

MINUTES OF THE UNIVERSITY SENATE  
May 12, 1930

The University Senate met in the Lecture room of McVey Hall, Monday, May 12, President McVey presiding.

The minutes of April 14 were read and approved.

The following recommendations of the Committee on Duplication of Courses were approved:

Arts and Sciences

- ✓ Music 28a, b - Concert Band. For Juniors. One credit per semester.
- ✓ Music 29a, b - Concert Band. For Seniors. One credit per semester.
- ✓ Music 27 - Special Problems in High School Music. Two credits

The following courses are to be removed from the "100" classification in order to make them available to sophomores:

- ✓ Sociology 15 - Social Control. Three hours per week. Three credits. (This course replaces Sociology 115)
- ✓ Sociology 5 - Rural Social Economy. Three hours per week. Three credits. (This replaces Sociology 104)
- ✓ Sociology 12 - Urban Social Economy. Three hours per week. Three credits. (This course replaces Sociology 111)
- ✓ Sociology 10 - Child Welfare. Three hours per week. Three credits. (This replaces Sociology 110)
- ✓ Ancient Languages 122a - Greek Literature in English Translation, Three credits. (To replace A. L. 122, same title)
- ✓ Ancient Languages 122b - Greek Literature in English Translation. Three credits. (To follow 122a and to cover oratory, history and philosophy)

Commerce

- ✓ Commerce 13a, - Secretarial Practice. Recitation three hours per week, laboratory two hours per week, three credits. Prerequisite, two years of college work.
  - ✓ Commerce 13b. - Secretarial Practice. Continuation of 13a. Three credits. Prerequisites Commerce 13a.
  - ✓ Commerce 14a - Office Management. Recitation two hours per week, laboratory two hours per week, three credits. Prerequisites 13a and 13b.
  - ✓ Commerce 14b - Office Management. Continuation of 14a.
- ✓ The following curriculum for the College of Commerce was approved:

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Secretarial-Training Course - Freshman Year

First Semester	Credit	Second Semester	Credit
English Comp. 1a	3	English Comp. 1b,	3
Econ. Hist of Europe 2, 3	3	Econ. Hist. of U. S. 3	3
For. Lang. or Col. Alg.	3 or 5	For. Lang. or Math of Finance	3 or 5
General Psychology 2a	3	General Psychology 2b	3
General Hygiene 1	1.3	Gymnasium 1b.	.7
Gymnasium 1a	.7	1st yr. Basic Course	
1st yr. Basic Course		Inf. 1b	1.3
Inf. 1a	1.3		

Sophomore Year

Principles of Econ. 1a	3	Forms of Bus. Org. 9	3
Prin. of Accounting 7a.	4	Prin. of Accounting 7b	4
American Government 51a	3	Introduction to Modern Europe	3
Science	3 to 4	Science	3 to 4
2nd Yr. Basic Course	1.5	Principles of Marketing 10	3
Elective	1 to 3	2nd Yr. Basic Course 6b	1.5

Junior Year

Statistical Method 107	3	Salesmanship 11	3
Money and Banking 105	3	Business English 30	2
Principles of Sociology	3	Secretarial Practice 13b	3
Secretarial Practice 13a	3	Corporation Finance 117	3
Secretarial Accounting	3	Elective in English	3

Senior Year

Business Law 109a	3	Business Law 109b	3
Office Management 14a	3	Office Management 14b	3
Public Finance 104	3	Electives including two	
Electives		Commerce Courses	9

The following curriculum in the College of Education was approved:

Suggested Curriculum for Commercial Teachers

<u>Freshman Year</u>		<u>Second Semester</u>	
First Semester	Credit	English Composition	Credit
English Composition 1a	3	Econ. Hist. of U. S.	3
Econ. Hist. of Europe	3	Survey of Education	3
Educational Psychology	3	Prin. of Sociology	3
Prin. of Sociology	3	Intro. to Modern Europe 4b	3
Intro. to Modern Europe 4a	3	Gymnasium 1b	.7
General Hygiene 1a	1.3	1st yr. Basic Course	
Gymnasium 1a	.7	Inf. 1b	1.3
1st yr. Basic Course			
Inf. 1a	1.3		
	18.3		17

<u>Sophomore Year</u>			
<u>First Semester</u>	<u>Credit</u>	<u>Second Semester</u>	<u>Credit</u>
English 3a	3	English 3b	3
Principles of Econ. 1a	3	Forms of Bus. Orgn. 9	3
Prin. of Accounting 7a	4	Prin. of Accounting 7b	4
Amer. Government 51a	3	Amer. Government 51b	3
2nd yr. Basic Course		Education 16	3
Inf. 6a	1.5	2nd yr. Basic Course	
		Inf. 6b	1.5
Elective	3		
	<u>17.5</u>		<u>17.5</u>

<u>Junior Year</u>			
Education 101	3	Education 122b	2
Education 122a	2	Business English 30	2
Prin. of Marketing 10	3	Salesmanship	3
Money and Banking	3	Secretarial Practice 13b	3
Secretarial Practice 13a	3	Corporation of Finance	3
Statistical Method 107	3	Elective including one	
		Commerce course	3 or 4
	<u>17</u>		<u>16</u>

<u>Senior Year</u>			
Education 114	3	Education 175	5
Business Law 109	3	Office Management	3
Office Management	3	Electives including	
The Commercial Curriculum		the Course in Commerce	6
Education 159	3		<u>14</u>
Electives including one			
Commerce course	3		
	<u>15</u>		

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The following recommendation in the College of Arts and Sciences was approved:

"At its meeting on April 28, the faculty of the College of Arts and Sciences approved the proposal to extend our provisions for the combined course to Class A Colleges of Dentistry as these colleges are rated by the Dental Educational Council of America. One exception is made, namely, that the degree of A. B. or B. S. is to be awarded only after the completion of the dentistry course and the receipt of the degree in dentistry."

Dr. Adams read the following report of the special committee that had been asked to study the system of handling absences at the University:

"A study of the literature on absences in the higher institutions of learning indicates that every university has found this problem to be one that deserves very careful attention. Two extreme viewpoints seem to be existent at the present time:

- a. A viewpoint held by those who would set up an air-tight administrative machinery, whereby no room for initiative and judgment is left for either the student or the instructor.
- b. The viewpoint held by those who believe university students should know why they are in the university and who believe that they should so thoroughly realize their responsibilities that no sort of check on absences need be made. In other words, if the student does not feel the worthwhileness of the recitation so intensely that he wants to go to class, then he should have the privilege of staying away. This viewpoint seems quite prevalent among faculty members when dealing with graduate students. It is held to a much less degree when dealing with undergraduate students.

Between these two extremes there is a balance that is undoubtedly better than either of the extremes. The most progressive school systems to-day are those operated on the principle of participation. A faculty that participates in the making of the school curriculum is far more interested in making it a success than is one that has a ready-made curriculum handed down to it. A system of keeping absences where the instructor has no other interest than the performance of a clerical duty is far less likely to be successful than where each instructor is trusted with authority and held responsible for his conduct.

As a matter of fact, no type of administrative machinery can be set up whereby a substitution can be made for the teacher's judgment, or where the personal equation can be eliminated. Consequently the writer feels that any system of checking and accounting for absences at the University of Kentucky should be one that depends largely on the individual instructor for its success or failure.

Our Present System

Some facts concerning our present system of reporting and handling absences of undergraduate students are as follows:

1. Seventy-three per cent of the faculty members are dissatisfied with the present plan and want a change. (This is based on 140 replies received from faculty members.)
2. On an average, a faculty member spends 22.6 minutes a week filling out the daily absence cards which are sent to the Registrar's office. If it be assumed that an instructor should spend seven hours a day on the campus five and one-half days each week, it will be seen that .98 of one per cent of the instructor's time is spent in filling out cards for absences. Based on the present outlay for instruction, this would mean that the University of Kentucky is paying the instructors approximately \$6000.00 a year for this service.

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3. On an average, each instructor is expending 16.7 minutes a week recording absences in his classes. This is .72 of one per cent of his time and involves a cost to the University of a little more than \$4400.00.
4. The University is paying \$1500.00 into the Registrar's office for recording these absences the second time.
5. The present system of keeping absences appears to involve considerable duplication and lost motion. For example, absences are recorded by the instructor on his class roll, again by the instructor on his absence cards, and then another record is made in the Registrar's office. If then a student has enough absences to convince the Registrar that he needs attention, a card is sent to the Dean's office. Another card is then sent from the Dean's office to the Registrar, making recommendation as to what should be done with the student. If, for example, the Dean recommends the student's appearance before the Scholarship and Attendance Committee, the Registrar writes the student to appear before that agency. Sometimes the student fails to appear, in which case he must be notified again, etc. In the meantime it may have been necessary for the Dean to get in touch with the student. This also may involve various notices. Such a procedure would appear to be open to three objections:
  - a. The time that elapses between the filing of the absences by the instructor and the report made to the instructor as to the disposition of the case may involve several days.
  - b. The time required of the various agencies who conduct the case through to completion is a considerable amount. In some of the offices of the Deans, it is estimated that on an average one and one-half hours are consumed each day in locating and notifying students and in issuing excuses.
  - c. Although a relatively small percentage of students are ever reported to the Dean, the triplicate recording of absences must be made for all students.
6. The present method of giving excuses for absences seems quite questionable. As it is now, excuses are issued in the Dean's office except in such cases as require their issuance from the Department of Health at the University of Kentucky. Excuses issued in the Dean's office are sometimes given merely on the student's request for them, but in most cases they are issued when the student presents a statement signed by:
  - A house mother or
  - A house president or
  - A fraternity president
  - A practicing physician or
  - A father, mother or guardian
  - A landlady.

While the signature of any of this list is sufficient for issuing the student an excuse, there seems to be none of the above signatures on file in any of the Dean's offices. This would appear to make "forgery" quite easy and it is the opinion of some of those who issue excuses that in many cases forgery actually is committed. Consequently it appears that excuses are not only easily secured, but that in some cases the system for issuing them is such as to actually breed dishonesty. These facts should <sup>not</sup> be interpreted as a criticism of those who issue excuses. It would be very difficult for any one to always be sure that the request is genuine. Such facts do indicate, however, that an excuse for an absence as now issued may or may not be justified. Consequently, unless a system of issuing excuses can be made such that an excuse issued is justified on the basis of the facts, then it would seem the part of wisdom to consider excused and unexcused absences more nearly on the same level.

In view of the fact that the present system seems subject to the above rather basic objections, that it is apparently unsatisfactory to a majority of the instructors, and is costly in both time and money, the following plan is offered for the consideration of the senate

Undergraduate Students

Section 1. No student shall be allowed any cuts in any course at the University of Kentucky. This is the present rule and is recommended for continuance.

Section 2. The instructor shall keep a record of absences and when in his opinion the number of absences for any student has become excessive, or when absences appear to be unjustified, he shall report such student to the Dean, together with the total number of absences and their dates.

This is the present practice, except for the matter of dates as amended by the Senate, and is recommended, as written, with the addition of excused and unexcused before the word, absences in lines 2 and 5.

Section 3. Absences shall be counted beginning with the first day of recitations, and late entrances shall be counted as absences.

This is the present practice and is recommended for continuance.

Section 4. A student may be dropped from a course because of absences upon the recommendation of the Dean and the instructor. When because of absences the Dean and the instructor recommend that a student be dropped from the course, the name of the student and the number of the course shall be reported to the Registrar by the Dean and the student shall be dropped in the usual way.

This is the present rule essentially. It is recommended that the paragraph be modified to read as follows:

A student may be dropped from a course, with or without an E, because of absences, by the Dean upon the recommendation of the instructor. This action shall be reported to the Registrar by the Dean. However, after the mid-semester a student who has made an E in a subject up to the time of dropping it shall have an E as final grade in that subject.

A student who leaves the University before the end of the semester shall have recorded on his Registrar's record the grades which he has made up to the time of his departure. However, the grades that are passing shall not count as final grades but shall be used to determine the question of probation upon his return.

Section 5. When the number of courses from which a full time student has been dropped is sufficient to reduce his load to less than 12 hours, he must secure the written permission from his Dean and file same in the Registrar's office in order to remain longer in the University.

This is the present rule. It is recommended as written.

Sections 6, 7, 8 -6 All absences shall be considered unexcused except, when an excuse is given by the Scholarship and Attendance Committee for absence on the day immediately preceding or following a vacation or holiday.

7. A student with an unexcused absence on the day immediately preceding or following a vacation or holiday shall have a penalty of 3 hours (and 3 quality points) added to his requirements for graduation.

8. A student must make satisfactory explanation to the instructor for any absence before he shall be permitted to make up the work missed.

It is recommended that sections 6, 7, and 8 be reworded as follows:

6. All absences shall be considered unexcused except as specified in sections 7 and 8.

7. A student who misses any of his classes on the day immediately preceding or following a holiday shall have a penalty of one credit and one point added to his requirement for graduation.

8. A student who makes satisfactory explanation to the instructor for absence may be excused by the instructor and if possible permitted to make up the work missed. Absences due to officially authorized trips such as those of athletic teams, musical, oratorical and dramatic organizations, and University classes, shall be considered as excused absences. For exceptional causes the committee on Scholarship and Attendance may grant excuses for absences before and after a holiday.

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Section 9. The instructor shall report to the Registrar at the end of the semester the number of (excused and unexcused) absences for each student. The Registrar shall call for special reports of absences on days before and after a holiday. All absences are to be reported on the student's credit card and shall be considered a part of his permanent record.

Section 10. A student in the junior year, whose sophomore standing is 2.4 (credit points) or a senior whose junior standing is 2.4 (credit points) shall be extended the same privileges relative to absences as the graduate students. At the beginning of each semester the Registrar shall make available to all instructors the names of all undergraduate students who are entitled to this privilege.

Graduate Students

Section 1. No record of absences shall be required, but each instructor may record absences of graduate students as he sees fit.

The Senate voted that the specific recommendations in this report be mimeographed and mailed to members of the Senate for consideration before the next meeting.

Ernest Gillis  
Secretary