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11-6-1945

Minutes from the November 6, 1945 meeting of the University of Montana faculty

Montana State University (Missoula, Mont.). Faculty

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- e. By Professor Cogswell for Professor Atkinson, Chairman of Inauguration Committee:

The date of the Inauguration has been set for December 17 in order for the members of the State Board of Education to be able to attend. Academic costume will not be required.

- f. By Professor Bue for Professor Freeman on Convocations:

Shortened hours on Fridays will be continued to allow for the convocation hour.

4. The report of the Special Final Examination Committee was postponed until the next faculty meeting, at which it will be the first order of business.
5. President McCain introduced Mr. Harry A. Norton, State Supervisor of Visual Education, who spoke on the Montana State Film Library, which now has a catalog listing approximately 1500 films available for visual instruction. There is no charge for the use of these films, but new film may be purchased and deposited with the State Library in lieu of rentals.
6. There being no further business before the faculty, the meeting adjourned.

E. G. Marble

E. G. Marble, Secretary

mm
10/23/45

November 6, 1945

1. A meeting of the faculty was held at 4:00 p.m. on the call of President James A. McCain, who presided.

Present: Ames, Armsby, Arnold, Arnoldson, Atkinson, Baty, Bennett, Briggs, Browman, Bue, Campbell, Castle, Chatland, Clapp, W.P. Clark, Coleman, Crow, Crowder, Davis, Diertert, Dubisch, Ely, Emblen, Ford, Freeman, Gleason, Hardy, Hetler, Hoffman, Jeppesen, Jesse, Kramer, Kelly, Leaphart, Lowell, Marble, Marvin, McCain, Meadows, Merrill, Mirrielees, Mollett, Moore, Morris, Nutterville, Paton, Schreiber, Severy, Frank Smith, Sorenson, Stiffler, Swearingen, Tascher, Thomas, Toelle, Turner, Waldon, Waters, Wilson, Wright.

Accounted for: Beaver, Bell, Berg, Dahlberg, Dugan, Ferguson, Flint, Gates, Gulbrandsen, Hovee, Howard, Hubbell, Jacobs, Lester, Merriam, Miller, Nelson, Ramskill, J. B. Speer, Lucile Speer, Suchy, VanVorous, Weisberg, White.

2. The minutes of the meeting of October 18 were approved.
3. The following announcements were made:

a. By the President:

- (1) Major William S. Kelly and Mr. Ronald-Bel Stiffler were introduced as new members of the faculty.
- (2) The appointment of Dr. James William Maucker as Dean of the School of Education was announced.
- (3) The serious budgetary problems to be faced during the second year of the present bi-ennium were described. With only \$5,000 more provided for the second year than for this year, with no reserve fund to draw on, with the increased enrollment, with larger overhead and with approximately nineteen members of the staff scheduled to return, it is possible that we may be \$100,000 or more in the red next year. This may possibly be reduced to half that amount if we are permitted to utilize the tuition to be received for veterans to meet this increased cost.

The situation has been discussed in detail with the governor and the attorney general and the president has been given assurance of every possible assistance in meeting this crisis.

b. By the Secretary:

Winter quarter schedule copy has been sent out for correction and should be returned by November 12th.

4. Dr. Ludvig G. Browman presented the report of the Special Final Examination Committee, which had been postponed from the meeting of October 18.

a. The history of faculty action and committee study on the subject of final examinations was outlined as follows:

- (1) Dec. 1, 1925 - Faculty adopted recommendation of Curriculum Committee providing for a system of centralized proctoring of examinations except for departments conducting examinations on the honor system (Law School).
- (2) March 12, 1942 - Faculty considered abolition of centralized examinations. President Melby appointed Freeman, Jesse, and Castle to study the problem.
- (3) Nov. 24, 1942 - Faculty adopted recommendation of the special committee to hold centralized examinations for fall quarter, hold classroom examinations in winter quarter, poll students for their preference and base final action on this experience and reaction.
- (4) May 19, 1943 - Faculty adopted classroom examinations.
- (5) June 11, 1945 - Faculty adopted motion providing for a committee of three to study final examination procedures, to consider advisability of abolishing and modifying final examination week and to report to the faculty not later than October, 1945. Browman and Thomas elected by faculty, Jeppesen appointed by President Melby.

b. The special committee recommended that the faculty act favorably on one of the following proposals:

Proposal I:

Quarterly final examinations are not generally required. Each individual instructor may decide whether he will or will not give final examinations in his course excepting that the various sections of a given course must be handled as one course during the final examination period.

Final examinations may be held during the last regularly scheduled class or laboratory hours of the last week of the quarter. If no final examination is given each instructor is expected to meet his class during all regularly scheduled class hours including the last one of the last week of the academic quarter.

Proposal II:

Quarterly final examinations are required for all courses of 2 or more credits, and for all such courses with more than 5 students, excepting thesis or seminar courses. For courses offering less than 2 credits, or for any course with 5 or fewer students each instructor may use his judgment about requiring final examinations.

A final examination schedule shall be prepared by the schedule committee, and examinations must be given during the last week of each quarter at the time designated in the final copy of the final examination schedule released to the faculty. Exceptions to this schedule may be made only with the approval of both the departmental chairman and the schedule committee. Two hour examination periods are provided in the examination schedule for all courses giving final examinations.

Proposal III:

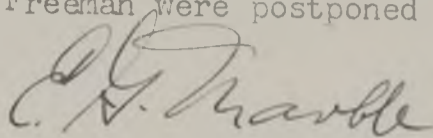
Final examinations shall be required in all courses, excepting thesis and seminar courses.

A quarterly examinations committee with full power to act shall schedule all examinations, must investigate all departures from this schedule, and follow up deviations from the schedule with appropriate action.

c. During the discussion which followed Dr. Jesse pointed out that leaving the decision as to final examinations to individual instructors might endanger accreditation and would mean that the dean or department chairman would have no control over the matter. He also pointed out that elimination from examination of courses with less than five students would exclude a great many courses in all departments under present conditions. He also mentioned the undesirable condition which would arise as a result of some departments giving examinations and other departments not giving them. He recommended that the question of courses to be exempt from final examination be decided between the dean or department chairman, the instructor and the registrar.

Before voting on the three proposals submitted, a motion by Dean Crowder was adopted to permit consideration of a fourth proposal calling for no change in the present practice with regard to final examinations. Miss Mirrielees called attention to the time and moved that the voting on the four proposals be taken in reverse order. This motion was adopted, whereupon proposal IV was voted on and adopted by the faculty.

Conference reports by Professors Marvin and Freeman were postponed until the next meeting, and the meeting was adjourned.



E. G. Marble
Secretary

mm
11/12/45

November 16, 1945

A meeting of the faculty was held at 4:10 p.m. on call of President James A. McCain, who presided.

Present: Ames, Armsby, Arnold, Arnoldson, Atkinson, Baty, Beaver, Bennett, Bixchoff, Briggs, Browman, Campbell, Castle, Chatland, Clapp, Clark, Cogswell, Coleman, Crow, Crowder, Davis Diettert, Dubisch, Dugan, Ely, Eablen, Ford, Freeman, Hathaway, Hetler, Hoffman, Hovee, Jeppesen, Jesse, Kramer, Kelly, Leaphart, Lowell, Mackey, Marble, Mason, Marvin, McCain, Meadows, Merriam, Merrill, Mirrielees, Mollett, Moore, Morris, Nutterville, Platt, Severy, Frank Smith, Sorenson, Stiffler, Tascher, Thomas, Turner, Waldon, Waters, Wilson, Wright.

Accounted for: Bell, Berg, Fay Clark, Elint, Gates, Gulbrandsen, Howard, Hubbell, Jacobs, Miller, Nelson, Patten, Ramskill, J. B. Speer, Lucile Speer, Van Vorous, Weisberg, White.

The minutes of the meeting of November 6 were approved.

Professor E. L. Marvin made a report on the Hazen Conference, mimeographed reports of his report having been distributed at the meeting of November 6.

In connection with the subject of personnel problems, President McCain mentioned increasing evidence of the need for assisting veterans with such problems as vocational choice and marital relations. He states that an effort would be made to provide adequate counseling services in connection with these problems.

Professor E. L. Freeman made a report on the Humanities Conference which he had attended.

Dr. Castle reported for the Budget and Policy Committee on the subject of final examinations with relation to commencement. He reported that the committee had asked Dr. Thomas and Mr. Atkinson to appear before it in connection with this problem and that, after due consideration, it wished to recommend that the present arrangement of final examinations following commencement be retained.

On motion duly made and seconded, this recommendation was adopted by the faculty.

Dr. Castle further reported that the Budget and Policy Committee wished to go on record as approving President McCain's proposal with regard to the securing of a Publicity Director.

President McCain stated that it was his intention to mimeograph and distribute to the faculty in the near future copies of proposals considered by the Budget and Policy Committee.

Dr. Ames made a report for the Retirement of Insurance Committee describing, for the benefit of new faculty members, the Blue Cross Hospitalization Plan, group insurance and teachers retirement. With regard to a questions about the relative merits or the possibility of optional coverage under the two state retirement plans, President McCain stated that he would see that information on this subject would be made available by the next faculty meeting.

Dr. Merrill described the need of beginning science courses for veterans entering at the beginning of the winter quarter and described Veterans Administration requirements with regard to change of major by veterans.