

Minutes of the University Faculty June 5, 1946

CANDIDATES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Name	Major Subject
James Mitchell Boles	Education

Professor Horlacher presented for the College of Agriculture and Home Economics the the following new course:

H. E. 17. Clothing. 3 qtr. hrs. A survey course emphasizing the consumer economics of clothing. Included will be clothes budgets, techniques of buying clothes, clothing construction. Open only to non-home economics students. Lecture 1 hr; laboratory, 4 hrs.

Leo M. Chamberlain
Leo M. Chamberlain
Secretary of the Faculty

MINUTES OF THE UNIVERSITY FACULTY JULY 1, 1946

The University Faculty met in the Assembly Room of Lafferty Hall Monday, July 1, at 4:00 p.m. President Donovan presided. Members absent were L. A. Bradford, Alex Capurso, Thos. P. Cooper, L. L. Dantzler, N. R. Elliott, Statie Erikson, Alvin E. Evans, E. F. Farquhar, Charles Gardner, James H. Graham, W. B. Hamilton, W. A. Heinz, T. T. Jones, G. C. Knight, John Kuiper, M. E. Ligon, A. C. McFarlan, G. T. Mackenzie, H. B. Price, E. W. Rannells, B. A. Shively, C. E. Snow, R. M. Sullivan, W. D. Vallean, and S. B. Walton.

The minutes of June 5 were read and approved.

The following report of the Committee on Out-of-State Travel was read by Dean Taylor, Chairman. After some discussion, the report was approved by the faculty:

REPORT OF COMMITTEE TO STUDY
OUT-OF-STATE TRAVEL

On April 5, 1946, a committee of the Faculty of the University of Kentucky was appointed by President Donovan to study the problem of out-of-state travel. The committee met with the President to discuss the problem and to get such instructions as he felt would be helpful.

As a basis for beginning its work the committee felt it should have information concerning policies for out-of-state travel from some of the major institutions of the United States and that it should also have information concerning out-of-state travel at the University of Kentucky. To procure this information two schedules were prepared. The first was sent to some of the Major universities

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and colleges in the United States to get from them information concerning their policies for out-of-state travel and the amounts of money budgeted for this purpose. The second schedule was sent to members of the faculty of the University of Kentucky to determine the amount of travel that had been done and its cost, and to discover, if possible, the amount of travel that the members of the staff would have done if they could have attended all meetings they felt desirable.

The first schedule of information was mailed to thirty-four institutions, twenty-five of which replied. Of these twenty-five, twenty-two institutions stated they had a definite policy for out-of-state travel while three had no such policy. The sum budgeted for out-of-state travel ranged from no appropriation at the University of Chicago to \$15,000 at Indiana University. A brief table indicating the amount of money allocated for out-of-state travel by nine of these institutions follows:

<u>Name of Institution</u>	<u>Sum Budgeted</u>
University of Chicago	None
Vanderbilt	\$ 750
Columbia University	1,800
University of Texas	2,000
University of Missouri	3,500
Ohio State University	6,000
University of Oklahoma	6,200
University of Maryland	10,677.39
Indiana University	15,000

The following institutions indicated the total sums appropriated for both in-state and out-of-state travel:

<u>Name of Institution</u>	<u>Sum Budgeted</u>
Peabody	\$ 2,500
University of Virginia	4,000
Ohio University	6,000
University of Florida	7,338.97
University of Alabama	36,000
Louisiana State University	250,000

A study of the bases for payment for out-of-state travel indicates a wide variety of procedures. As will be noted in the following, the University of Wisconsin and the University of Tennessee indicate definitely that members of the staff attending professional meetings are required to do so at their own expense. Other institutions reporting are somewhat more generous. The following institutions submitted the information given below as policies governing out-of-state travel.

Alabama Polytechnic Inst. Authority to incur expenses for travel must be obtained in advance from the President upon recommendation of Director, Dean or Head of Department in form of an official

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requisition. Reimbursements will be made on the following basis:

Per diem in lieu of subsistence expense at rate of \$6 per day.

Transportation including travel on railroads, buses, airlines, street cars, taxi cabs and other usual means of conveyance.

Registration Fees which have been approved in travel request.

Official Telegrams and Telephone Calls which must be fully itemized.

University of Alabama

Each school or college of the University is allotted a travel allowance which is under the control of respective dean. Staff members make application to their dean and he determines the merit of the case and either approves or disapproves.

University of Arkansas

If attendance at professional meetings is for staff member's own benefit, the University pays one-half of the expense. If staff member is a representative of the University to an administrative meeting, the University pays all the expenses.

University of Chicago

Expenses are not paid.

Columbia University

Rail and pullman expenses paid for professional meetings, upon recommendation of department heads or deans.

University of Florida

Out-of-state travel by Deans, Directors, and other staff members may be authorized:

- (a) To meetings of associations of societies in which the University holds membership, or to meetings at which it is deemed necessary to have official representatives.
- (b) To meetings of associations or societies of workers similarly employed. As a rule, only one staff member from a department may be allowed to attend any one meeting.

University of Georgia

Provides funds for out-of-state travel for all members of the administrative staff and faculty who go out-of-state on business for the University.

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University of Illinois

Deans of the Colleges and Directors of the Schools are authorized to attend meetings of certain organizations without approval. In other cases, authorization must be secured from the President's Office in advance.

Indiana University

Out-of-state travel generally is governed by regulations set forth by act of Indiana Legislature which covers such matters as per diem allowance, mileage allowance, etc. Out-of-state train travel for members of academic and administrative staff is permitted as may be necessary to represent officially the institution when so stated in application for travel. If more than one person from a department goes, approval must be received from President. (Being revised at present time).

University of Iowa

Policy regarding travel by faculty members varies among different colleges and divisions. In general, department heads include in their budgets an allowance for travel for at least one professional meeting outside of the state each year. In these instances, the transportation and maintenance is provided by the institution. All members of the staff who are required to make a special trip on University business at University expense must make application through Dean of the College or Department Head and secure approval in advance from President's Office.

Louisiana State University

Travel at University expense by any member of the faculty shall be authorized by head of department and the dean. Travel by deans and other administrative officers shall be made at University expense and on funds budgeted for the particular office concerned only when the purpose of the travel has a definite connection with the work in or under that office and is to the benefit of the University. The President of the University shall be the final authority in determining the necessity for such travel.

University of Maryland

In general department heads and research professors are expected to attend conventions, associations and professional

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meetings. Other staff members are permitted to attend whenever the department head involved feels that such attendance would be in furtherance of the recognized activities of the University.

University of Minnesota

University does not send staff members to attend professional meetings except in those instances where University itself is a member of the organization holding the meeting and the staff member goes as the University representative. All out-of-state travel must be approved on a special form.

University of Mississippi

Each department is permitted to have one or two staff members attend conventions, associations and professional meetings each session.

University of Missouri

Attendance of teachers upon scientific and other gatherings is limited in each department to amount annually designated in the budget. Allotments are made on basis of number of staff members with rank of instructor or above and are administered through office of the Dean.

University of Nebraska

Pays expenses of representatives to meetings of associations of which the institution is a member, and to meetings to which University wishes to send an official institutional representative. Does not pay expenses of staff members to attend meetings of learned or professional societies whose membership is composed of individuals.

Ohio State University

All travel must be authorized by President before trip is taken. A form is filled out in triplicate. In case of travel by automobile, it is also necessary to have a form on file with the Director of Finance. Approval of Director of Finance cannot be requested after trip has been taken.

Ohio University

Requests of staff members for expenses to conventions and professional meetings are channelled through heads of departments, to deans, and approved or disapproved by the President. Out-of-state travel must also be approved

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University of Oklahoma

by the state Board of Control, which acts in the absence of the Legislature being in session.

University reimburses staff member who represents University solely, or almost entirely, without direct benefit to himself. Trips where benefits accrue both to the University and to the staff member the University pays transportation costs in full, but pays only half the costs of meals, hotel accommodations and other approved expenses.

Peabody

One or two meetings: round trip first class railroad fare and lower berth both ways. Policy being formulated at present time.

University of Tennessee

Departmental travel at expense of individual. College or University travel at expense of University.

University of Texas

Paid only if on state's business or for formal presentation of original researches before a national learned society.

Vanderbilt University

Each department is advised to notify the committee early in the academic year of the meetings at which it will play to be represented. Faculty members planning to utilize the fund will make a written request sufficiently in advance of the meeting to permit the committee to take action. A member is considered eligible for assistance in attending a national meeting only if on the program to read a paper or as an officer. The committee wishes a copy of the official program on file.

University of Virginia

Attempts to pay travelling expenses of its staff members to conventions and professional meetings when the staff member is either an officer of the Association or is reading a paper before the professional meeting.

University of Wisconsin

Statutes of state of Wisconsin prohibit the attendance by more than one employee of the University at any convention or meeting held outside

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of state except with approval of Governor. Consequently number of requests presented to Governor is held to a minimum. Members of the faculty must pay their own expenses in attending professional meetings, whether held within or without the state. Members of faculty and staff are permitted to attend meetings and conferences which are in the interest of University and not primarily in interest of the profession in which the faculty member is interested. Before any member may travel outside state at University expense, he must receive a regular permit signed by himself, the Dean or Director of the Division in which he is employed, the President of the University, and the Director of Business and Finance.

The second schedule was sent to all members of the teaching staff of the University of Kentucky to get information concerning the amount of travel; the names and locations of meetings that the members attended or desired to attend; the estimated cost of attendance; and whether or not the University, the individual, or some agency other than the University paid the cost of travel. The response to the requests from the staff was gratifying. A total of 146 persons replied by May 20. Since that time a number of additional replies have been received, but the committee has not been able to include them in this report.

The information tabulated indicated that 145 of the persons responding attended or desired to attend 290 different meetings. The University paid the expenses of sixty-two people to out-of-state gatherings at an average cost of \$65.73 per trip or a total of \$4,075.26. A number of individuals had attended meetings at their own expense, sixty-five persons spending an average of \$32.00 each or a total of \$2,084.00 attending meetings outside of Kentucky. Thirty members of the staff travelled to out-of-state meetings at an expense of \$4,450.50 to organizations other than the University of Kentucky. One interesting feature of the replies is the fact that eighty-seven members responding desired to attend professional meetings at the average cost of \$96.40 each or a total cost of \$8,376.80. These meetings undoubtedly would have been of value to members of the staff if they could have participated in them. A tabulation of the information on expenses to professional meetings which members of the staff either attended or desired to attend shows that 145 persons would have spent \$20,382.60 if they could have attended all of the 290 different meetings they felt would have been profitable to them.

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The schedule of information was mailed to 360 persons on the University staff. It is reasonable to assume that most of the persons who attended out-of-state meetings responded to the questionnaire. It is entirely probable that if all of the remaining 214 had responded, the amount desired for out-of-state travel would exceed considerably the \$20,382.60 indicated above.

There is great variation among the members of the staff with respect to expenditures for out-of-state travel. The distribution in all instances is markedly skewed. A few individuals, usually not more than one-half dozen, stand much higher than the general level of the staff. This fact is responsible for the arithmetic means running as high as they do. In all cases the median is much lower than the mean because of this situation.

Certain difficulties in the administration of an out-of-state travel fund need serious consideration. The amount of money an institution should appropriate for out-of-state travel will depend upon its total budget, its location with reference to meetings in which it should have representation, and the kinds of work in which it is engaged. The University of Kentucky is centrally located, which tends to make attendance at out-of-state meetings somewhat less expensive than if it were located in the far West or the deep South. The University, if it is to grow and to have the recognition that it deserves, must be represented at certain types of professional meetings. No institution can exert leadership in American education if it does not participate in national studies and national movements. In the second place, if the budget for out-of-state travel is too limited, there is a danger that the money will be spent in the early part of the school year leaving no sum for later travel. There is a further danger that the money will be spent on too few persons, and that there will not be an opportunity for many members of the staff to receive the stimulation that comes from attendance at professional meetings.

The committee realizes not only the desirability but the necessity of travel on the part of the administrative staff at the University of Kentucky and recommends that a separate budget be set up for such travel. The committee is equally aware of the desirability of an adequate travel fund for the instructional staff of the University. Salaries for instruction are smaller than salaries for administration yet instructors probably need outside contacts even more than administrators. If they are to grow and be of largest worth to the University, they must have the encouragement and stimulation that comes from contacts with able thinkers and progressive movements. Your committee is of the opinion that a separate budget should be made possible to encourage the teaching staff to attend professional meetings.

The committee feels that the University has been generous in the amount of money made available for out-of-state travel this past year. With a larger instructional staff, this fund should be increased to make possible more participation on the part of members of the teaching staff in out-of-state professional

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meetings.

The committee suggests that the faculty of the University of Kentucky make the following recommendations:

1. That a separate item for administrative travel be set up in the annual budget of the University.
2. That in addition to the budget for administrative travel the sum of \$4,500 be made available for out-of-state travel to be used exclusively for granting aid to members of the teaching faculty with the rank of instructor or above traveling to meetings of learned and/or professional societies under the conditions specified in the following paragraphs: Future appropriations should be adjusted as requirements become known.
 - a. That the sum indicated above be distributed to the colleges on the basis of the ratio of the number of members of the active teaching staff with the rank of instructor or above in each college to the total teaching staff of all of the colleges.
 - b. That the University adopt the policy of paying first class railroad fare and pullman not to exceed \$40 to any member of the teaching staff with the rank of instructor or above desiring to attend a professional meeting for at least one meeting each alternate year.
 - c. That no member of the faculty shall receive a grant for more than one trip to meetings of learned and/or professional societies in any one year ~~meeting~~ ~~each alternate year~~.
 - d. Approval for all trips must be obtained in advance. The forms authorizing the trip must be signed by the Dean of the College, the President of the University, and the Commissioner of Finance of the state of Kentucky. Any trip made without advance approval of the above mentioned officers shall not be chargeable to the out-of-state travel fund of the University of Kentucky.
 - e. The allotment to each college shall be made as indicated above by the President of the University or a committee named by him. When the allotment has been made to a college, the Dean shall be responsible for assigning it to the members of his staff. Care should be exercised to see that there is a fair and proper distribution of the assigned fund among the four quarters of the year, among the departments, and among individuals within departments.

Howard W. Beers	Amry Vaadenbosch
E. A. Bureau	William S. Taylor
Leo M. Chamberlain	
James W. Martin	
Frank Randall	

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The petition of a group of students of the Jewish faith for permission to become affiliated with Sigma Delta Tau, national sorority, was approved.

The Faculty also approved a petition to establish a chapter of Phi Eta Sigma on the campus. This is a freshman men's honor society.

The recommendations of the Committee on Student Scholarship, presented by the Faculty of the College of Arts and Sciences, was referred to a committee to be appointed by President Donovan.

Dean Boyd presented also for the College of Arts and Sciences the following new courses and changes in courses, which were approved by the University Faculty:

English 153. The Drama of the Restoration and Eighteenth Century.
5 quarter hours. New course

A survey of English drama from 1660 to 1800 with special attention to Dryden, Congreve, Farquhar, Otway, Goldsmith, and Sheridan. Prerequisite: English 3a, 3b, and 3c.

Sociology 164. The Balkans: The Study of a Peasant Society.
4 quarter hours. New course

A description of the basic social structure of the Balkan region, which is predominantly rural, and an analysis of the social changes occurring in the peasant way of life. Countries covered are Albania, Bulgaria, Greece, Rumania, and Yugoslavia. No prerequisite.

Zoology 160. Ontogeny. To be dropped.

Zoology 166. Physiology of Development. 3 quarter hours.

Arreview of theories of differentiation and a consideration of the genetic, environmental, and correlative physiological factors in differentiation. Lectures, assigned readings, and literature reports. Prerequisites: General Zoology, Comparative Anatomy or Embryology. In special cases other biological subjects may be substituted for the latter alternative.

(Substituted for Zoology 160)

Zoology 168. Biology of Sex. 3 quarter hours.

The cytological, genetic, and physiological problems of sexual differentiation. Such cases as hermaphroditism, gynandromorphism, intersexuality, and reversals, are considered. Lectures, literature reports, assigned readings.

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Geography 1. Elements of Geography. Changed from Geography 1a. Prerequisite to all courses in Geography excepting Geography 3a,b, Societies Around the World; Geography 10; Economic Geography; and Geography 20, Introductory Meteorology. Four quarter hours.

Geography 22. Climatology. 4 quarter hours. Changed from Geography 1b. Prerequisites, any one of the following: Geography 1, 3a, b, 20 or 10.

Geography 30. Elementary Cartography. 4 quarter hours. New Course Elementary map study and construction with study of aerial photographs, landfall maps, and blowups. Prerequisite, Geography 1. One recitation and three laboratory periods each week.

In addition to a discussion of maps and a study of map projections, plates will be constructed based on the more commonly used projections in present day affairs: Mercator, Azimuthal equidistant, Homolographic, Homolosine, Gnomonic, Conic, Lambert's Conformal, Polyconic.

Geography 34a,b. Regional Field Geography. 4 quarter hours each. New Course. A field study of selected geographic regions of at least four weeks duration with preliminary reading, field observation, and written report on both readings and field work. Prerequisite, any one of the following courses: Geography 1, 2 or 10. A student may substitute an upper division course as prerequisite provided that the course has covered the area to be studied.

Political Science 111. Current Public Affairs. 2 quarter hours. An analysis and discussion of the most significant contemporary problems and events affecting public policy. The course is designed primarily for non-Social-Studies students, with the object of arousing their interest in public questions and of giving them some training in analyzing and discussing them.

Sociology 19a,b,c. Tutorial Work in Sociology. 1 quarter hour each. Conferences, assigned readings, reports, etc. For Junior majors.

Military Science 9a,b,c. First Year Advanced Course, Signal Corps. To be dropped.

Mathematics and Astronomy 25. Intermediate Calculus. Number changed from M & A 35.

Mathematics and Astronomy 35. Differential Equations. Same course as M & A 105a. For approved students in the lower division who have completed M & A 20b.

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Note: The above changes are made to correct a confusion in numbering.

Zoology 109. Animal Ecology and Field Biology. 3 quarter hours. Change in number and reinstatement of old course, Zoology 9. A general course in ecology with special reference to the zoological aspects of the subject. A consideration of the mutual relations between organisms and their environments and the study of distributions and populations.

Dean Horlacher presented for the College of Agriculture and Home Economics the following new courses and changes in courses, which were approved:

Course to be dropped:

Horticulture 10, Vegetable Gardening, 2 qtr. hrs.

Changes:

Agronomy 103. Weeds. Change from three lectures to two lectures and one laboratory period.

Home Economics 137. Advanced Clothing Problems. Change from four credits to three credits.

New Courses:

Animal Industry 24. Home Dairying. 2 qtr. hrs. The family cow; sanitary home production and care of milk, judging dairy products, and making butter, cottage cheese and ice cream in the home. A course designed for women interested in preparing for home demonstration work, rural teaching, or other agricultural activities. Lectures 3 hours, laboratory 2 hours per week.

Animal Industry 42. The Home Poultry Flock. 2 qtr. hrs. Care and management of the home flock, culling, feeding, housing, sanitation, preservation of egg quality, and preparation of birds for table use. A course designed for women interested in preparing for home demonstration work, rural teaching, or other agricultural activities. Lectures 3 hours; laboratory and demonstrations 2 hours.

Horticulture 11. The Home Fruit and Vegetable Garden. 3 qtr. hrs.

A course dealing with the practical details of fruit and vegetable production in the home garden, and designed for women interested in preparing for home demonstration work, rural teaching, or other agricultural activities. Two lectures and one laboratory per week.

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Home Economics 135. Decorative Textiles. 3 qtr. hrs.

Survey of decorative textiles through the ages, with the emphasis on modern use of decorative fabrics in the home. Construction of decorative fabrics. Lectures and laboratories. Prerequisites: H. E. 25, Art 30a,b,c.

Home Economics 139a. Problems in Interior Decoration.

3 qtr. hrs.

Selected problems in furnishing the home. The practical aspect of decorating is emphasized; as part of the problems, projects are carried out in furniture refinishing, slipcover making and simple upholstering. Lecture 1 hour; laboratory, four hours. Prerequisite: H. E. 129.

Home Economics 139b. Problems in Interior Decoration.

3 qtr. hrs.

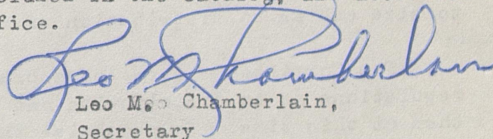
A series of individual problems is selected, then solved by doing the decorating or by making plans, drawings and color plates. A survey is made of interior decoration through the ages. Lecture, 1 hour; laboratory 4 hours. Prerequisite: H. E. 129.

Professor Randall, Acting Dean of the College of Law, presented the following request, which was approved by the University Faculty:

"Ordinarily the course in Administrative Law is a four hour course, but this summer it will carry five credits and will be given for the full quarter. The class will meet daily the first term with three hours' credit allowed; and will meet four days each week the second term, with two hours' credit. No examination will be given until the end of the summer."

President Donovan commented briefly on the continuous multiplication of courses at the University. He stated that the results are likely to be increased costs and lower salaries. He asked the Faculty to give consideration to this problem with a view to reducing the number of courses or at least holding the number to the present total.

Mr. Peterson called attention to the fact that various departments had been charging extra fees and that the Veterans Administration had refused to honor any charges other than those published in the University catalog. He also stated that no charges were legal unless approved by the Board of Trustees, included in the catalog, and accounted for through the Comptroller's Office.


Leo M. Chamberlain,
Secretary