

Minutes of the University Faculty - January 23, 1942

Martensite and intermediate transformations are treated. The heat treatment of complex alloy steels such as the high speed and high alloy die steels receives particular emphasis. Lectures and recitations, 2 hours a week. Prerequisites: Met. 140 or Met. 36.

This course is to be offered during the second semester of the current school year.

George Rumberlain
Secretary

MINUTES OF THE UNIVERSITY FACULTY
February 5, 1942

The University Faculty met in the President's Office Thursday, February 5, 1942, with President Donovan presiding. Members in attendance were Jesse E. Adams, Paul P. Boyd, Thomas P. Cooper, Alvin E. Evans, J. H. Graham, Henry H. Hill, Frank D. Peterson, W. S. Taylor, Edward Wiest.

The minutes of January 23 were read and approved.

The following resolution from the Student Government Association was read to the Faculty:

RESOLUTION OF THE STUDENT GOVERNMENT ASSOCIATION
OF THE UNIVERSITY OF KENTUCKY
passed January 15, 1942

"Whereas, there is an understandable tendency on the part of many University of Kentucky students to leave school because they fear they may be drafted before the twelfth week of the semester, and

Whereas, during the last war students who registered in good faith were granted credits if they left school at any time during the semester to serve in the armed forces, and

Whereas, it is felt that the functions of the University may be seriously impaired if there is a drastic drop in its student enrollment, and

Whereas, it is felt equally that students should be encouraged to continue in school for as long as possible,

Therefore, the Student Government wishes most respectfully to request that the recent recommendations of the University Faculty upon this point be modified as follows:

- I. That any student who receives notice of induction into the armed forces in accordance with the Selective Service Act after he has

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registered for a semester's work at the University be granted credit in all courses for which he is registered and in which he is doing satisfactory work in the opinion of the instructor, and if in this manner he receives enough credits for graduation from the University that he be granted the appropriate degree.

II. That any student who volunteers after definite notice for service with the armed forces be granted credits in the same manner, provided that, in the opinion of a board to be set up for the purpose of rendering judgment in such cases, he registered with the intention of completing his semester's work.

It is the opinion of the Student Government Association that if this is done many students who might otherwise fail to register may continue in school, and that by taking such action the University will not only be rendering patriotic service to the Commonwealth and the Nation, but will be taking the action best calculated to benefit the students and the school by keeping the enrollment level as high as possible under the circumstances."

The petition was denied and the Secretary was asked to write to the President of the Student Government Association explaining why it did not seem advisable to approve this resolution.

The Faculty approved a recommendation for the Graduate School Faculty permitting the Department of Romance Languages to begin offering work leading to the degree of Doctor of Philosophy.

Upon recommendation of the respective colleges, the following new courses and changes in courses were approved:

College of Arts and Sciences

Hygiene and Public Health 51. Personal Health Problems. Three quarter hours. A new Course.

A course involving the detailed study of certain practical health problems of the present day. Presentation of essential health knowledge with enough anatomy, physiology and other underlying sciences to clarify and support the health teaching. The aim of the course is to develop an appreciation and understanding of those influences which promote good health and those factors which act unfavorably. Not available for credit to students who have had Hygiene 1. Not open to freshmen.

Hygiene and Public Health 9. Hygiene for Teachers. Three quarter hours. Change in content.

The purpose of the course is to acquaint the student of education and teachers in service with the general nature of health problems in the school. Required of all students who wish to qualify for the Elementary or Secondary School Certificate.

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Romance Languages 203a,b. Old Spanish. Four quarter hours each. A new course.

First semester: a study of the vocabulary and grammar of Old Spanish contrasting and comparing it to modern Spanish.

Second semester: readings in texts of Old Spanish especially from Poema del Cid and Crónicas.

Romance Languages 204a,b. Romance Philology. Four quarter hours each. A new course.

1. A study of some of the elements of Vulgar Latin (four weeks)
2. The phonology, etymology, morphology and historical grammar of the following languages: French (eight weeks), Spanish (eight weeks), Italian (six weeks), Portuguese (four weeks), Rumanian and Provençal (one week).
3. General trends and comparative Romance Philology (five weeks).

Romance Languages 205a-d. Seminar in French Literature. Four quarter hours each. A new course.

This is the usual type of seminar which will be used to form a sound background in French literature. It will be used especially for the Ph.D. candidates.

Romance Languages 206a-d. Seminar in Spanish Literature. Four quarter hours each. A new course.

This is the usual type of seminar which will be used to form a sound background in Spanish literature. It will be used especially for the Ph.D. candidates.

College of Agriculture and Home Economics

Animal Pathology 101. Animal Hygiene. Three semester hours. Lectures on the hygiene of horses, cattle, hogs, sheep, and poultry. Discussion of up-to-date, reliable methods of preventing losses and maintaining health of domestic animals. Designed to aid in preserving the present number of food animals and in increasing the production of animal food products. Prerequisite: junior standing.

Home Economics 130. Clothing the Family. Three semester hours.

The planning, selection, construction, and remodeling of clothing to suit the needs of the family as a whole and its individual members. Economics of clothing is emphasized. Lecture 1 hour, laboratory 4 hours. Prerequisite: Home Economics 46 or equivalent.

Home Economics 131. Clothing for the pre-School Child. Two semester hours. 1 summer term.

(description to be obtained).

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Home Economics 132. Play and Play Materials for Pre-School Children. Two semester hours. First term of summer school.

(description to be obtained).

Home Economics 133. Workshop in Nutrition. Three semester hours. First and second summer terms (2½ weeks)

(description to be obtained).

College of Education

Education 115a-b. Problems in Distributive Education. Three semester hours each.

The course deals with problems involved in teaching vocational distributive education in day, part-time, and evening schools. The problems will be selected in accordance with the needs and desires of students registered in this course.

Education 250a-b. Educational Problems and Community Resources. Three semester hours each.

The aim of this course is to prepare students to participate in programs which are especially planned to improve instruction. The following topics will be studied and discussed in class: (1) the utilization of community resources in improvement of instruction; (2) national, regional, and local agencies especially concerned with programs designed to improve instruction; (3) experiments and demonstrations dealing with new methods and content in education; and (4) the place of administration and supervision in programs for improvement of instruction.

(Note: Both Education 115a-b and Education 250a-b were approved by the Senate of the University for the summer of 1941 only.)

Education 204. Redirecting Educational Efforts and Resources to Meet War Conditions. Four quarter hours.

This course will deal with a study of the public school and its responsibility for aid in the war effort. It will give particular attention to the defense program in the public school, to the contribution of vocational education in the national emergency, and to such other topics as morale, physical fitness, mental fitness, and problems that will face our nation in the period immediately following the war.

Education 275. Advanced Problems in Today's Education. Four quarter hours.

This course will deal with problems in modern education. Special emphasis will be given to such problems as social strains and conflicts, the cultural and community foundations, and the readjustment and reconstruction of our various traditions and the process of solving these problems from the standpoint of the schools.

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Following the approval of the above courses, the Faculty discussed at some length the bearing that the addition of new courses may have upon the size of classes, the need for additional instructors, and the budget.

President Donovan asked consideration of the budget suggestions which had been mailed to each member of the Faculty prior to the meeting. These suggestions, which are made a part of the minutes, are designed to furnish guidance in the preparation of the budget for 1942-43. While no formal action was taken, it appeared from the discussion to be the desire of the Faculty that this information be given to the members of the teaching staff of the University.

BUDGET SUGGESTIONS

"1. It is time for us to begin the preparation of the budget for the University for 1942-43. We shall have to be extremely conservative in our planning because of the great uncertainties of the times in which we live. This is a statement of some of the factors we should bear in mind in the preparation of the budget.

2. The General Assembly appropriated to the University a substantial increase in its income from the State over that of the current year. The total amount of this increase is \$389,000. Much of the increase, however, has been allocated to specific functions of the University. The increases are as follows:

Division of colleges	\$ 115,000
Repairs to buildings	18,000
Strawberry marketing and labeling act	1,500
Extraordinary expenses	10,000
Capital outlay	200,000
Experiment Station	2,000
Research in coal	7,500
Princeton Substation	2,000
Quicksand Substation	2,000
Agricultural extension work	25,000
Horticulture	6,000

The increase of \$115,000 to the division of colleges is the only part of the increase in our budget that the administration can apportion to various activities of the University. It was the original plan of the president to recommend to the Trustees that a large part of this sum should be spent for the purpose of increasing salaries of our staff members. The war has had the effect of wiping out the increase which we have received. We have much to be thankful for, however, because without the increase which we received, the budget of the University would have been so far out of line with that we are now expending that major reductions in salaries and services would have been essential.

3. Two years ago the University had enrolled during the first semester 3703 students. Last fall there were 3271 students in the University. It is difficult to predict the enrollment for this next fall. Personally I believe that we may not have more than 2400 students. This would mean a loss of 1300 students during the period of

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two years. Translating this loss into students fees it amounts to approximately \$130,000. This is a reduction in our income which more than wipes out the \$115,000 increase from the General Assembly so far as administering the University is concerned.

4. It will be difficult to justify before the public the maintenance of a staff of the same size with 2400 students enrolled that the University employed when it had 3700 students. If we insist on maintaining as large a faculty this year as we had two years ago, there will be no funds with which to make any salary increases. It probably would necessitate our actually decreasing salaries at this time, which would be most unfortunate. If the staff can be reduced 10% while the student body is being reduced 33 1/3%, some increases in salaries may still be possible. With men being called into the armed forces and to other governmental agencies, there would be no difficulty in reducing the staff 10% or more. If heads of departments and deans will close the ranks when a vacancy occurs and refuse to employ a new staff member, we shall be able to make some slight increases in salaries where they are most needed.

5. The administration is compelled, in view of the alarming loss in students, to use the \$115,000 increase in appropriation from the State to the division of colleges to balance the loss in funds from student fees. It will, therefore, be impossible for the administration to increase the allotment of the several colleges for next year's budget. The president will request the deans of the colleges to prepare their budgets for next year based on the same amount of money they have received during the present year. You can readily see that the \$115,000 that was to have been largely spent on improving faculty salaries must be used to absorb the shock due to loss in student fees.

6. If the attendance of the University next fall should be larger than we have reason to anticipate, and if part of the increase in our appropriation is not needed with which to balance our loss in student fees, the president will recommend to the Board of Trustees at the meeting of the Executive Committee in October certain other salary adjustments out of whatever surplus may be available if student fees are higher than we anticipate. We want the faculty to understand that the administration of the University will use money that is available for the promotion of the human resources of the University. It would be unfair, however, to recommend increases in salaries at this time and then in a few months be compelled to announce salary cuts in order to balance the budget.

7. An analysis of the present teaching loads indicates clearly that with the reduction in enrollment the second semester and next fall we should eliminate a number of temporary positions of the rank of graduate assistants and instructors.

8. Staff members should be encouraged to take leaves of absence when such leaves are due them. It will not be difficult to obtain fellowships for graduate assistants and instructors who may be interested in further study in some other universities. Secretaries who leave should not be replaced in many cases.

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9. A war emergency blank should be filled out by all staff members to indicate possible shifts in assignments to avoid having staff members with little work to do during the emergency. A faculty member of the Law College might be found during the emergency who could teach Political Science or Economics. A instructor in Physics might teach courses in Mathematics if the Physics Department was overstaffed and the Department of Mathematics needed an additional instructor. Similar transfers that would not do violence to our standards could probably be arranged.

10. We need to watch the adding of new courses to our curriculum, especially at the Ph.D. level. A faculty member counts one student in a three hour course as a load of three semester hours. Small classes must be eliminated during the emergency or carried outside the regular load. There were last fall 192 separate classes enrolling from one to five students. Assuming that they are three semester hour courses, we would have 576 semester hours which at fifteen semester hours per instructor will require the full time of 38 instructors. At an annual salary of \$3,000 per instructor there is \$100,000 of time devoted to small classes. Surely with the continued decline in enrollment many of these classes may be eliminated.

11. It may be the part of wisdom to suspend for the present the giving of the Ph.D. degree in some departments. Where there are only one or two students involved, it may be wise to ask them to go to some other university for a part of their work. Department heads could arrange in some cases for such transfers without undue loss to the students involved. These students could at a later date return to their departments at the University and qualify for their degrees.

12. During the war it is important to conserve materials but many times as much money may be wasted by having unnecessary personnel. Members of overstaffed departments may be encouraged to be on the alert for jobs in the defense effort. Permanent staff members may thus serve their country and their university and return here later with quickened and enriched outlooks when the post-war trek to the universities begins.

13. We are at war. It is a war of survival. Should it last for a number of years educational institutions would also be facing the problem of survival. Let us harbor our resources before it is too late and be prepared for any financial disaster that might come to us. This means every member of the faculty must recognize that we face an emergency. When vacancies occur on our staff do not fill the positions if it is at all possible to get along without additional teaching staff. There may have to be exceptions made to this policy, but very definite proof of needs will have to be furnished the administration before approval will be given to fill a vacancy.

14. The quarter system has been adopted but all of its features cannot too quickly be incorporated into the program of the University. Exchange of a fall or winter quarter with a summer quarter by an instructor may be permitted without loss of salary to the instructor but the effect on the other department members who would normally teach in

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the 1943 summer quarter must be considered. Until we know the enrollment next fall, any and all changes must be accomplished within the scope of the present budget."

The Faculty considered at some length the regulations governing the summer quarter which had been distributed to all members of the teaching staff on February 2. Several problems in the planning of the summer school program were raised and discussed. Emphasis was placed on the necessity for flexibility in the summer program in view of the difficulty of predicting the enrolment. The proposed regulations governing the summer quarter are made a part of these minutes.

Summer Quarter Regulations

"1. This bulletin has been prepared in response to many requests about information on the summer school. It sets forth some of the policies governing the administration of the summer quarter for 1942. In view of the war conditions it must be recognized that modifications of these policies may have to be made in the future.

2. The enrollment of the University during this next summer will doubtless be far below what it has been for many years. Therefore, it will not be possible to employ as many staff members as usual.

3. The summer quarter salary will be ten per cent of the ten month's salary for each term of the summer quarter, provided the instructor carries a full load. Staff members employed on the twelve-months basis will not be paid extra. The dean of any college may arrange with an instructor to carry a part-time load on a part-time salary.

4. For the summer quarter of 1942 the cost to the institution must be kept within the receipts from students and the regular \$10,000 summer school appropriation. Contracts will therefore be similar to those executed last summer.

5. A four quarter hour non-laboratory course will meet five times weekly for seventy-five minutes and a five quarter hour course will meet six times weekly for seventy-five minutes. In the professional schools and in the laboratory subjects variations from this procedure are to be encouraged, provided such variations do not conflict with the regular program. Additional meetings of five quarter hour classes may be scheduled for afternoons if it seems necessary.

6. The normal teaching load of an instructor should be one four quarter and one five quarter hour course, or two fours or two fives, but during the present emergency it is expected that for one summer term an instructor will teach an additional course if it is needed in his department.

7. The administration reserves the right to eliminate classes enrolling fewer than five students, provided that any college or instructor may continue such small classes if this can be done without charge to the summer quarter. No extra charge to the summer

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quarter will be involved if a twelve-months instructor teaches a small class or if another instructor assumes a small class in addition to his regular load.

8. Should the number of entering freshmen or continuing upperclassmen be greater than anticipated additional instructors may have to be employed. For this reason deans and heads of departments should know where such instructors may be obtained if needed.

9. There are two groups of students expected for the 1942 summer quarter. There will be the normal clientele who have come from year to year to secure graduate work and for miscellaneous purposes. The number of these will be reduced, possibly by twenty-five per cent.

There will be entering freshmen and continuing upperclassmen in unpredictable numbers, possibly several hundred if we present the reasons clearly to our students. Both groups of students may enroll in the same classes, or there may be two kinds of classes planned in certain undergraduate departments.

In general it seems wise to reduce the offerings for the first group and to increase - or be prepared to increase - the offerings for the second group.

If it is a bit difficult to determine the answer to all these problems it should be remembered that no one can predict nation-wide conditions this summer. We have to be prepared for anything and everything."

H. L. Donovan
President

President Donovan announced that the information center, which was provided for as part of the war program of the University, had been initiated and that Dr. McVey had agreed to direct it. Tentative committee appointments from the various colleges were announced, with the suggestion that substitutions be made by the deans where such seemed desirable.

Dean Hill reminded the Faculty of the forms which had been distributed at the request of the National Resources Board in its investigation of the trained manpower of the Nation. He requested that these reports be returned as soon as possible.

On motion by Dean Cooper, duly seconded, the calendar for 1942-43 was amended by omitting reference in each quarter to the period for final examinations.

Geo M. Pamberlain
Secretary