations. In the case of such a winner, an appropriate citation would accompany the award.

**Method of Selection**

It is deemed essential to the purpose of the award that the selection be made by the students. Pursuant to this, Tiger Brotherhood would undertake the administration of the award. This would be done in the following manner:

I. During the first meeting of Tiger Brotherhood for the academic year, the President of the Fraternity would appoint a committee to be known as the **Distinguished Undergraduate Teacher Award Committee**. This committee would consist of a number of members equal to the number of schools and colleges on the main campus of the university, plus a chairman.

II. The Chairman of the Committee would then assign each committee member to a school or college.

III. This committee member would act as a coordinator for that school or college and would be responsible for organizing a nomination caucus made up of one student from each department within that college. It would be the responsibility of the committee member
to assure that each department head under his jurisdiction select a student representative for that department to attend the nomination caucus. (See Appendix II.)

IV. The committee member would then contact each departmental representative within his college of jurisdiction and inform him of a time and place for the nomination caucus, which time should not be later than the last Friday in February for that academic year.

V. The committee member would act as non-voting chairman of the nomination caucus. The purpose of this caucus would be to nominate four teachers from that school or college who meet the qualifications listed above and who have demonstrated outstanding abilities as undergraduate teachers. In addition, the caucus would elect two student representatives there present (exclusive of Tiger Brother Committee Member) to represent the school or college in the university-wide Election Caucus to be held not later than the second Friday in March.

VI. The Tiger Brotherhood Committee Member would then deliver the names of the nominees from the college of his jurisdiction to the Chairman of the awards committee who would then see that ballots listing all these nominees would be prepared for use in the Election Caucus. (See Appendix III for a sample ballot.)

VII. The Election Caucus would consist of the President of Tiger Brotherhood, the Chairman of the awards committee and the representatives from each of the colleges and schools who were elected in the nomination caucus. The President of Tiger Brotherhood will preside.

The following procedure would be adhered to by the Caucus:
A. Presiding officer would call the meeting to order and explain its purposes and significance.

B. Chairman of awards committee would distribute the ballots to each voting representative (excluding himself and the presiding officer).

C. Presiding officer would instruct the representatives to vote for five nominees in the areas marked on the ballots. (See note to Appendix III.)

D. Chairman of the awards committee would collect the ballots and together with the presiding officer would count the votes. If on the first ballot no one received a majority of the votes cast, the ballot would be narrowed to the five with the highest tallies and a second vote taken, this time with each representative casting only one vote. If on the second ballot no one received a majority, the ballot would be narrowed to the two with the highest tallies and a third vote taken with each representative casting only one vote.

E. When the recipient has been decided, the Chairman of the awards committee would place the ballots, together with the tally sheet, in a sealed envelope and deliver them to the Dean of Student Affairs who would then arrange with the President of the University to have the remainder of the award procedures carried out. The name of the recipient would continue to be withheld until the actual presentation of the award.

W. A. Ward
For Tiger Brotherhood
APPENDIX I
EXHIBIT A

In Recognition of Meritorious Achievements
in the field of Undergraduate teaching
Tiger Brotherhood bestows
the _____ annual
DISTINGUISHED UNDERGRADUATE TEACHER AWARD
upon

for devotion to Clemson University as
witnessed through his efforts to promote
EDUCATIONAL EXCELLENCE.

____________________________
Date

President, Tiger Brotherhood

President of the University
DISTINGUISHED UNDERGRADUATE TEACHER AWARD

to

Know all men by these presents that Tiger Brotherhood of Clemson University in recognition of the aforementioned person's devotion to Clemson University as exemplified by the superior quality of his undergraduate teaching has made to him this award.

Subscribed to, for Tiger Brotherhood, on this ______ day of ______, 19____.

______________________________
President, Tiger Brotherhood

______________________________
President of the University
Example:

College of Agriculture and Biological Sciences

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<td>Food Technology and Biochemistry</td>
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<td>Zoology and Entomology</td>
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NOMINATION CAUCUS
Ten Representatives
APPENDIX II, Continued

- College of Agriculture and Biological Sciences: two representatives
- School of Architecture: two representatives
- College of Arts and Sciences: two representatives
- College of Engineering: two representatives
- School of Industrial Management and Textile Science: two representatives
- School of Education: two representatives

- President
- Election Caucus
- Twelve representatives plus two Tiger Brotherhood members
- Chairman of Tiger Brotherhood Award Committee
APPENDIX III
SAMPLE BALLOT
* CONFIDENTIAL

Vote for Five.

☐ John Davis Adams
   Associate Professor of Poultry Science

☐ Hobart T. Clark
   Professor of Air Science

☐ John R. Davis
   Assistant Professor of English

☐ Henry Taylor Ferguson
   Instructor in Architecture

☐ George W. Heinz
   Graduate Assistant in Mathematics

☐ Abdul Mohammed Izir
   Visiting Professor of Electrical Engineering

☐ Mary W. Moore
   Assistant Professor of History

* Having to vote for five will force each representative to vote for at least one teacher outside of his college, since he only has four nominees from his college. Departmental loyalty will then be removed as a bias.
The Faculty Senate met on November 15, 1966, at 4:15 p.m. in Olin Hall Auditorium with President J. T. Long presiding.

Dr. Long made the following announcements: 1) The Senate recommendation concerning the requirement of a minimum grade point ratio in a specific group of courses has been referred back to the Senate without action by the administration. The recommendation is to be reconsidered by the Admissions and Scholarship Committee. 2) The Educational Council will probably consider at its December meeting the Senate proposal concerning transfer of faculty members from one administrative unit to another and one campus to another. 3) The Educational Council has approved curricula recommended by the Curriculum Committee. 4) The Athletic Council met to consider matters to be discussed at the meeting of the Atlantic Coast Conference. 5) Make-up flu shots for faculty members will be given on November 17 from 5:30 to 5:30 p.m. in the Physics Auditorium. 6) The Committee on Committees has met twice: to assign items to committees and to choose a replacement for Dr. J. R. Whitney, who had asked to be relieved as chairman of the Policy Committee. Dr. A. T. Hind was selected. 7) Dr. Long urged members of the Senate to attend the dedication of the James F. Byrnes Room in the library on November 20 at 10:30 a.m. 8) An ad hoc committee composed of Dr. H. E. Vogel, Professor W. C. Bowen, and Professor R. A. Banister has been appointed to study Senate representation for off-campus units.

Dr. T. L. Semm presented a report from the Admissions and Scholarship Committee concerning foreign students, suggesting that "a centralization of assistance and guidance efforts for the foreign students would be in order" and that admission procedures should be such as to ensure the admission of only those students with a mastery of the English language. The committee submitted no formal recommendations on these matters. A motion was passed recommending that "the Admissions Office establish a policy of mailing to incoming freshmen a list of texts and required equipment as complete as possible, together with a realistic approximation of the cost of each." The Admissions and Scholarship Committee also recommended that there be no change in class attendance regulations as stated in Student Regulations, Section 7, Article 4, Paragraphs b and c. The motion passed.

Dr. Mark Stedman presented a report from the Welfare Committee concerning interest on retirement contributions. The report and the retirement policy will be studied further. A motion from the Welfare Committee concerning faculty salary notices was defeated. A letter asking that area public schools be requested to adjust their schedules to correspond to the university calendar has been considered by the Welfare Committee. Public school authorities have been told of the request.
Dr. A. T. Hina presented the following motion from the Policy Committee: "No excuse slips of any kind will be issued by the Student Health Service for outpatient visits. If a student is hospitalized, he will be given a certificate indicating the time of admission and the time of discharge." The recommendation was approved. The Policy Committee also recommended study of the possibility of establishing a formal system for supplying part-time clerical help on the campus "in case of absences and certain 'crash' situations." The motion passed.

Dr. J. D. Antrim, Senate representative on the Parking Committee, announced that regulations for the use of the library parking lot have been clarified. White zones are for library employees only; yellow zones are for two-hour parking. The hours for enforcement of parking regulations are to be discussed.

Professor N. A. Gunnin, Senate representative on the Schedule Committee, announced plans for second semester registration, with pre-registration for the entire student body, including graduate students. He also reported that a space utilization study will be made soon. He said that Mr. I. M. Vickers has asked that each department post during the pre-registration period names of instructors scheduled to teach during the second semester.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Louis Henry
Secretary

Members absent:

J. M. Stepp  
H. H. Macaulay  
H. M. Felder  
E. R. Skelton  
W. C. Bowen  
D. W. Bradbury

Rises
Report Of The
Admissions and Scholarship Committee
On Foreign Student Affairs

Members of a sub-committee met and spoke with Mr. Richard Maddox of the Registrar's Office, Dr. J. I. Browneley of the Graduate Office and Professor Arthur Fear of the English Department. Based on these conversations and on personal experiences, the following statements were drawn up at our last meeting:

1. The committee recognizes that the foreign students have unique difficulties and special problems beyond those of the usual nature. A centralization of assistance and guidance efforts for the foreign students would be in order. The committee further feels that a recommendation for the implementation of this objective is beyond the scope of the committee.

2. However, the committee feels that no student can perform well at Clemson without a mastery of the English language. Admission procedures, therefore, should be such as to insure admission only of students so qualified. It would appear that the present admission policies, if strictly adhered to, would insure this selectivity. If future experience proves that this selectivity is not being achieved, standards should be raised.

The Admissions and Scholarship Committee appointed to investigate the feasibility of providing entering freshmen with a list of texts makes the following report:

Mr. Perry of the Registrar's Office sees no reason why there would be any difficulty in including such a list in a mailing already planned.

Mr. Pettigrew of the Bookstore does not foresee from such a mailing any complication in the operating of the Bookstore.

All Heads of departments dealing directly with freshmen have indicated that their departments can by May 1, 1967, make a firm commitment to freshmen texts or, in special cases, to a realistic estimate of the cost. Most are heartily in favor of such a policy, seeing it as useful both to student and to university.

Texts for August must now be on order by May 1. Compilation of such a list would be relatively simple, and inclusion with materials mailed to all freshmen about June 15 would be practical.

Therefore, this committee recommends that:

The Admissions Office establish a policy of mailing to incoming freshmen a list of texts and required equipment as complete as possible, together with a realistic approximation of the cost of each.
Report of the Welfare Committee to the Faculty Senate
Regarding Interest on Retirement Contributions

Several people have asked why no interest is paid on contributions to the Retirement Fund when an employee leaves Clemson voluntarily before he has completed twenty years of service.

Mr. John B. Gentry, Personnel Director of Clemson, was kind enough to explain to a Welfare Committee sub-committee how the Retirement System operates. The facts and figures given by Mr. Gentry are sufficient to indicate that no change is imminent. For the foreseeable future, those who withdraw voluntarily from the system before completing twenty years of service should not expect to receive interest on their contributions.

For the benefit of the Faculty of Clemson University, the Welfare Committee has summarized the more important facts and figures that justify pessimism in this matter.

1. The whole idea in setting up the Retirement System in the first place was to provide benefits for retirement: that is, for those who stay in it until retirement age. The System was not conceived as a savings or investment plan for those who might be at Clemson for a shorter time.

2. Even disregarding the basic aims of the plan, there is not enough uncommitted money in the System to pay interest on contributions returned to persons who voluntarily withdraw from the System because:
   a. When the System was started in 1945, no funds were provided to pay retirement benefits to those whose contributions did not equal the benefits that they were entitled to receive. This created an obligation of approximately $78,000,000.00. In order to pay this, permission was secured to retain the matching funds paid in by the state when people withdrew from the System, and also to make use of earnings on investments.
   b. By the spring of 1964, the $78,000,000.00 obligation had been reduced to about $22,000,000.00, but on July 1, 1964, new changes became effective which raised the obligation again: benefits were to be calculated on the basis of the best five years out of the last ten. The present obligation (1966) is much greater than it was in 1945, because of liberalized benefits.

3. The only sources of funds to reduce the obligation are still earnings on investments, and matching funds contributed to the System by the state, which are left in the Fund after a person voluntarily withdraws before twenty years of service. Until the obligation is substantially reduced, there is no prospect of payment of interest for those who withdraw early.
RECOMMENDATION TO THE FACULTY SENATE BY THE WELFARE COMMITTEE

Between the end of the second semester last spring (1966) and the date when salary notices for 1966-1967 were mailed out, there was a long, nervous month and a half of speculation. The thing that seemed to cause the most grumbling, in addition to the unusually protracted waiting period, was lack of definite information about just when the notices would come out.

In order to avoid what seems to be a needless amount of anxiety in respect to salary notices, the Faculty Senate would like to recommend the following:

1.) That salary notices be sent out at the earliest opportunity. It is understood that various exegencies beyond the control of the Clemson University administration have a great deal to do with this, but insofar as the administration is a factor, it should urge speed.

2.) That the specific date on which notices will be mailed be clearly stated and widely distributed to the faculty and staff at the earliest opportunity, preferably before the end of the second semester.
November 15, 1966

The Faculty Senate recommends that the policy on medical excuses for class absences be changed to read as follows:

"No excuse slips of any kind will be issued by the Student Health Service for outpatient visits. If a student is hospitalized, he will be given a slip indicating the time of admission and the time of discharge, though such a slip does not constitute a medical excuse.

Alfred T. Hind, Chairman
Policies Committees of the Faculty Senate
November 15, 1966

The Policies Committee of the Faculty Senate recommends that the establishment of a formal system of part-time secretarial help be studied with the idea of furnishing secretaries on the campus in the case of absences and certain "crash" situations.

Alfred T. Hind, Chairman
Policies Committees of the Faculty Senate
Informal procedures by which students may cause the various departments of Clemson University to initiate new courses are already in existence. Consequently, it is the opinion of the Policies Committee of the Faculty Senate that the formal procedures for handling this, as outlined in the CLEMSON UNIVERSITY STUDENT SENATE bill of 26 September 1966, is unnecessary.

A. T. Hind, Chairman
Policies Committees of the Faculty Senate
The meritorious portions of the proposal of bill number 53 of the CLEMSON UNIVERSITY STUDENT SENATE are already handled in procedures now in operation in the various departments of the University. Consequently, it is the opinion of the Policies Committee of the Faculty Senate that the action called for in the above mentioned bill is not needed.

A. T. Hind, Chairman
Policies Committees of the Faculty Senate
Preliminary Registration Plans

Class registration for the second semester 1966-1967 will be accomplished in the usual manner; however, to test procedures and results of a completely computerized registration, a parallel operation will be carried on by the Computer Center. Plans are to conduct these parallel registrations for at least next semester and first semester 1967-1968 before abandoning the present system.

To accomplish the computer parallel registration, all students (including graduate, postgraduate, non-degree, and part-time students) will be required to submit a program of adviser approved courses on a predesigned IBM card. It is anticipated that the IBM program cards will be available immediately after Thanksgiving holidays, and that class advisers will approve student programs during the period November 28-December 7; a definite announcement concerning this will be made at a later date. The schedule booklet will be available at the same time as the program cards. Even though present plans are not to schedule graduate students by computer, their programs must be available for reference to determine complete loads in undergraduate courses they will be taking.

Computer registration priorities will be assigned to seniors first, then to juniors, sophomores and freshmen, respectively, and a computer schedule will be generated for each student. Courses are to be ranked on/card in descending order of student preference for section showing alternates for doubtful courses and electives. For each student, the computer will first attempt to assign him to his first choice schedule. Freshmen and sophomores will be required to accept their computer schedules, and will find these schedules in their registration packets; registration centers must register these students exactly as the courses and sections appear on the computer schedule. Juniors and seniors will also find a computer schedule in their registration packets and may or may not accept their computer schedules, but it is hoped that with the priority assigned to them, the number of nonacceptances will be small. Should a junior or senior not accept his computer schedule, he will be required to exchange the white Class Registration Card from his registration packet for a red Class Registration Card, after which his class adviser must be consulted and then class registration undertaken in the
usual manner. These red Class Registration Cards will identify students who did not follow a computer schedule.

After class registration is completed, the results of the parallel computer registration will be checked against the results of the present system, and after two semesters of such parallel programming, it is believed that computer registration will be perfected to the extent that the vast majority of students and faculty will be relieved of most class registration chores at the beginning of each regular semester. This will permit faculty to concentrate on advisement. Too, it will permit better utilization of existing facilities. Pre-registration will also in many instances enable departments to adjust the schedule of course offerings to better meet the needs of students as indicated by pre-registration enrollment.

In August 1966, with the cooperation of students and faculty, approximately 2900 students were scheduled using the McBee equipment. With the installation of the new IBM computer, it will eventually be possible to schedule and register all students. One of the primary purposes in the dual registration efforts next semester is to gain experience in scheduling students according to student preferences. The continued cooperation and patience of faculty, and particularly advisers, and students is earnestly solicited.
The Faculty Senate met on December 6, 1966, at 4:15 p.m. in Olin Hall Auditorium with President J. T. Long presiding.

Dr. Long announced that at the November 25 meeting of the Board of Trustees the following committee was named to select recipients of honorary degrees: President R. C. Edwards, James F. Byrnes, Paul Quattlebaum, Jr., Winchester Smith, J. M. Stepp, A. T. Hind, and J. T. Long, secretary. The Board also approved the recommended names for buildings and streets on campus.

Dr. Long reported that resolutions passed at the last Senate meeting have been sent to Dean Victor Hurst but that no action has been taken on the proposals.

Dr. J. M. Stepp recommended that the first sentence of the third paragraph of the statement of the University's policy for awarding honorary degrees be changed to read: "A committee consisting of three members of the Board, to be appointed annually by the President of the Board at the fall meeting; the President of the Academic Faculty Senate and an additional member of the Faculty Senate appointed by him; the immediate past President of the Faculty Senate or, in case the immediate past President is not at Clemson, the most recent available past President of the Faculty Senate, and the President of the University will meet at the convenience of the committee to consider all nominations." The motion was passed unanimously.

Professor H. M. Felder introduced a motion asking that "Homecoming Day be designated an academic holiday in the University calendar." The motion was passed unanimously.

Following a report from Dr. J. D. Antrim, Senate representative on the University Parking and Traffic Control Committee, the Senate voted to have Dr. Antrim request the Traffic Committee to adopt a new policy on zone parking as soon as possible and to print a statement of the new policy on the back of the next campus parking zone map. A policy recommended was that "Zone parking is in effect from 7:30 a.m. to 3:30 p.m. weekdays and 7:30 a.m. to 11:00 a.m. on Saturdays. The exception is the parking area for library employees, which is restricted twenty-four hours a day." A motion was also passed to instruct the Senate's Parking Committee representative to oppose a proposal to ban all moving traffic on campus during certain specified times.

Dr. J. J. Porter, Senate representative on the Research Faculty Council, reported that the Council has voted to change the requirements for membership to include those who direct research.

Dr. J. B. Whitney reported that at the last meeting of the committee studying ways of improving undergraduate teaching a report was received from the sub-committee studying undergraduate instruction by graduate assistants.

Dr. B. R. Skelton asked about the status of a proposal presented by Tiger Brotherhood for the establishment of an award to be presented to a distinguished undergraduate teacher. The Policy Committee is considering the proposal.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted

Louis Henry, Secretary
MINUTES OF THE FACULTY SENATE
January 10, 1967

The Faculty Senate met at 4:15 p.m. on January 10, 1967, in Olin Hall Auditorium with Dr. J. T. Long presiding.

Dr. Long announced that the Educational Council has approved a resolution concerning excuses from the Student Health Service. He also read a notice from the International Association of University Professors and Lecturers requesting donations for the University of Florence.

Dr. A. T. Hind reported on three items of business from the Policy Committee. Acting on the recommendations of the Policy Committee, the Senate passed motions rejecting proposals that a formal program be established for student evaluation of curricula and that a formal method be set for students to petition for new course offerings. Following lengthy discussion, the Senate voted to "thank Tiger Brotherhood for its proposal for recognizing a distinguished undergraduate teacher and to suggest that the plan is workable and should be approved."

Dr. Henry Vogel, chairman of an ad hoc committee to consider representation in the Senate for two-year off-campus branches, reported on three possibilities: 1) to allow branches to elect a faculty member to the Senate who would attend Senate meetings, 2) to let faculty at the two branches be represented by members of corresponding departments at Clemson, 3) to have the branches form their own senates. After these and other proposals were considered, the Senate passed the following motion: "Whereas Clemson already has separate faculty units, the Faculty Senate recommends that off-campus groups be treated as separate faculties, to organize as they wish, with the Faculty Senate being glad to establish liaison with such organizations."

Dr. Long reported that though the proposal that Homecoming Day be a holiday has not been acted on finally the recommendation has been approved in principle.

Dr. J. D. Antrim reported that the University Parking and Traffic Control Committee has approved the following Senate-proposed policy on zone parking: "Zone parking is in effect from 7:30 a.m. to 3:30 p.m. weekdays and from 7:30 a.m. to 11:00 a.m. on Saturdays. The exception is the parking area for library employees, which is restricted twenty-four hours a day."

The meeting was adjourned at 5:20 p.m.

Absent:
H. G. Spencer
A. F. Newton
H. G. Lefort
D. W. Bradbury

Louis Henry
Secretary
January 10, 1967

The sub-committee of the Policies Committee, composed of John Kenelly, R. F. Mixon, A. P. Newton, and B. R. Skelton, which studied the Tiger Brotherhood proposal was asked by Dr. B. R. Skelton to either accept or reject the proposal. As a result of this, the sub-committee made the following report to the Policies Committee:

We see nothing wrong with submitting the Tiger Brotherhood proposal, pertaining to a distinguished undergraduate professor award, to the Faculty Senate for their endorsement to the administration.

It was the thought of the full committee that the proposal has considerable merit and that once initiated the plan for choosing the award winner would continue. Consequently, it was thought that the proposal should not be rushed and additional study should be given to it by some appropriate group such as the Committee to Improve Undergraduate Teaching.

Respectfully,

Alfred T. Hind, Chairman
Policies Committee of the Faculty Senate
MINUTES OF THE FACULTY SENATE
February 11, 1967

The Faculty Senate met on February 11, 1967, at 4:15 p.m. in Clin Hall Auditorium with Dr. J. T. Long presiding.

Dr. Long read from the minutes of the Educational Council information concerning the following items:

(1) An amendment to the by-laws of the research faculty has been approved, changing Article I, Section 1, Part 2 to read: "He must be certified by the Dean of his college or school as being actively engaged in research on an officially approved research project."

(2) The Faculty Senate recommendation that Homecoming Day be an official holiday has been disapproved; the Senate has been asked to consider the desirability of eliminating all Saturday classes.

(3) The Senate resolution suggesting changes in the composition of the honorary degree committee has been returned to the Senate for further study since the present composition is established by by-laws of the Board of Trustees.

(4) The recommendation that no faculty member be transferred from one campus to another without his consent was approved; the recommendation concerning transfer from one administrative unit to another was disapproved.

(5) The recommendation that entering freshmen be mailed a list of required texts was approved if someone assumes the responsibility of preparing the list, which the Registrar's Office will mail.

(6) The request for the establishment of a clerical help pool was not acted upon. The Personnel Office and the Graduate School maintain lists of typists who may be available to work as substitutes.

(7) The Tigur Brotherhood proposal for the establishment of an award to honor a distinguished undergraduate teacher has been returned to the fraternity, which will institute the award this year.

Dr. Long also announced that the Athletic Council has approved a subcommittee recommendation on the sale of faculty athletic season tickets. Under the plan approved, four kinds of season tickets will be available: 1) covering admission to all home football, basketball, and baseball games for 40% of list price, 2) covering admission to football games only, 3) to basketball games only, 4) to baseball games only—for 50% of list price.

Dr. Mark Steepleman, chairman of the Welfare Committee, presented a proposed policy concerning faculty workloads. A motion was passed that the statement be submitted to the Educational Council with the recommendation that "the substance of the remarks be included in the Faculty Handook." Dr. Harriel Holman presented another motion concerning workload, which was referred to a committee.
It was requested that copies of the minutes of the Educational Council be sent to members of the Faculty Senate. Dr. Long will investigate the possibility.

Dr. A. T. Hind presented several motions on behalf of the Committee on Policies. The first requested that "each department compile a complete, up-to-date list of professors, courses, and sections and have this list posted during registration at the place of registration for that department," that "copies of these lists for all department be posted on the bulletin board on the first floor of Tillman Hall at least two days prior to the first day of registration," that "the schedules of courses with instructor information as complete as possible also be available at the time of pre-registration," and that "the above item be sent to all class advisers." The motion passed.

The Senate approved a recommendation of the Committee on Policies that no action be taken on a proposal concerning the use of military instead of academic titles for members of the faculty.

The following motion concerning meetings to approve candidates for graduation was also approved: "Since the faculty is and should be responsible for recommending candidates for graduation, it is felt that a faculty vote, however routine, is necessary and desirable to implement its recommendation. The Committee on Policies recommends that the request (for eliminating the meetings) be accepted as information and that no change be made in regard to faculty vote on candidates for graduation."

The Committee on Policies also recommended additions to the Policy Governing Outside Work by Faculty Members, required on all Federal Government contracts, as presented by the Research Council.

A motion from the Committee on Policies concerning faculty attendance at student functions was tabled.

Dr. J. D. Antrim presented a report on questionnaires recently requested by the Personnel Office related to the Fair Labor Standards Act. A motion presented by Dr. Harnet Holman concerning such questionnaires was referred to a committee.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Louis Henry
Secretary

POLICY GOVERNING OUTSIDE WORK BY FACULTY MEMBERS

Each full-time faculty member at Clemson accepts his appointment with the understanding that his primary employment responsibility is to the university. The university encourages faculty members to offer professional advice concerning the development of the natural resources of the state, or new products, or new scientific apparatus and techniques; to conduct research and to prepare and publish results of their studies; to make addresses on subjects in which they are qualified and which are of interest to the public; and to serve as officers or as members of committees of learned and scientific societies. Such activities are not normally considered as outside work.

Ordinary private business of members of the faculty, such as the investing of money or the hiring of labor in private undertakings, is not considered to fall within the purview of regulation by the university, provided the business is of such a character as not to damage in any way the prestige of the university, and provided it entails no loss of time or efficiency in the performance of university duties. When a university faculty member undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. When the faculty member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President of the United States memorandum of May 2, 1963, Preventing Conflicts of Interest on the Part of Special Government Employees. Copies of these publications are available from the Dean of the University.

Occasions may arise when it will be mutually beneficial to the university and to the faculty member for the latter to accept remunerative part-time employment on or off the campus. The purpose of this policy statement is to establish principles which will guide faculty members when cases of this nature arise. The principles are:

1. A member of the faculty who desires to engage in work outside his regular duties shall do so only after obtaining the approval of his immediate supervisor, and the Dean of the University.

2. Outside employment must not interfere with full and proper performance of university duties, and shall not in any way militate against the best interests of the university.

3. The university cannot accept legal responsibility for privately initiated work.

4. University equipment and supplies, and university clerical service, may not be used in the furtherance of outside work for pay except in highly unusual cases and following approval by appropriate administrative officials and written approval by the President of the University.
Each department shall compile a complete up-to-dated list of professors, courses, and sections and have this list posted during registration at the place of registration for that department. Copies of these lists for all departments shall be posted on the bulletin board on the first floor of Tillman Hall at least two days prior to the first day of registration.

The Policy Committee of the Faculty Senate endorses the above request of the Clemson University Student Senate with certain amendments. These are that:

1. the schedule of courses with instructor information as complete as possible also be available at the time of pre-registration.

2. the above schedule be sent to all class advisors.

A. T. Hind, Chairman
Policy Committee

February 14, 1967
The following two paragraphs represent the subject for the action of the Policy Committee given below.

It has been noted that many retired Armed Forces personnel serving as faculty members are addressed by the rank held in the armed forces. To me this does not seem appropriate in an academic atmosphere. There are many faculty members who served in the past conflicts who are not addressed in this manner. I very seriously doubt that if these men were called into the armed forces (God forbid!) they would be addressed as "Professor".

In view of the above I respectfully recommend that the Faculty Senate go on record in the minutes as approving the policy of addressing faculty members by their academic title only - i.e., Mr., Professor, or Doctor.

It is the opinion of the Policy Committee that the use of titles other than academic ones is a part of the culture of Clemson University and is not a subject to be legislated by the Faculty Senate. It recommends that no action be taken on the proposal.

February 14, 1967
A. T. Hind, Chairman
Policy Committee
The Policy Committee of the Faculty Senate recommends that the underlined section of paragraph two of the new "Policy Governing Outside Work by Faculty Members" which is required on all federal government contracts be approved by the Faculty Senate.

A. T. Hind, Chairman
Policy Committee

February 14, 1967
February 9, 1967

Recommendation of Policies Committee of the Clemson University Faculty Senate, February 7, 1967.

Consideration was given to a suggestion that a committee of the Faculty Senate study and make an advisory statement to the faculty on the advantages and disadvantages of having representation in and becoming a member of the South Carolina Education Association.

A study of material supplied by that Association revealed that membership is on an individual rather than institutional basis; hence organizations as such do not have representation, and there appears to be no practical way for the Clemson faculty or Faculty Senate to be represented in an official capacity even if a careful analysis should indicate such to be desirable.

Since individual faculty members are free to join or refrain from joining a large number of professional, economic, social, political and service organizations and groups, and since in doing so they act as individuals and not as representatives of the Academic Faculty or the Faculty Senate, the Policies Committee feels that it would be inappropriate and undesirable for the Faculty Senate or one of its committees to single out one such organization for analysis that could be construed as more or less official approval or disapproval. The Committee, therefore, declines the suggestion that it make an advisory statement regarding the advantages and disadvantages of Clemson University faculty membership in the South Carolina Education Association.
MINUTES OF THE FACULTY SENATE
March 11, 1967

The Faculty Senate met at 4:15 p.m. on March 11, 1967, in Olin Hall Auditorium with Dr. J. T. Long presiding.

Dr. Long reported that the Educational Council has approved changes in the policy governing outside work and has approved curriculum changes. He reported that the Board of Trustees has approved the following recommendations:

1. that the University Communications Center be established in the Office of Development and that Central Photographic Services, formerly under the Director of Auxiliary Enterprises, be made part of the University Communications Center,

2. that, effective July 1, 1967, there be established a Department of Alumni Relations and a Department of Public Relations, with the director of each reporting to the Vice President for Development,

3. that the administration be authorized to enter into agreements with other colleges and universities of South Carolina to establish coordinate and cooperative graduate programs of mutual benefit,

4. that the position of Director of Planning and Sponsored Research in the Department of Development be changed to Director of Planning and Corporate Support, that the title Dean of Graduate School be changed to Dean of Graduate School and Director of Research, that the position of Assistant Director of Research in the office of Dean of the Graduate School and Director of Research be established, with Dr. W. I. Brownley to serve as director of research in addition to his duties as dean of the Graduate School and Dr. K. W. Hannington to serve as assistant director of research,

5. that rent on campus housing be raised,

6. that the meal payment plan for students be changed,

7. that an additional high-rise dormitory and 100 married student housing units be completed for the fall of 1967, subject to the approval of the State Budget and Control Board,

8. that the recommendations of the Honorary Degree Committee be accepted,

9. that the interim action of accepting the bid and awarding the contract to C. A. Reese Construction Company for a swine research center in the amount of $91,669.30 be approved and confirmed.

Dr. Long announced that new allocations for Senate representation allow for one additional member from the College of Arts and Sciences. He also announced that a request from the Greenville branch for liaison in planning for a faculty senate there has been referred to the Welfare Committee. He reported that the University Parking Committee will meet soon to complete university parking regulations and that anyone having suggestions should send them in writing to Dr. J. D. Antrim, Senate representative on the Parking Committee.

Dr. Long announced that new Senate members will be elected in March. Those whose Senate terms expire this year are M. A. Boone and J. M. Stepp from Agriculture, K. A. Gunninon from Architecture, L. J. Henry, H. M. Felde, H. M. Macaulay, and R. R. Skelton from Arts and Sciences, J. T. Long and R. O. Left from Engineering, J. J. Porter from Industrial Management and Textile Science, and W. C. Boven from Education.

Dr. M. S. Steedman presented the following motion on behalf of the Welfare Committee: "The Faculty Senate requests that Department Heads be authorized and instructed to inform all departmental staff members of tentative salaries..."
for the next year, on or before April 1. Of course, it would have to be clear
that such a commitment might be affected adversely by failure of the Legislature
to approve the proposed budget. The motion was approved by a vote of 12 to 12.
Dr. Steadman reported that any change in retirement policy would involve all
state employees.

Dr. A. T. Hind, chairman of the Committee on Policies, reported that the
present nine-month pay plan is necessary when federal funds are involved but
that a twelve-month plan for other teaching personnel is "legal and possible."
He presented a motion asking that the Educational Council make a "twelve-month
payment plan available to those desiring it, beginning with the next fiscal
year." The motion was approved, with one vote being recorded against it.

Acting on another motion presented by Dr. Hind, the Senate voted to
"decline the suggestion that it make an advisory statement regarding the ad-
vantages and disadvantages of Clemson University faculty membership in the
South Carolina Education Association."

Approving another recommendation of the Committee on Policies, the Senate
voted not to take any action on a proposal "relative to changes in the Clemson
University calendar that are made after the beginning of a semester."

Dr. T. L. Seam reported that the Admissions and Scholarship Committee is
currently studying the desirability of eliminating Saturday classes.

Following brief reports from Senate representatives on University com-
mittes, the meeting was adjourned at 5:05.

Respectfully submitted,

Louis Henry
Secretary

Members absent: J. E. Stapp
J. E. Pinckney
M. M. Felder
E. R. Skelton
W. C. Bowen
A. F. Newton
H. H. McCarth
J. D. Antis
J. J. Porter
The following proposal will be presented for your consideration at the March 11th meeting of the Faculty Senate. Please give it your attention so that it may be acted upon as expeditiously as possible.

The Faculty Senate requests that Department Heads be authorized and instructed to inform all departmental staff members of tentative salaries for the next year on or before April 1st. Of course, it would have to be clear that such a commitment might be affected adversely by failure of the Legislature to approve the proposed budget.

The principal justification for this request is the fact that incoming staff members receive this information early in the year (generally by February or March), and similar treatment for staff members who are already employed seems reasonable.

Mark Steadman
Chmn. Welfare Committee
Since the current nine-month payment plan went into effect, the Faculty Senate has had repeated requests from faculty members to investigate the possibility of the nine-months faculty being granted the option of a twelve-month payment plan.

Accordingly, the Policy Committee has conducted a survey of the nine-months faculty regarding their preference as to plans of payment. The results of the survey showed 78 to be in favor of the current nine-month plan, while 157 preferred payment on a twelve-month basis.

Therefore, having ascertained from the Comptroller of the University that a twelve-month plan for teaching personnel is legal and possible except in certain cases (e.g., those who have government contracts or who receive federal money for other work performed), the Policy Committee recommends that the Faculty Senate request the Educational Council to make a twelve-month payment plan available to those desiring it, beginning with the next fiscal year.

A suggested plan, similar to one of the options which were at one time available, consists of payment of one-twenty-fourth of the annual salary on August 31, one-twelfth at the end of September, one-twelfth at the end of October, and so on through the end of May; and payment of the remaining one-twelfth, one-twelfth, and one-twenty-fourth at the end of June.
REPORT TO: Faculty Senate

The Policy Committee of the Faculty Senate realizes that unscheduled changes in the calendar may cause some degree of disruption to the faculty and students. The unscheduled change that may occur periodically, Saturday morning of Homecoming Day, has been and is being considered by others. Thus, we feel that unscheduled changes in the calendar have been and will be infrequent.

Therefore, we recommend that the Faculty Senate take no action regarding the proposal of Dr. H. G. Spencer relative to changes in the Clemson University calendar that are made after the beginning of a semester.

Respectfully submitted,

Alfred T. Hind,
Chairman, Policy Committee

14 March 1967
The Faculty Senate met on April 11, 1967, at 4:15 p.m. in the auditorium of Olin Hall with Dr. J. T. Long presiding.

Dr. Long announced the names of the following new members of the Senate: W. C. Godley, J. R. Warner, V. S. Hodges, W. C. Capel, J. G. Dimmaddie, L. D. Huff, Mrs. Remeth Owens, J. V. Reel, A. K. Jensen, F. C. Alley, J. H. Thurston, and D. W. Lyons. Dr. Long then expressed his appreciation to those who had contributed to the work of the Senate this year.

Dr. Long announced that The Educational Council has approved the transfer of members of the economics faculty from the Department of Social Sciences in the College of Arts and Sciences to the School of Industrial Management and Textile Science.

Dr. Long announced the status of four Senate recommendations: 1. Dean Hurst has agreed to write a policy statement concerning workload, with the statement to be approved by the president of the Faculty Senate before its inclusion in Faculty Manual. 2. Deans are now being consulted concerning the proposed twelve-month payment plan. 3. Names of staff for scheduled courses will be posted when they are available. The Registrar is being consulted about making names of instructors available to class advisers. 4. Dean Hurst has asked that action concerning notification of tentative salary increases be delayed until he has been in office for one year.

In answer to a Senate request, minutes of the meetings of the Educational Council will be available in the University Library. No action has been taken on a recommendation that a list of textbooks with approximate costs be sent to entering freshmen. Dr. Long reported that if the Faculty Senate wants to compile and print such a list that money may be available.

Dr. Long announced that no class cuts had been authorized for senior day. The final decision would be made by Dean Hurst and Dean Cox Wednesday morning.

Dr. N. S. Steadman, chairman of the Welfare Committee, introduced the following motion: "In order to provide more continuity in the faculty representation on the Educational Council, it is requested that the term on the Educational Council of the President of the Faculty Senate be extended to two years. To accomplish this, it is recommended that the phrasing of the paragraph in the Faculty Manual which describes the Educational Council (p. 12, ll. 5-6) be changed to read: '... the President and past President of the Academic Faculty Senate, ...'" The motion was passed.

Dr. J. B. Whitney reported that the committee on the improvement of undergraduate instruction has received a report on better communication between
faculty and students and that a bibliography of material on the improvement of undergraduate teaching is being printed.

At the conclusion of the meeting the following new Senate officers were chosen: Dr. J. N. Thurston, president; Dr. N. S. Steadman, vice-president; Dr. Henry Vogel, secretary; Dr. T. L. Penn, Professor V. S. Hodges, Professor Eugene Park, Dr. A. F. Newton, Dr. J. D. Antrim, and Professor J. L. Richardson, members of the Committee on Committees.

A letter from Dr. J. D. Antrim, Faculty Senate representative on the Parking Committee, was read which included observations and recommendations about the Parking Committee.

Dr. Long announced that the following items would be carried over for Senate consideration next year: enrollment of freshmen in a school of general studies, the desirability of eliminating Saturday classes, membership size of the Faculty Senate, combining the Faculty Senate and the Research Council, liaison with two-year branches, and class attendance regulations.

Respectfully submitted,

[Signature]

Louis Henry
Secretary

The following proposal will be presented for your consideration at the April 11th meeting of the Faculty Senate. Please give it your attention so that it may be acted upon as expeditiously as possible.

In order to provide more continuity in the faculty representation on the Educational Council, it is requested that the term of the President of the Faculty Senate be extended to two years.

Mark Steadman
Chair, Welfare Committee