

Minutes of the Faculty of the University - September 21, 1942

doing so, recommended that papers, committee reports, etc., which had been prepared in anticipation of this meeting, be assembled and published as usual. Dean Taylor and Dean Boyd were asked to assume responsibility for giving notice of cancellation of the meeting and for assembling materials for publication.

Dean Taylor reviewed for the Faculty of the University the work that had been done in certain problems courses in Harlan, Jackson, and Pike Counties during the past summer, and called attention to the fact that requests had come from groups of interested persons in Louisville and in Jackson for similar courses. The question was raised as to the proper procedure to be followed in offering such courses in view of a feeling on the part of Professor Clifton that off-campus work should be administered by the Department of University Extension as extension courses. The desire of certain students for graduate credit complicates the problem, since the present rules of the University do not permit graduate credit by extension. After an extended discussion of the various aspects of this problem of off-campus courses, involving some graduate students, the matter was, on motion and second, referred to a committee composed of Dean Taylor, Dean Funkhouser, and Professor Clifton.

President Donovan presented to the Faculty a request from the authorities at Keeneland to have the University Band appear at the ceremonies attending the opening of the fall racing meeting on Tuesday, October 13. Members of the Band were given permission to be absent from classes on Tuesday afternoon, October 13, for the purpose of assisting with this program.

On recommendation of Dean Boyd, the petition of Mary Rion was approved. Miss Rion asked that she be allowed to take by correspondence the last 12 quarter hours of work required for graduation.

Leo M. Chamberlain
Secretary

MINUTES OF THE FACULTY OF THE UNIVERSITY
October 21, 1942

The Faculty of the University met in the President's Office Wednesday, October 21, 1942. President Donovan presided. Members present were Paul P. Boyd, Thomas P. Cooper, Alvin E. Evans, W. D. Funkhouser, J. H. Graham, Frank D. Peterson, William S. Taylor, Edward Wiest, and Leo M. Chamberlain.

The minutes of September 21 were read and approved.

The Faculty discussed the policies that might govern during the 1943 summer quarter, in anticipation of an early request for the summer

Minutes of the Faculty of the University - October 21, 1942

quarter schedule. Emphasis was placed on the fact that it is extremely difficult to forecast the conditions that will prevail during the summer with respect to enrollment or the demand for particular courses. It was the concensus of opinion that in general the program should be made out for the next summer to correspond fairly closely with the program of last summer. It was recognized, however, that courses should probably not be offered in which enrollments for the last few years have been very small, and that all contracts with members of the teaching staff should carry the provision that courses will have to be cancelled if the enrollments are not sufficiently large to justify their continuance. It was pointed out that the normal load for the summer term or summer quarter per instructor is two four-quarter hour courses or the approximate equivalent.

In anticipation of the fact that the program of studies at the University may be greatly distorted in the near future, as a result of the war, President Donovan requested that each college dean prepare a calendar of subjects which members of his staff might be able to teach other than those in which they specialize at present. It is anticipated that there may be demands for additional instructors to teach outside of their fields of specialization because of disproportionate reductions in the staffs of certain departments.

President Donovan emphasized the necessity for a careful husbanding of the University's resources, in view of the uncertainty of the future and the probability that the institution may have a reduction in income after July 1, 1944.

Attention was called to the fact that it has been found necessary to close the upper floors of both Neville and Miller Halls, because of the condition of these buildings. It was reported that the top floor of Neville Hall had already been cleared and sealed, and that the recommendation with respect to Miller Hall would be carried out immediately. Attention was also called to the fact that certain repairs would have to be made in Frazee Hall in order to insure the safety of its occupants. President Donovan indicated that Mr. Farris, Chief Engineer, was preparing a space survey for the University, and that it would be possible soon to reveal with a high degree of accuracy the extent to which use is being made of each room on the campus.

A committee appointed earlier in the year, consisting of the Dean of the University, Dean Cooper, Dean Taylor, Dean Evans, and Mr. Peterson, made the following report with respect to policies that should govern out-of-state travel during the current school year:

1. The sum of \$2500 shall be set aside to meet expenses for out-of-state travel for the University of Kentucky, Division of Colleges, for the period beginning July 1, 1942 and ending June 30, 1943. This sum is in addition to requirements for administrative travel.
2. This sum of money shall be allotted to the six colleges of the University and to the General Offices in the following proportions: Arts and Sciences, 42%; Agriculture and Home Economics, 10%; Engineering, 12%; Law, 7%; Education, 12%;

Minutes of the Faculty of the University - October 21, 1942

Commerce, 11%; and General Offices, 6%.

3. Within the scope of the following general policies, the dean of the college shall be responsible for the selection of the individual within his college to travel out of the state for University purposes. The application and recommendation shall clearly state the need and how the travel conforms to the purposes or requirements of the University of Kentucky. The President shall direct the expenditure of the sum allotted to the General Offices.

4. In general, the allowance in each case shall be equal to the amount of the coach fare to the place of meeting and return, plus a subsistence allowance not to exceed ten dollars. No single grant shall exceed forty dollars.

5. It is understood that, on special recommendation of the dean and on approval by the President, some departure may be made from the policy outlined in Paragraph 4.

6. In the case of each request, the dean of the college shall act in accordance with the general principles that have been suggested by the Commissioner of Finance and that are implied in the decision of the Court of Appeals relative to out-of-state travel.

7. An effort shall be made by each dean to approve requests for expenses for out-of-state travel in such a way that over a period of years each department shall have had an opportunity to make use of its fair share of the funds allotted.

8. All requests for out-of-state travel shall be made in writing to the dean of the college, or in the case of administrative travel to the President of the University. If approved, the letter shall be forwarded to the Office of the Comptroller with the written recommendation of the President or dean.

After some discussion, this report was adopted by the Faculty. Dean Evans and Mr. Peterson were asked to prepare a statement which would outline the points to be observed in making requests for out-of-state travel, in order that they would be in keeping with the suggestions of the Commissioner of Finance and with the principles outlined in the decision of the Court of Appeals relative to out-of-state travel.

President Donovan requested that the Dean of each college nominate one member of his staff for appointment to the Advisory Athletics Committee. Under the rules of the Board of Trustees, the President of the University will appoint from these nominations two members to this committee.

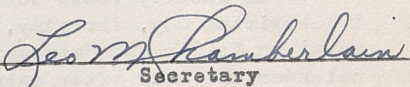
President Donovan also requested that the Deans of the colleges report the names of members of their staffs who have gained professional distinction during the past year through activities in their professional associations, through writing, and in other ways.

Minutes of the Faculty of the University - October 21, 1942

At the request of the President, Dean Graham reported on the policies that may prevail after the amendment of the Selective Service Act to cover 18 and 19 year old men. Dean Graham pointed out that there was as yet no definite assurance as to what the policies would be. He outlined, however, the general trend of thought in Washington, particularly as it bears on the place of the institutions of higher learning in the preparation of these young men for military service. Following Dean Graham's statement, President Donovan emphasized that all should adopt the attitude that the University of Kentucky and other institutions of higher learning can and probably will be radically transformed in terms of their programs of study.

Dean Evans requested advice concerning a problem which has arisen in the College of Law as a result of the change from the semester system to the quarter plan. The problem involved a student who, for example, had completed five of the six semesters of residence formerly required for graduation from the Law College, and who now must of necessity finish in either one quarter or one quarter and a fractional part of another. Dean Evans and the Dean of the University were requested to study this problem and report to the Faculty.

On recommendation of Dean Boyd, the petition of Oscar Sellers was approved. Mr. Sellers was asking to complete the last 13 quarter hours required for graduation by correspondence. Mr. Sellers is now in military service.


Secretary

MINUTES OF THE FACULTY OF THE UNIVERSITY
November 4, 1942

The Faculty of the University met in the President's Office November 4, 1942. President Donovan presided. Members present were Paul P. Boyd, Thomas P. Cooper, Alvin E. Evans, W. D. Funkhouser, J. H. Graham, Frank D. Peterson, Edward Wiest, and Leo M. Chamberlain.

The minutes of the meeting of October 21 were read and approved.

Referring to his request at a previous meeting for nominations for the Advisory Athletics Council, President Donovan indicated that an analysis had been made of the distribution of representation on this committee among the various colleges, and that this analysis revealed that the College of Agriculture and Home Economics had not had representation during the last five years. He indicated therefore that he was appointing Professor L. J. Horlacher to membership on the Advisory Athletics Council, and that Professor D. V. Terrell was being reappointed for a one-year term only.