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Minutes from the January 16, 1923 meeting of the University of Montana faculty

State University of Montana (Missoula, Mont.). Faculty

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January 16, 1923.

1. The regular monthly meeting of the Faculty was held at 4:10 P.M., on the call of President Clapp, who presided.

2. The following members were present: Ames, Applegate, Atkinson, Bateman, Mr., Burke, Clark, J., Clements, Clapp, Colvin, Cox, Daughters, Elrod, Gleason, Graff, Hoffman, Horst, Jesse, Langmas, Leaphart, Maddock, Mathews, Merrill, Miller, Mollet, Nash, Neuman, Sanford, Scheuch, Schreiber, Sedman, Skeels, Smith, F.O., Speer, Stimpert, Weisberg, Mrs., Deutsch, Jameson.

The following members came in after the meeting was called to order: Bozorth, Buckhous, Carey, Howard, Capt., Jacobson, Kirkwood, Merriam, Phillips, Severy, Smith, D., Smith, G.L.

The following members were accounted for: Arnoldson, Bateman, Mrs., Clarke, W.P., Coon, Rowe, Spaulding, Stone, Whitcomb, LeClaire.

3. The minutes of the meeting of December 12th were approved.

4. The President presented a report from the Registrar's Office showing the instances where pre-requisites were waived during the autumn quarter, and urged the Faculty to fix pre-requisites so that the need of waiving them would not arise except in very unusual cases; that this should be kept in mind in preparing copy for the catalog, which would be called for about March 1st. Heads of departments, especially the schools, were also reminded that the approval by the Faculty of a fixed curriculum for graduation made it necessary, as a matter of course, for the Registrar to check applications for degrees in accordance with such approved curricula; and if particular courses in such curricula were likely to be waived the matter should be adjusted in fixing the curricula for Faculty approval and publication.

Pre-requisite

5. The President spoke of the discussion going on about the campus concerning the grading system; he stated that instructors should use considerable care in giving out grades and commenting on them, that they were justified in declining to give to students information about grades, that students were likely to misinterpret such statements and believe that low grades were due to the requirements of the grading system rather than their unsatisfactory scholarship; in brief, that the Faculty should not "hide behind the grade curve" when explaining low grades to students. It is not intended that the "grade curve" should be followed rigorously in any given course, as explained on the grade report form, "the distribution of grades in the long run should be, etc."

Grade Curve

Authorizations & Travel Expenditures

6. The Secretary referred to the regulations of the State Board of Examiners concerning travel expenditures, and stated (1) that prior application should be made to the President's office on a special form, (2) that this must be approved, (3) that receipts for expenditures in excess of \$1.50 must be taken, (4) claims, with receipts attached should be filed at the Business Office promptly. The regulations of the Board of Examiners are as follows:

"TRAVEL AUTHORIZATIONS

"1012. There will be no reimbursement for traveling expenses of members of the staffs on account of trips away from the institutions unless prior authorization has been obtained from the Chancellor. Any claim for traveling expenses to which a copy of the Chancellor's authorization is not attached, will be returned by the clerk of the State Board of Examiners to the institution, and will

not be audited until such authorization is presented.

"1013. (1) Expenses incurred in traveling outside of the state will not be allowed, unless accompanied by authority previously granted by the State Board of Examiners and for not to exceed the amount specified.

"(2) When traveling within the state on official business, not to exceed four dollars per day will be allowed for room and meals, except by special authority of the State Board of Examiners. (This does not include amount paid for sleeping car fare.)

"(3) Each item of expense in excess of \$1.50 must be accompanied by a receipt signed by the person to whom the amount was paid. Passenger checks issued by Pullman car conductors for berths or seat fares, or by train conductors or auditors for cash fare paid, are not proper receipts and will not be accepted as such by this Board.

"(4) Railroad and Pullman fare will not be allowed except when the expense claim shows the points between which such expense was incurred.

"(6) The following items of expense are not considered proper charges against the state, and will not be allowed: laundry, tailoring or pressing clothes, tips or portage, baths notarial fees, messenger service. Neither will the state allow a charge for taxi hire or bus fares, when there is available street car service."

The Secretary also quoted a rule of the Board of Examiners to the effect that "No advances or loans of any character for any purpose shall be made from the funds in the possession of any of the State institutions"; and stated that according to the practice of the state accountant this rule prevented the cashing and holding of checks in order to secure (in effect) cash advances for travel expenditures.

Requisitions 7. The Secretary referred to the directions for drawing requisitions printed on the back of the department requisition form and reminded the Faculty of the following points in presenting requisitions and approving invoices:

(1). Requisitions should be accompanied by recent and final quotations, on a University form provided by the Business Office, with discounts, if any, f. o. b. Missoula. Copies of all correspondence and quotations referring to items requisitioned ^{must} be attached or indicated on the departmental requisition. The Business Office will be glad to secure and report prices on any items before requisition is placed. Oral quotations, most catalog prices, and inadequate specifications are not satisfactory in placing requisitions with the State Purchasing Agent.

(2). Local dealers do not ordinarily quote wholesale prices to individuals; it is best therefore to accurately specify articles wanted and have the Business Office secure quotations.

(3). Oral authorizations for purchases or incurring financial obligations of any kind cannot be recognized by the Business Office.

(4). Invoices should be checked as soon as goods are received and returned to Business Office at once. It is hoped that it will not be necessary to establish a check system in order to locate invoices.

(5). Pay rolls should be presented at Business Office at the end of the month. As their nature indicates, pay rolls ought to record the time spent, day by day. If the time spent exceeds the authorization the actual time should be reported, and the rate and the maximum compensation authorized entered.

8. The Registrar reported that a number of the Faculty had failed to file grade reports at the times requested and promised for the close of the autumn quarter, and referred to resulting delays in actions for dropping students, expense, etc.

9. Mr. F. O. Smith announced a colloquium for members of the Faculty which was being organized.

10. The attention of the Faculty was called to the following:

(1). Class cards of students who have not attended classes in the winter quarter should be returned to the Registrar's Office.

(2). Members of the instructional staff are under obligations to exclude students from classes when they receive notice from the office to this effect.

(3). Class rolls and blanks for the service reports are being sent to the Faculty today and should be returned not later than Monday, January 22nd.

(4). Members of the instructional staff are requested to hand in their weekly absence reports at the end of each week. In two cases last quarter the reports were handed in so late that it was not possible to count these absences in the final summary of absences for the autumn quarter.

11. The President presented the following recommendation from the Deans' Conference for changes of grades, which were, on motion unanimously approved:

Changes of Grades

From Mr. Merriam: "I have done an injustice in a grade given to Miss Wynema Woolverton in English 58a, General Literature, fall quarter, 1922-23. She earned a "B". I therefore petition the Faculty for permission to change the "C" which I recorded to a "B". Miss Woolverton has not spoken with me or I with her about this matter."

From Mr. Bateman: "By a clerical error, by myself, the grade of Catherine Reynolds in Chemistry 13a was reported as "Dn". It should be "Cn" and I hereby ask the Faculty to allow this correction to be made."

From Miss Clark: "I wish to petition the Faculty to be permitted to change the final grade of Nell Kerr, in course 11b, Spanish, from "F" to "E". Nell Kerr did satisfactory work during the quarter, but wrote an examination of 55. At the time I believed that such a grade merited a failure, but upon reconsideration, I believe she would lose interest in repetition of the course. As I am willing to give special attention to the weak points of her 11b work, I wish that she may be allowed to continue her work in 13a, for I am convinced that there was a reason other than incapability for her failure. At present she is doing "B" work in the advanced work, 13a."

2. The following report from the Committee on Admission and Registration was presented by Mr. Phillips:

Candidates for Degrees

All students who were approved provisionally by the Faculty at the meetings of November 21 and December 12 for degrees and

certificates to be granted at the end of the autumn quarter 1922 have complied with the requirements for the respective degrees and certificates.

13. The following candidate was recommended by the Committee on Admission and Registration for the degree indicated, at the end of the autumn quarter, he having complied with all the rules of the Faculty for graduation:

For the Degree of Bachelor of Science in Forestry:

Name	Major	Credits in Major	Total Credits To be Offered
Dexter, Albert Kendall	Forestry	88	223

On motion of Elrod, the recommendation was unanimously adopted.

Petitions (Individual) 14. The Committee on Admission and Registration presented the following recommendation:

Re: Hankinson, Alice. That the language other than English requirement for graduation be satisfied with 15 credits of French, 2 units of Latin, and 1 unit of German. On motion of Phillips, seconded by Elrod, the recommendation was unanimously adopted.

15. President Clapp announced that he had been called to Helena for a conference with Chancellor Brannon and Vice President Scheuch took the chair.

Petitions (Individual) 16. Mr. Phillips, for the Committee on Admission and Registration, presented the following petitions without recommendation:

Re: Anderson, Celia M. To satisfy science requirement for graduation by 10 credits in General Geology. Motion of Elrod, seconded by Phillips, to deny, adopted by vote of 23 to 12.

Re: Howard, George W. That 10 credits in Accounting, a course in the School of Business Administration, be counted toward the 93 credits required in the College of Arts and Sciences for candidates for the degree of Bachelor of Arts. A motion by Phillips, seconded by Elrod, to deny, was adopted by a vote of 22 to 9.

17. There being no further business before the Faculty the meeting adjourned.

[Signature]
Secretary.