



01 Jan 1977

Faculty Senate Minutes 1976 - 1977

Missouri University of Science and Technology Faculty Senate

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August 26, 1976

MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting Thursday,
September 2, 1976, at 1:30 p.m. in G-5 of the
Humanities - Social Sciences Building

- I. Approval of the minutes of the June 17, 1976, meeting of the Academic Council
- II. Unfinished business
- III. Reports of administrative responses to actions approved by the Academic Council
- IV. Reports of standing and special committees
 - A. 4.912 Admissions and Academic Standards Samir Hanna
 1. Admissions requirements, January 29, 1976 (V,7.3c).
 2. Guidelines for Admission and Employment of International Graduate Students, April 29, 1976 (V,10.3)
 - *3. CLEP Credit Policy
 - B. 4.521 Rules, Procedures, & Agenda Ralph Schowalter
 - *1. Approval of Academic Council meeting dates
 2. Election of faculty member to replace Javin Taylor on the Rules, Procedures, and Agenda Committee
- V. New business
- VI. Announcements

MEMO TO: Academic Council Members

FROM: Admission and Academic Standards Committee

The A&AS Committee has had two inquiries about CLEP referred to it: 1.) clarification of paragraph A of the Schowengerdt memo, which was the working document used as background for Council approval of participation of this campus in the CLEP program (Oct. 10, 1974, Vol. IV, no. 3, item IV, 3.3d) and 2.) procedures for reviewing departmental CLEP policies.

Re 1.) it seemed clear from the background information that paragraph A, entitled "Level of the Student" refers to sophomore status of the student and not to amount of CLEP credit, i.e., that "up to sophomore status of the student" was intended and not "Up to sophomore status of credit". This later is contained in "Guidelines for the Transfer of Under graduate Students among the campuses of the University of Missouri."

Re 2.) it was noted that Departments had fully reviewed the CLEP exams, agreed to cut off scores and course equivalences before Council voted to approve campus participation in the CLEP program. It was argued that continued departmental approval and agreement is necessary to the success of this program. However, it was also argued that the larger concerns of the campus dictate some review of departmental decisions re CLEP.

The A&AS Committee recommends the following resolutions:

Resolution I. Paragraph A of the UMR "CLEP Credit Policy" shall be amended to read:

Level of Student. Credit via the CLEP general Examinations may not be earned after the student has reached sophomore status (after 30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examination's may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit.)

The A&AS Committee regards this resolution as an editorial change of the "CLEP Credit Policy".

Resolution II. The "CLEP Credit Policy" shall be amended to include the following additional paragraph:

E. Procedures for Departmental Review of CLEP. Changes in departmental participation, cut off scores and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula

MINUTES of the Academic Council meeting, September 2, 1976.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, September 2, 1976, in G-5 of the Humanities-Social Sciences Building. After introducing all of the members of the Council and two proxies, Gus Garver for Troy Hicks and Sam Clemence for Larry Josey, Chairman Ownby announced that the Academic Council office, 105 Parker Hall, is open Monday, Wednesday, and Friday from 8:00 a.m. to 12:00 p.m. and Tuesday and Thursday from 1:00 p.m. to 5:00 p.m. In addition, Chairman Ownby reminded Council members that Marian Smith, secretary, is available for secretarial work needed by Council committees.

Chairman Ownby then turned to the first item on the agenda, calling for approval of the minutes of the June 17, 1976, meeting. Ralph Schowalter moved approval of the minutes as distributed, and Adrian Daane seconded; the motion carried.

VI,1

.1 REPORT OF AD HOC COMMITTEE ON RESTRUCTURING THE ACADEMIC ADMINISTRATION.

Under unfinished business, Chairman Ownby, referring to the Chancellor's consent (August 31, 1976, General Faculty meeting) to respond to the ad hoc committee report on restructuring the academic administration, stated that the Academic Council, as the governing body of the faculty, needs the support of the faculty and student representatives in order to work responsibly on changes. After a comment from the floor that the Chancellor's response would be delayed until December, the scheduled time for the next meeting of the General Faculty, Tom Baird moved that the Chancellor make a response to the ad hoc committee report at the October 7, 1976, Academic Council meeting. The motion was seconded by Chuck Johnson. Ken Robertson suggested that, since no changes could be made within the present academic year, the Chancellor be given until the December meeting to prepare a response. Additional discussion centered on the wording and exact meaning of the motion, with the following points brought forth: the Chancellor should respond to the Council in person since there is a need for an exchange of ideas between the faculty and the Chancellor; the Chancellor's response at the October Council meeting could be a first-draft response prior to the meeting of the General Faculty in December.

With approval of the second, Tom Baird revised his motion to request that the Chancellor attend the October 7 meeting of the Academic Council to discuss the report of the ad hoc committee. It was noted that, if necessary for the Chancellor's schedule, the Council Chairman could call a special meeting of the Council. The motion carried.

VI,1

.2 ADMISSIONS AND ACADEMIC STANDARDS. Samir Hanna, chairman of the Admissions and Academic Standards Committee, gave a report from that committee for the 1975-76 academic year, as follows:

1. The members of the committee for the 1975-76 academic year were Carol Ann Smith, chairman; Art Morris; Jack Emanuel; Tom Baird; Gary Patterson, Robert Russell, and Bob Lewis.
2. New members for 1976-77 are Samir Hanna, Bob Sanders, and Ed Hornsey, replacing Carol Ann Smith, Art Morris, and Jack Emanuel.
3. Six items of business were referred to the committee last year.
4. Of the six, three were concluded: a resolution on final examinations was defeated; a report on scheduling of classes was accepted and deleted; and a report on transfer policy was made and deleted.
5. The remaining three items of business appear on the present agenda.

VI,1

2.a Hanna reminded Council members that the first of these items on the agenda, admissions requirements, was referred to the Admissions and Academic Standards Committee by the Academic Council on January 29, 1976 (V,7.3c), as the result of a request that the Council, because of the decline in scores on tests taken by entering students, consider the possibility of increasing admissions requirements. Hanna stated that the committee is collecting information from Robert Lewis, Gene Van Matre, and Harold Fuller, but will probably not have a recommendation ready for several months.

VI,1

2.b Hanna then turned to item two, a Council resolution at the April 29, 1976, meeting (V,10.3), that the Guidelines for Admission and Employment of International Graduate Students not be implemented until the Graduate Faculty has voted on the document and the Academic Council has approved the document after review by the Admissions and Academic Standards Committee. Hanna announced that the A&AS Committee would have a report as soon as possible.

VI,1 Hanna then proceeded with item three, CLEP Credit Policy.
2.c Referring to a memorandum from the Admissions and Academic Standards Committee to Council members (full copy*), Hanna explained that the A&AS Committee had had two inquiries about CLEP to consider:

1. Clarification of the CLEP regulation entitled "Level of Student": "Credit via CLEP General Examinations may be earned up to sophomore status (30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may be earned up to senior standing (90 or more semester hours of acceptable credit)."
2. Permission for changes in departmental participation in CLEP.

Ken Robertson moved approval of Resolution I, as stated in the memorandum:

Paragraph A of the UMR "CLEP Credit Policy" shall be amended to read:

Level of Student. Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit).

Wayne Cogell seconded the motion. Dr. Hanna stated that the committee considered this resolution to be only an editorial revision, clarifying that the "level of student" refers to sophomore status of the student and not to the amount of CLEP credit. Jim Pogue commented that the CLEP policy has been administered in accord with this editorial clarification. The motion carried.

Ken Robertson then moved approval of Resolution II, as stated in the memorandum:

The "CLEP Credit Policy" shall be amended to include the following additional paragraph:

E. Procedures for Departmental Review of CLEP.

Changes in departmental participation, cut-off scores, and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula Committees. Changes in CLEP that are approved in time to be included in the

July printing of the annual Credit By Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering. The Credit By Examination leaflet shall contain a notice of the effective date.

Wayne Cogell seconded the motion; it carried.

VI,1

.3 RULES, PROCEDURES, AND AGENDA. First on the agenda, Ralph Schowalter moved approval of the 1976-77 meeting dates for the Academic Council, as circulated with the agenda (full copy*), noting that the April 28 meeting would be used for the May election meeting and that the dates for the General Faculty meetings (also printed there) have already been approved by the Chancellor. Patterson seconded the motion. After Robertson recommended that a summer meeting be regularly scheduled, Cogell moved an amendment to the meeting dates to include one on June 16, 1977. Patterson seconded the amendment. One objection to the summer meeting was raised from the floor, that one department has no summer appointments. Patterson suggested that Council members, if not available, could name proxies. The amendment, adding the summer meeting, carried. Then the original motion to approve the meeting dates for 1976-77 carried, as amended.

VI,1

3.a Second, Schowalter nominated Rodger Ziemer and Jim Johnson to replace Javin Taylor on the Rules, Procedures, and Agenda Committee. Chairman Ownby received no additional nominations, and Johnson was elected by a show of hands.

VI,1

.4 Under new business, Chairman Ownby informed the Council that it had been charged by the Chancellor with providing the names of four faculty to serve as members on the UMR Search Committee for the President of the University of Missouri. Chairman Ownby briefly explained the process for selecting the President, which involves four tiers of committees:

1. Search Committee on each campus (11 members each; by January 1 submitting 8 to 15 nominees)
2. U-wide Committee (12 members, including 1 faculty member from each campus; by March 1 recommending 5 to 8 nominees)
3. Selection Committee (6 members; by June 1 recommending not less than 4 nominees)
4. Appointment Committee (9 Curators; by September 1, 1977, selecting 1 nominee)

Then Chairman Ownby identified the composition of the Campus Search Committee: 4 faculty, 3 deans, 2 students, 1 non-academic member, and 1 alumnus. Since the Board of Curators wants to be informed of the membership of this committee by September 16, 1976, and this date is prior to the next Academic Council meeting, Chairman Ownby asked the Council to consider methods of selecting the four faculty members. Robertson moved that the rules be suspended in order to conduct this new business immediately. The motion was seconded and ruled non-debatable by the parliamentarian. The motion carried.

Leighly asked about the responsibility of the committee. Chairman Ownby replied with the following points: the committee should draw up a profile of a desirable nominee; the Board of Curators would like to encourage a wide solicitation on the campus level; all faculty may have input to this committee; the committee should provide complete dossiers but without contact with nominees, since the Board of Curators has indicated that nominees should not be informed.

Two methods of electing faculty (1 representative from each school/college and 1 representative from the Academic Council) were suggested: to vote on the faculty representatives at the present meeting; or to call a special meeting allowing nominations to be made in the departments first. It was noted that time is insufficient for a mail ballot. Cogell moved to hold an election at the present meeting, nominating at least three persons from each school/college (not necessarily Council members) and from the Academic Council and then designating the person with the highest number of votes in each category as a committee member, subject to consent, and the persons with the next highest number of votes as alternates. Patterson seconded the motion, and it carried 21 to 9. The following faculty were nominated from the three schools:

Engineering: Jim Johnson, Jim Tracey, Bill Andrews,
Ray Cuthbertson

Arts & Science: Bill James, Samir Hanna, Jim Wise,
Gary Long, John Park

Mines & Metallurgy: Phil Leighly, Nolan Aughenbaugh,
David Summers

Robertson moved that the nominations cease; Cogell seconded, and the motion carried. The election, conducted by show of hands, produced the following results:

Engineering: Jim Tracey as member, subject to his consent; Jim Johnson as first alternate; and Bill Andrews as second alternate.

Arts & Science: Bill James as member, subject to his consent; Samir Hanna as first alternate; and John Park as second alternate.

Mines & Metallurgy: Phil Leighly as member, subject to his consent; Nolan Aughenbaugh as first alternate; and David Summers as second alternate.

Next, the following Council members were nominated for representative from the Academic Council: Jim Johnson, Ralph Schowalter, and Ken Robertson. Patterson moved that the nominations cease, and Cogell seconded; the motion carried. After Tracey accepted membership for the School of Engineering, a show of hands elected Jim Johnson as the representative from the Academic Council, with Schowalter as first alternate and Robertson as second alternate.

VI,1

.5 Schowalter requested the chair to recognize Lyle Rhea, who recommended that the Council act on item 4 in the Chancellor's response to the faculty resolutions (full copy attached to the minutes of the General Faculty meeting, April 27, 1976), that the Academic Council, as the governing body of the faculty, should proceed on an evaluation of administrative officers. Rhea suggested that either the Personnel Committee or an ad hoc committee should conduct an evaluation. Stuart Johnson informed the Council that a vote by the engineering faculty called for evaluations to be conducted by appropriate persons, for instance, a department chairman should be evaluated by a committee within the same school. Rhea substantiated that action, but added that the Council has a charge to evaluate administrators outside of specific schools. Ruhland suggested that the Academic Council could instruct committees within a school to conduct an evaluation with all faculty in that unit participating. After noting that the Admissions and Academic Standards Committee, instead of the Personnel Committee, had previously conducted an evaluation of the Admissions Office, Tom Baird moved that the Personnel Committee be charged with the responsibility of arranging for evaluation of administrative officers by assigning duties to appropriate persons. A question was raised about a technicality: whether the Academic Council, by implementing a response from the Chancellor which had not been voted on by the General Faculty, would be granting tacit acceptance of the Chancellor's responses. Baird withdrew his motion. Subsequently, several Council members suggested that the Council proceed with an evaluation, but not in response to item 4 of the Chancellor's responses to the

faculty resolutions. On that basis, Baird again moved to charge the Personnel Committee with formulating the means for an evaluation of administrative officers. Ruhland seconded the motion; it carried. Robertson expressed the consensus of the Council that this new business was also conducted under the earlier suspension of the rules.

VI,1

.6 Chairman Ownby brought up another item of new business: a request from the Chancellor that the Academic Council recommend criteria for awarding 11% merit salary raises. Gary Patterson suggested that the Personnel Committee might assume this responsibility; however, Jim Pogue recommended an ad hoc committee as more representative and as more appropriate since the Personnel Committee had just received the charge of evaluation of administrative officers. Jim Johnson moved that the chair appoint an ad hoc committee of faculty representing all interests, specifically including members from each school/college, to establish criteria for awarding merit salary raises. Patterson seconded the motion. Ruhland moved an amendment that the committee be elected, instead of appointed. The parliamentarian ruled it a substitute motion. The substitute motion was seconded by Gabe Skitek. In support of the substitute motion, Gus Garver stressed the importance of all faculty having the opportunity to nominate committee members. The substitute motion was defeated 15 to 8. Lyle Pursell said that establishing criteria for merit raises might be construed as automatic acceptance of merit raises, when the faculty might favor across-the-board raises instead. Chairman Ownby replied ...in case only merit raises were given, a committee would be necessary to establish criteria.

The original motion, that the chair appoint an ad hoc committee to establish criteria for awarding merit salary raises, carried. Tom Baird requested that the chair consider appointing Chuck Johnson to the committee. Lyle Pursell requested that the chair also accept suggestions from the entire faculty. As a result, Chairman Ownby announced that the minutes would include an invitation to the faculty to send recommendations for committee members to him within one week after the distribution of the minutes of the meeting.

ANNOUNCEMENTS: Chairman Ownby made the following announcements:

1. Interim President Olson has designated December 23 and 30, 1976, as floating holidays.
2. A recommendation for changes in the sick leave policy for non-academic staff would extend sick leave from 10 to 12 days a year, including up to 4 days for the illness

of an immediate member of the family living in the home.

3. Administrative responsibility for the minority engineering and women in engineering programs will be moved from the Counseling Center to the School of Engineering.
4. Registration of persons as professional engineers will now require that they be graduates of accredited engineering programs.
5. In the Chancellor's Council a request (later rejected) that a graduate student be allowed to use the computer to type a thesis, produced discussion about excessive faculty use of the computer network allocations. Chairman Ownby suggested that the Computer Committee should investigate the matter and define limitations on computer use.

Discussion on computer use was interrupted by a motion to adjourn. The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.

EVALUATION OF THE PROVOST, VICE CHANCELLOR
AND CHANCELLOR

- A. Purpose: The evaluation of the Provost, Vice Chancellor, and Chancellor shall provide information on their performance.
- B. Criteria: The established duties and real responsibilities of the Provost, Vice Chancellor, and Chancellor shall be used by the University faculty to establish information to be included on the evaluation form.
- C. Form: The evaluation form shall have two parts:
- 1) The form approved November 4, 1976 (The General Administrator Evaluation Form) and
 - 2) Questions appropriate to the office, which are to be developed by the committee
- D. Procedures:
- 1) The Provost, Vice Chancellor, and Chancellor shall be evaluated during the last week in February of each year.
 - 2) All faculty members at the University shall be given an opportunity to evaluate the Provost, Vice Chancellor, and Chancellor.
 - 3) The Chancellor shall charge the Academic Council to elect a six-man committee from its members to formally conduct the evaluation, two from each School/College.
 - 4) The faculty committee shall work with the University faculty to develop the appropriate C.2 portion of the evaluation forms.
 - 5) The committee shall distribute, collect, and tabulate the data on the evaluation forms.
 - 6) The elected committee must maintain complete confidentiality of the evaluation forms and results.
 - 7) The written tabulation which is on a question-by-question basis shall be submitted to the Chancellor, or in the case of the Chancellor, the President of the University.
 - 8) The committee shall forward to the Chancellor (President) for his review all of the evaluation forms.
 - 9) The elected committee and the Chancellor (President) shall meet to discuss the accuracy and interpretation of the tabulation. If there is a disagreement between the committee and the Chancellor (President) with regard to the interpretation, they shall agree on the means of conveying the results to both the Academic Council and the Provost, Vice Chancellor, or Chancellor.
 - 10) The Chancellor (President) shall meet with the Academic Council in the absence of the Provost, Vice Chancellor, or Chancellor to convey orally the results of the evaluation.

- 11) The Chancellor shall present to the Provost and Vice Chancellor a copy of the tabulation of the results and discuss with him the meaning and significance of the results. The President shall present to the Chancellor a copy of the tabulation of the results and discuss with him the meaning and significance of the results.
- 12) The Chancellor (President) shall maintain confidentiality of the evaluation responses and results.
- 13) The Chancellor shall forward to the President a certification of the completion of the evaluation procedures.
- 14) The committee shall work with the University faculty to consider the revision of the C.2 portion of the evaluation form by January of each year.

University of Missouri - Rolla



ACADEMIC COUNCIL

September 15, 1976

SUMMARY of actions and announcements at the Academic Council meeting, September 2, 1976.

1. Motion carried: Request that the Chancellor attend the October 7, 1976, Academic Council meeting to discuss the report of the ad hoc committee on restructuring the academic administration.
2. Motions carried: Two resolutions from the Admissions and Academic Standards Committee regarding CLEP policy.
3. Motion carried: Approval of dates for meetings of the Academic Council, 1976-77.
- 3a. Amendment to motion carried: Addition of June 16, 1977, as a summer meeting date.
4. Election of Jim Johnson to replace Javin Taylor on the Rules, Procedures, and Agenda Committee.
5. Election of four faculty members to UMR Search Committee for UM President.
 - a. A&S: Bill James (subject to consent)
 - b. Eng.: Jim Tracey
 - c. M&M: Phil Leighly (subject to consent)
 - d. A/C: Jim Johnson (subject to consent)
6. Motion carried: Charge to the Personnel Committee to formulate means for evaluation of administrative officers.
7. Motion carried: Appointment of an ad hoc committee to establish criteria for awarding merit salary increases.

Suggestions from floor: Chuck Johnson be placed on the committee; all faculty be invited to recommend members.

Chairman Ownby announced that he would accept recommendations for committee members up to one week after the distribution of the minutes.
8. Announcements: Floating holidays; sick leave policy for non-academic staff; change in administrative responsibility for two programs; registration of professional engineers; faculty use of computer network allocations.

VI,2
5.b In regard to Item 3, use of the Graduate Record Examination as an admission and graduation requirement for graduate students, Dr. Hanna cited the Graduate Faculty minutes for May, 1972 (full copy*), which showed approval by 60 members present of the GRE as a precondition for admission: "The GRE exam should be a precondition for admission, acceptable scores being determined by each department for its own students; and in the event that the student is unable to take the GRE before enrolling, he should take it at the first opportunity available as a condition for completion of admission requirements."

During the discussion several comments were made about use of the GRE: the problem is whether the scores are relevant to admission or graduation; the intent was to use the GRE scores only for data on performance; the scores have sometimes been used to prevent graduation; acceptable scores should be determined by individual departments but have been established in the graduate office. Dr. Hanna requested input from faculty in order for the committee to consider further the matter of the GRE.

Chairman Ownby announced that the three items referred to the Admission and Academic Standards Committee would remain on the agenda.

VI,2
.6 PERSONNEL. Wayne Cogell informed the Council that the Personnel Committee had been receiving responses from faculty in all schools/colleges and departments about procedures for evaluation of administrative officers. He stated that the committee would have a report by the next meeting of the Council. Lyle Pursell brought up another matter of evaluation, that apparently some students remain in the financial aids program even after they stop attending classes. Dr. Cogell replied that the Personnel Committee is charged with evaluation of academic administration only; Chairman Ownby suggested that the student matter might be referred to the Financial Aids Committee.

VI,2
.7 UMIFAC. Chairman Ownby announced that the Intercampus Faculty Council would appear on the agenda regularly so that reports could be made on its activities. Earl Foster, UMR representative on UMIFAC, presented the following report:

1. UMIFAC meets once a month in Columbia.
2. UMR has three elected members: Delbert Day, whose term expires this year; Glen Haddock, whose term expires next year; and Earl Foster, who is beginning a three-year term.

3. President Olson, Mel George (Vice-President for Academic Affairs), and A. G. Unklesbay (Vice-President for Administration) were present for the September, 1976, meeting.
4. Most of the discussion during the September meeting concerned faculty salaries, including a statement that the University should not count on the 11% increase it requested, particularly because of a movement to rescind the tax on food.
5. It was announced that Jack Hamilton, former Assistant to the President, had returned to the UMC faculty and would not be replaced in Central Administration.
6. President Olson announced his intention to restructure the Central Administration, including the Academic Planning Council, in order to reduce the number of offices and committees reporting to him.
7. Mel George discussed the Student Information System; Glen Haddock, who is a UMR representative on the SIS Committee, will report to the Council at the next meeting.
8. UMIFAC also discussed tenure and financial exigency; the Council will hear a report on tenure later. At the meeting of UMIFAC the legal interpretation of tenure was given--that a faculty member is tenured in a position, not in a department or on a campus.

Discussion from the floor explained the ramification of the legal interpretation as meaning that, if a position is abolished, the faculty member's job is discontinued, too. The point was made that departments on other campuses would hire such terminations, but not necessarily.

After concluding his report, Foster announced that the next meeting of UMIFAC would be October 21, 1976, and that he would submit items from UMR faculty to the agenda.

VI,2
.8

TENURE REGULATIONS REVIEW. Ralph Carson announced that the Tenure Regulations Review Committee, a University committee, was established last spring to review the present tenure regulations with the purpose of recommending changes. He then reminded the Council that it had elected Orrin Crosser as the member and Ralph Carson as alternate. Carson indicated that he has attended the last three meetings since Crosser is now on sabbatical. After informing the Council of the membership of the committee (1 faculty member elected from each campus, 1 representative from UMIFAC, 1 provost, and Mel George, chairman), Carson reported that the committee, using input from faculty and administration, has approved a draft report of recommended changes to the tenure regulations, which will be distributed locally to the Provost's office for further distribution to the faculty. According to Carson,

September 30, 1976

MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting, Thursday, October 7, 1976,
at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

- I. Approval of the minutes of the September 2, 1976, meeting of the Academic Council.
- II. Unfinished business.
 - A. Announcement of appointment of ad hoc committee to recommend procedures for awarding merit salary increases.
 - B. Referral to the Computer Committee - Study of computer facilities usage limits.
 - C. Announcement of members of the Campus Search Committee for President.
- III. Reports of administrative responses to actions approved by the Academic Council.
 - A. Discussion of the ad hoc committee report on restructuring academic administration (September 2, 1976; VI,1.1).

Chancellor R. L. Bisplinghoff

(The Chancellor has a calendar conflict; a special meeting date is being considered.)
- IV. Reports of standing and special committees.
 - A. 4.512 Admissions and Academic Standards Samir Hanna
 1. Admissions requirements (January 29, 1976; V,7.3c).
 2. Guidelines for Admission and Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students.
 - B. 4.519 Personnel Committee. Wayne Cogell
 1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5).
 - C. Intercampus Faculty Council (UMIFAC) report. Earl Foster
 - D. Tenure Regulations Review Committee report. Ralph Carson
- V. New Business.
 - A. Request for a progress report on the Chancellor's affirmative responses to faculty resolutions.
 1. Deans teaching at least one course.
 2. Recommended 12% across-the-board salary increase.
 - B. Updated report on faculty attrition and replacements since the June 17, 1976, meeting of the Academic Council.
 - C. Referral to Personnel Committee - Study of the pros and cons of faculty unionization.
- VI. Announcements
 - A. Dates of the presidential rap sessions.

ACADEMIC COUNCIL MEETINGS

(1:30 p.m. in G-5, Humanities & Social Sciences Building)

September 2, 1976	January 27, 1977
October 7, 1976	February 24, 1977
November 4, 1976	March 31, 1977
December 2, 1976	April 28, 1977

AGENDA DEADLINES

August 18, 1976	January 12, 1977
September 22, 1976	February 9, 1977
October 20, 1976	March 16, 1977
November 17, 1976	April 13, 1977

GENERAL FACULTY MEETINGS

(4:00 p.m. in 104, Mechanical Engineering Building)

August 31, 1976	February 8, 1977
December 7, 1976	April 26, 1977

AGENDA DEADLINES

August 18, 1976	January 26, 1977
November 24, 1976	April 13, 1977

RP&A Committee Meetings

(1:30 p.m. in 210, Mechanical Engineering Building)

August 19 & 24, 1976	January 13, 18, & 25, 1977
September 23 & 28, 1976	February 10 & 15, 1977
October 21 & 26, 1976	March 17 & 22, 1977
November 18 & 23, 1976	April 14 & 19, 1977



UNIVERSITY OF MISSOURI

SEP 28 1976
369-7L

Office of the President

321 University Hall
Columbia, Missouri 65201
Telephone (314) 882-2011

September 27, 1976

Mrs. Deborah Goodman-Powers
Senior Secretary
School of Medicine
2411 Holmes Street
University of Missouri - Kansas City

Dear Mrs. Goodman-Powers:

This will acknowledge receipt of your letter regarding the observance of the Christmas holiday by University employees.

As I am sure you know, the University has attempted to provide a holiday schedule for its employees based not only upon the holidays most frequently recognized by other employers, but also those most compatible with the teaching requirements of the University. The Christmas holiday which originally represented a religious event has been widely adopted by most employers, including state and federal government. The holiday in recent years has increased in popularity because of the growing trend for families to spend such days in close association. Therefore, many employers have concluded that the Christmas holiday is an appropriate holiday, but without the religious overtones of previous years. This position has been articulated in some detail by the U.S. District Court for Southern Florida where the judge concluded that Christmas is no longer mainly a religious holiday but has become "a time when families and peoples throughout the world come together in a bond of unity and harmony. This court is hard-pressed to detect any appearance of a sponsorship of the Christian religion" through recognition of Christmas as a holiday. (Speiller vs. Whigam, Case No. 73-646 - CIU-CA, July 13, 1974.)

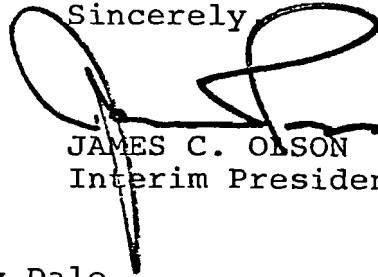
The University has attempted to avoid the recognition of holidays that might be construed as religious holidays and just last year revised its policy to recognize Washington's Birthday in preference to Good Friday which is identified as a religious holiday.

COLUMBIA KANSAS CITY ROLLA ST. LOUIS

an equal opportunity institution

In addition, the University has provided through its holiday policy that "special religious holidays may be permitted by the head of a department. In such cases, time off is charged to accumulated vacation time, overtime or leave without pay." We believe this policy will allow us the flexibility required to handle special holidays for our employees in a uniform manner.

Sincerely

A handwritten signature in black ink, appearing to read 'J. Olson', written over the typed name.

JAMES C. OLSON
Interim President

JCO:ph

cc: Acting Chancellor Wesley Dale

bc: Chancellor Bisplinghoff ✓



Pool

UNIVERSITY OF MISSOURI - KANSAS CITY

School of Medicine

2411 Holmes Street
Kansas City, Missouri 64108
Telephone 816-474-4100

September 13, 1976

President James C. Olson
U-W University of Missouri
321 University Hall
1900 South Providence Road
Columbia, Missouri 65201

Dear President Olson:

I am a senior secretary at the U.M.K.C. School of Medicine. As a university employee, I was recently notified of the paid holidays which are being granted to us during the fall and winter of this school year. As you know, Christmas is one of the days for which we receive a paid holiday.

As a Jewish employee of the university, I am aware that Christmas is not a national holiday, but a religious one, celebrated only by Christians. Giving university employees the day off is recognizing the Christian faith and the desire on the part of most Christians to spend their major holiday in some form of worship.

The Jewish faith also has its major holidays. Ours are Rosh Hashana (the New Year) and Yom Kippur (the Day of Atonement). They are called "The High Holy Days" because of their profound religious significance for us. On both days, we are required to be in the synagogue. Rosh Hashana begins a ten day period of introspection which culminates in Yom Kippur. On that day we fast, and remain in the synagogue, asking forgiveness for the past year's sins and for the blessing of life for the coming year.

This year, Rosh Hashana falls on September 25 and Yom Kippur on October 4, a work day. When I asked the personnel office at U.M.K.C. about my receiving a paid holiday for Yom Kippur so that I could observe the requirements of my faith and remain in the synagogue in prayer, I was advised to use a sick day or a vacation day if I wanted that day off from work.

In this year of the Bicentennial, 200 years after the Constitution was written guaranteeing freedom of religion, and separation of Church and State, I find it surprising that a state supported institution should recognize one religion's major holiday and make

President James C. Olson
September 13, 1976
Page 2

arrangements for its members to have the day off (with pay) so that they can celebrate their holiday as they wish, and deny this recognition to other religions.

I, personally, find the Personnel Office's suggested solution of using vacation days or sick leave totally unsatisfactory. No Christian need use up vacation time in order to observe his/her holiday, and I see no reason why a Jew should need to.

I am, therefore, appealing to you to equalize this situation. I look forward to an early reply.

Sincerely,

Deborah Goodman-Powers
Deborah Goodman-Powers
Senior Secretary
U.M.K.C. School of Medicine

cc: Mr. Harkless Cupp
Mr. Larry Harkness
Ms. Michele Thompson Hart



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

October 13, 1976

MEMORANDUM TO: UMR Faculty
FROM: Academic Council
RE: AGENDA - Special Meeting

At the regular meeting of the Academic Council, September 2, 1976, a motion was passed to request the Chancellor to meet with the Council for the purpose of discussing the report of the Ad Hoc Committee on Restructuring Academic Administration. A special meeting has been called for this purpose.

The meeting will be held in 104 Mechanical Engineering, the Auditorium, at 1:30 p.m. on Monday, October 25, 1976.

mhs



October 20, 1976
Volume VI, No. 2

MINUTES of the Academic Council Meeting, October 7, 1976.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:34 p.m. on Thursday, October 7, 1976, in G-5 of the Humanities-Social Sciences Building. Chairman Ownby announced the following proxies: Robert E. Moore substituting for Dean Theodore Planje, Ronald Rollins for David Summers, Gordon Weiss for Stuart Johnson, and Michael Cerulo for Dennis Litterman.

Chairman Ownby proceeded to the first item on the agenda, approval of the minutes of the September 2, 1976, meeting. Ralph Schowalter moved to approve the minutes, and Wayne Cogell seconded the motion. The motion carried.

VI,2
.1 The first item under unfinished business was the appointment of an ad hoc committee to recommend to the Chancellor procedures for awarding merit salary increases (VI,1.6). Chairman Ownby stated that many faculty names had been suggested to him and that his selection of the committee members was intended to produce a committee representative of all schools and interests on campus. Chairman Ownby then announced the members as follows: Dr. Charles Johnson, Dr. Nord Gale, Dr. Franklin Pauls, Dr. Lyle Rhea, Dr. Nicholas Tsoulfanidis, Dr. Delbert Day, and Dr. Karlheinz Muhlbauer.

VI,2
.2 Second under unfinished business was a referral to the Computer Committee (September 2, 1976, minutes of Academic Council) for a study of limits for computer facilities usage. Chairman Ownby introduced Dr. Bill Plummer, chairman of the UMR Computer Committee, who made an introductory report on computer usage, including the following points:

1. The computer budget is a separate one, including both hardware rentals and the computer network staff. Thus, whether the computer network is used or not, the money is already located there. In order to transfer computer money to other purposes, such as teaching, it would be necessary to eliminate computer center staff or computer hardware.
2. The computer system has gone through a transitional period of getting material transferred to the central system. Medical information (University hospital) and administrative matters are now on line.

3. The UMR Computer Committee has been asked for guidelines on the use of the computer. The committee will act on this request after general policies are established at the University level.
4. The Computer Committee concurs with the present moratorium on computer printing of student theses. However, since the student theses require little computer time, the committee favors allowing the printing after arrangements are made to charge students for the service.
5. The Computer Committee would welcome any suggestions from the faculty.

VI,2
.3 Third under unfinished business, Chairman Ownby announced the members of the Campus Search Committee for President: Adrian Daane, Robert Eck, Samir Hanna (VI,1.4), James Johnson (VI,1.4), Hollis P. Leighly (VI,1.4), Robert McFarland, Randy Moore, Theodore Planje, Larry Shipers, Neil Smith, and James Tracey (VI,1.4).

VI,2
.4 Under administrative responses Chairman Ownby informed the Council that Chancellor Bisplinghoff's schedule did not permit him to attend the present meeting to discuss the ad hoc committee report on restructuring academic administration (VI,1.1). Chairman Ownby also indicated that the only dates open for the Chancellor to attend a special meeting of the Council within the next month would be either October 25 or 26. Charles Johnson moved that the Chairman make arrangements for a special meeting on one of those dates; Wayne Cogell seconded the motion. Discussion included a statement of preference for October 26. The motion carried.

VI,2
.5 ADMISSIONS AND ACADEMIC STANDARDS. Samir Hanna announced that the Admissions and Academic Standards Committee had no report yet on Item 1 on the agenda, admission requirements (V,7.3c).

VI,2
5.a Next, Dr. Hanna announced that the committee, having investigated the referral of Item 2, Guidelines for Admission and Employment of International Graduate Students, had discovered that the Academic Council motion (V,10.3) referred that document to the Graduate Faculty for action before its being considered by the committee. Thus, he indicated, the committee would wait for action taken by the Graduate Faculty.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

October 20, 1976

SUMMARY OF ACTIONS, ANNOUNCEMENTS, AND REPORTS at the Academic Council meeting, October 7, 1976.

1. Announcement of ad hoc committee appointed to recommend criteria for awarding merit salary increases: Dr. Charles Johnson, Dr. Nord Gale, Dr. Franklin Pauls, Dr. Lyle Rhea, Dr. Nicholas Tsoulfanidis, Dr. Delbert Day, and Dr. Karlheinz Muhlbauer.
2. Report on computer facilities usage: Dr. Bill Plummer.
3. Announcement of members of the Campus Search Committee for President: Adrian Daane, Robert Eck, Samir Hanna, James Johnson, Hollis P. Leighly, Robert McFarland, Randy Moore, Theodore Planje, Larry Shippers, Neil Smith, and James Tracey.
4. Motion carried: Approval of October 25 or 26 for a special meeting of the Academic Council with Chancellor Bisplinghoff present to discuss the report of the ad hoc committee on restructuring the academic administration.
5. Request for opinions about the use of the Graduate Record Examination: Samir Hanna.
6. Report from the UMR representative on UMIFAC: Earl Foster.
7. Report from the UMR representative on the Tenure Regulations Review Committee: Ralph Carson.
Request for written comments by October 29 on the recommended changes in the tenure regulations: Ralph Carson.
8. Announcement of a November open meeting of the Personnel Committee on faculty unionization.
9. Motion carried: Request to President Olson for the rap sessions to be open to all faculty.
10. Motion carried: Approval of April 26, 1977, for the rap session with President Olson.
11. Announcement of student preference for two spring breaks.

a cover letter cites major changes and then the report correlates existing regulations with the proposed changes. Carson also announced that additional sections may have editorial changes but remain the same in substance. Carson encouraged Council members to study the recommendations carefully and offered to meet with individual faculty or departments to explain changes as well as he is able. Carson concluded his report by citing October 29 as a deadline for him to receive comments from faculty, since the next meeting is scheduled for November 1.

Discussion included the following questions from the floor and Carson's replies:

1. Who acts on the report?

The final report will be forwarded to the President for action and then to the Board of Curators.

2. Why is there continual revision of the tenure regulations? Are there new problems that arise?

There are new problems arising, particularly in regard to affirmative action and EEO regulations. At present there are court cases concerning non-tenured faculty. These problems are not addressed in the existing regulations. As the need arises, the tenure regulations are subject to change.

Comment: Tenure regulations should remain the same.

3. Do the current recommendations strengthen or weaken the faculty position?

Both are true.

4. Does the committee interpret tenure as Jackson Wright, the legal counsel, does?

Although the committee has indicated some opinion that tenure resides in the University, it has never made a firm decision on the interpretation.

Comments: In the past the understanding was that faculty had tenure in the University and would be given the option of relocating on another campus.

The committee's interpretation of tenure should not necessarily correspond with that of legal counsel, especially since legal counsel represents the financial interests of the University.

The report of the Financial Exigency Committee supports Wright's interpretation of tenure.

Tenure would seem to reside in the University since faculty do not lose tenure status when accepting an administrative position or moving to another department.

The preceding situation is different, for the faculty member is offered the opportunity to move; his position is not being terminated.

Following the discussion, Carson requested that faculty submit their opinions on the recommended changes in the tenure regulations to him in writing.

VI,2
.9

Continuing with new business, Chairman Ownby introduced the first item: a request for a progress report on the Chancellor's affirmative responses to the faculty resolutions. The Chairman announced that Jim Pogue, presently out of town, would report at the next meeting on the Chancellor's actions in regard to 1) deans teaching at least one course and 2) the recommended 12% across-the-board salary increase. After mentioning that the designation of "across-the-board" on the agenda might be a mistake, Chairman Ownby explained that the question about point 2 is whether the Chancellor would remain firm in a commitment to 12% and make cuts on campus to achieve it or whether he would accept a legislative appropriation of a smaller percentage.

VI,2
.10

Next, Chairman Ownby announced that Jim Pogue would also report at the next meeting on faculty attrition and replacements since the June 17, 1976, meeting of the Council (Item 2 under new business).

VI,2
.11

The third item under new business was a referral to the Personnel Committee of the pros and cons of faculty unionization. Wayne Cogell announced that the Personnel Committee would hold an open meeting with a panel present to answer questions early in November. In order for faculty to submit questions to the panel, he informed the Council that the committee would distribute information prior to the open meeting, including copies of a previous faculty report on unionization.

At this point a request from the floor called on Chuck Johnson to report on the recent NEA meeting held in Rolla. Johnson replied that, although collective bargaining is central to NEA, it was not the main discussion at the meeting; instead, he continued, the primary items were the Chancellor's responses to faculty resolutions and a report from UMC on the definition of merit. There was some discussion concerning the legislative bills on unionization, which exclude teachers

from collective bargaining; however, Chairman Ownby suggested that these points be considered at the open meeting of the Personnel Committee.

- VI,2
.12 Under announcements Chairman Ownby asked for suggestions in choosing one of the following dates for the rap session with the President: April 19, 22, 26, and 27. Jim Johnson moved that the Academic Council ask the President to hold a rap session open to all faculty. Chuck Johnson seconded the motion. Lyle Pursell suggested that, if the rap session could not be open, the faculty participants be selected by the faculty. This suggestion was accepted by consensus. The motion carried. Wayne Cogell then moved that April 26, at a time prior to the General Faculty meeting, be selected for the rap session. Schowalter seconded the motion, and it carried.
- VI,2
.13 Continuing with announcements, Chairman Ownby stated that items for the agenda of the November 4, 1976, meeting of the Academic Council should be submitted by October 20.
- VI,2
.14 Finally, Chairman Ownby announced that a letter from Dennis Leitterman, graduate student representative on the Academic Council, showed that students prefer two spring breaks: one for the Thursday and Friday either on or before March 17; and the second for Monday through Friday prior to Easter Sunday. Chairman Ownby read from a letter from President Olson directing the University to avoid scheduling vacations in conjunction with religious holidays (full copy*). Lyle Rhea, a member of the Calendar Committee, reported that the committee was aware of the illegality of scheduling vacations around Easter, and had thus chosen the first or second week of April for the second spring break, a time which would usually coincide with Easter. Rhea was asked whether the Calendar Committee considered the faculty survey of last year, which supported one spring break; Rhea responded in the affirmative. There was some discussion of the student desire for a break at Easter. Michael Cerulo suggested that many students, some of whom live at a distance from Rolla, prefer vacation periods that enable them to be at home for family holidays.

The meeting adjourned at 2:59 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Complete document filed with the smooth copy.
Minutes of the Academic Council are considered official notification and documentation of actions approved.

October 28, 1976

MEMORANDUM TO: UMR Faculty
RE: AGENDA for the Academic Council meeting, Thursday,
November 4, 1976, at 1:30 p.m. in G-5 of the
Humanities-Social Sciences Building

- I. Approval of the minutes of the October 7, 1976, meeting of the Academic Council.
- II. Unfinished business.
- III. Reports of administrative responses to actions approved by the Academic Council.
 - A. The ad hoc committee report on restructuring academic administration (September 2, 1976; VI,1.1).
 - B. Request for a progress report on the Chancellor's affirmative responses to faculty resolutions. Jim Pogue
 - 1. Deans teaching at least one course.
 - 2. Recommended 12% salary increase.
 - C. Updated report on faculty attrition and replacements since the June 17, 1976, meeting of the Academic Council. Jim Pogue
- IV. Reports of standing and special committees.
 - A. 4.512 Admissions and Academic Standards Committee Samir Hanna
 - 1. Admissions requirements (January 29, 1976; V,7.3c).
 - 2. Guidelines for Admission and Employment of International Graduate Students (April 29, 1976; V,10.3).
 - *3. Use of the Graduate Record Examination (GRE) as an admission and graduation requirement for graduate students.
 - B. 4.513 Public Occasions Committee Rod Schaefer
 - *1. Approval of dates - Special Events, 1977-78.
 - *2. Approval of UMR Calendar, 1978-79, T. C. Wilson.
 - C. 4.515 Computer Committee Bill Plummer
 - 1. Study of computer facilities usage limits.
 - D. Personnel Committee Wayne Cogell
 - *1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5).
 - 2. Study of the pros and cons of faculty unionization.
Open meeting to be held Monday, November 22, 1976,
at 3:30 p.m. in G-5 of the Humanities-Social Sciences Building.
 - E. Report from the UM Intercampus Faculty Council (UMIFAC). Glen Haddock
 - F. Report from the Tenure Regulations Review Committee. Ralph Carson
 - G. Report from the Program Review Task Force Committee. Glen Haddock
 - H. Report from the Retirement and Staff Benefits Committee Bill Brooks
 - I. Report on the Student Information System. Glen Haddock
- V. New business.
- VI. Announcements.

*Supplementary material sent to Academic Council members.

Motion from the Admissions and Academic Standards Committee:

Move that the Academic Council request a meeting of the Graduate Faculty be convened for the purpose of establishing the function, if any, of the Graduate Record Examination (GRE) in the program of each graduate student.

This meeting must address itself particularly to formulating clear answers to the following questions:

- a. Shall the GRE continue to be required for admission to graduate study?
- b. Shall there be a minimum GRE score required for admission, and at what administrative level shall this determination be made?

The council further requests that the action of the Graduate Faculty be reported to the Academic Council for final approval.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

November 5, 1976
Volume VI, No. 3

MINUTES of the special Academic Council meeting, October 25, 1976.

Chairman Darrell Ownby called the special meeting of the Academic Council to order at 1:35 p.m. on Monday, October 25, 1976, in 104 Mechanical Engineering. After announcing that R. C. Peirson would substitute for Gabe Skitek and Kent Roberts for Stuart Johnson, Chairman Ownby reminded the Council members and guests that a motion was passed at the regular meeting of the Academic Council on September 2, 1976, to request the Chancellor to meet with the Council at the regular October meeting to discuss the report of the ad hoc committee on restructuring academic administration. Chairman Ownby indicated that, since the Chancellor's schedule did not permit him to meet with the Council on October 7, this special meeting had been called. Before calling on Chancellor Bisplinghoff, Chairman Ownby announced that there would be a ten-minute time limit for discussion on each item of the ad hoc committee report, unless a motion to extend the time limit were made and carried.

Chancellor Bisplinghoff made a few introductory remarks: that he considered the items in the ad hoc committee report good ones, some of which had already been accomplished; and that he hoped to hear views on implementing the others, which are more difficult to accomplish. The Chancellor indicated that he would begin with item 3.

- VI,3 Item 3. Take out of the hands of the Business Officer that administrative
.1 authority and those functions which should be the responsibility of the academic administration. The Institutional Studies Director should be financial and budgetary advisor to the Provost and Dean of Faculties.

The Chancellor reported that item 3 has been in operation for two years, for the Business Officer has administrative authority over the non-academic portions of the campus and the mechanical operations of the budget, but decisions are made in the Chancellor's office or delegated to the Provost. In regard to sentence 2, Chancellor Bisplinghoff informed the Council that Neil Smith does report to the Provost, not serving as an advisor but providing financial analyses.

Chuck Johnson asked who authorizes staff hiring in the Business Office itself. Chancellor Bisplinghoff replied that he approves new positions there and the Provost does on the academic side. The Chancellor indicated that this practice was necessary the last two years in order to generate \$600,000 by attrition. In answer to a question about the need for the \$600,000, Chancellor Bisplinghoff said that it was the difference between the legislative appropriation and the campus expenses.

Dr. Ownby asked who authorizes non-academic positions or upgrading of such positions within the academic units. Chancellor Bisplinghoff replied that he authorizes a position upon request from the department head, but that the upgrading decision is made in John Dills' office because of the need

for consistency among jobs. Following comments that the Personnel Office staff lack knowledge of the work needed in academic units, Chancellor Bisplinghoff suggested that an academic judgment step might be added.

Comments: There were several objections to the practice of non-academic staff having to move to other units for advancement. The main reason given was the inefficiency caused by new hiring and retraining in the original unit.

VI,3 Item 4. Establish a UMR Budget Committee with faculty representation.
.2

The Chancellor, saying that this item has been satisfied, indicated that last year the priorities given him by the Budgetary Affairs Committee were followed, and further that the chairman of the committee, Harold Fuller, participated in all budget decisions. Finally, the Chancellor informed the Council that this year a new committee, the Resources Management and Planning Council, has been formed under the Provost to help make budget decisions. To answer a question about the reason for a new committee, Jim Pogue explained that the Resources Management and Planning Council will provide continuous faculty and administrative participation and an exchange of ideas on financial matters and programs, whereas the Budgetary Affairs Committee had only submitted advice on the budget to the administration. He also announced the faculty representation on the committee as the chairman of the Budgetary Affairs Committee, the chairman of the Academic Council, and the chairman-elect of the Academic Council.

VI,3 Item 5. Establish a zero-base budget system for determining the real
.3 needs and distribution of funds for supporting the basic goals of the University.

Chancellor Bisplinghoff stated that there is general agreement with the principle of zero-base budgeting but that implementation is difficult with commitments already made to faculty and units. This year, he indicated, a zero-base analysis will be applied to E&E's, and, if successful, it will be used next year to study another functional area or actual units.

Questions: What does E&E include? Janitorial service, for instance?
Hanna asked why E&E, which is basic to the University since teaching and research are based on it, was chosen to study instead of some unit like administration.

Chancellor Bisplinghoff replied that E&E means the entire budget other than S&W, that is, telephones, automobiles, fuel, supplies, and that E&E in administration, including the Business Office, is part of the study. In regard to the choice of E&E, the Chancellor said that E&E can be controlled better, since much of S&W is frozen and cannot be changed; he cited UMR's tenure status as 80% of the faculty, thus making it difficult to initiate a zero-base analysis of individual departments.

After a personal consent to the initial study being E&E, Bill James said that the ad hoc committee had intended a functional basis to be used, but probably a small functional unit like the radio station. Chancellor Bisplinghoff said that last year the lowest priority items submitted by the Budgetary Affairs Committee for cut-backs were peripheral items and

that the radio and ITV were studied then. He indicated that the same principle of peripheral items for cut-backs would be continued this year.

Comments: Chuck Johnson said that a zero base is used on salary raises for faculty.

Patterson suggested that in difficult budget times cut-backs might be made in the maintenance of the physical plant, for deterioration there is more obvious to legislators than deterioration in the faculty.

- VI,3 Item 6. The practice of allocating salary raise funds on the basis of
.4 total budgeted S&W of filled and unfilled positions instead of upon actual S&W for filled positions is an unsound administrative practice and should be stopped.

After saying that the practice had already been stopped, Chancellor Bisplinghoff called on Jim Pogue, who announced that last spring the salary raise funds were budgeted only on filled positions in a unit, that unfilled positions plus the raise funds for them were budgeted in the Provost's office. Wollard commented that raise money must be added to unfilled positions in order for it to be carried in the budget.

Discussion centered on the new practice of returning the salaries of faculty in the research centers to the academic departments. Chancellor Bisplinghoff said that there had been problems with the previous practice of budgeting salaries and their raises in the research centers. He asked for opinions on the new practice, which, he said, is an experiment this year.

Comments: Departments cannot adequately judge the work of faculty in the research centers.

High percentage raises for researchers drain the departmental fund, or the department does not fairly distribute salary raises to the researchers.

The new practice is an improvement for MRC, since in the past only average raises could be given in that unit.

Salaries should remain in the centers and salary increases should be a joint decision of the chairman and center head.

Too much emphasis has been placed on research in recent years; outstanding teaching should be recognized equally with research.

Research has not been emphasized over teaching, for faculty in teaching departments have received greater raises than those in research units. An example of associates in English receiving higher salaries than faculty in mining was cited.

The problem is not based on research versus departmental units, but on large versus small units; since large units have a larger amount of salary increase money, there is a greater possibility of giving higher percentage raises.

Concluding this discussion, Chancellor Bisplinghoff said that he would

ask Neil Smith to evaluate the practice of returning salaries to the departments.

- VI,3 Item 7. Institute a policy that any job done by the Physical Plant over
.5 \$500 must go out on bids. This procedure will get a lot more needed work done at lower cost. Present procedures are reducing the value of University dollars at a factor of 40 to 50 percent.

Chancellor Bisplinghoff stated that item 7 has not been effected, and then asked for suggestions concerning it.

Comments: Leighly said that the limit of \$500 is too low and that classification of jobs might be a better criterion than a dollar limit.

James, stating that figure of \$500 is not germane, said that a unit head in the past was discouraged from going outside Buildings and Grounds, but that at times B&G would be too busy or charge more. He concluded that it would be better to have a skeletal crew in B&G and then to let large jobs go out.

Colonel Marvin indicated that contracting outside B&G might not automatically be better, for outside contractors might be busy at a given time and the expense of added paperwork might counteract any savings.

Baird proffered the remedy of placing B&G personnel on S&W in order to avoid the practice of charging for jobs.

Examples of job costs were cited: \$50 to move a few tables and \$600 for welding, which was done privately for \$27.

Robertson stated a concern that services on campus are lost because units cannot afford to pay the charges of B&G.

According to Wollard, approximately half of B&G work is jobs, not maintenance, and that last year there were over 200 jobs of \$200 or more. He also said that units should consider the work done which is not paid for and that in the past local people have not been available for contracting work.

Chancellor Bisplinghoff concluded this discussion by asking Wollard to examine the possibility of outside contracting.

- VI,3 Item 8. The policy of cutting the library budget because it is one of
.6 the easiest temporary expedients for cost savings has a deleterious if not disastrous effect on the whole long-range education program of UMR. Reductions must be made elsewhere to restore the budget of the library for acquisitions and supervisory personnel.

Expressing agreement with the need to improve the library budget, Chancellor Bisplinghoff said that efforts have been made during the last two years to direct greater amounts of money to the library. He then cited the following library allocations:

1973-74: \$256,000
1974-75: \$270,000
1975-76: \$345,000
1976-77: \$370,000

The Chancellor noted that the policy of not using the library budget as a contingency account was begun in 1975-76. Nevertheless, he continued, diverting funds from other places in the budget is insufficient to build up the library staff and to improve acquisitions, particularly in the face of periodical costs rising several times faster than the campus budget. Finally, the Chancellor expressed the need to obtain steady state money.

Comments: The increased income to the campus brought in by the increase in indirect cost rates on research grants and contracts might be used as revenue for the library.

The cost of periodicals will continue to rise because of a court decision calling for a higher rate if there is advertising.

A unified campus policy on evaluating the periodical acquisitions is needed, for the evaluation will not be done in the departments which place the orders.

Christensen reported that the library committee sent periodical lists to the departments with a request to eliminate periodical orders no longer needed, but that the committee received more requests than cut backs.

For an evaluation of need, statistical data are needed, but data are impossible since periodicals can no longer be checked out.

Individual faculty should be assigned an expense account, which would include library requests. With such a system, library orders might be placed more judiciously.

After Russell suggested that individual faculty might donate journals (as tax exemption) to the library at the end of a year, Chancellor Bisplinghoff stated that there has been some discussion of such contributions by alumni. There followed a comment that publishers, anticipating such donations, have denied the legality of the practice.

Mr. Bohley, UMR librarian, then made several comments: continuation of the same list of periodical orders is a problem, for the cost of periodicals has risen 100% during the last 4 to 5 years; it is difficult to rely on gifts; library support should be written into grants; duplication of periodicals in departments should be eliminated. In conclusion, Chancellor Bisplinghoff asked Dean Daane to work with the librarian to present a plan to the faculty.

VI,3 Item 9. The number and authority of standing committees should be
.7 reduced to a level that will cause minimum or no interference with faculty productivity.

Alluding to the number of committees two years ago (29 total with 13

required by statute or U-wide and 1 by the faculty), Chancellor Bisplinghoff said that he had asked the Provost to make reductions in the remaining 15. Then Jim Pogue announced that 7 of the 15 have been eliminated, leaving the 8 most functional ones: Curricula Committee, Committee of Department Chairmen, Committee of Deans, Isotopes & Reactor Safety Committee, Committee on International Programs and Studies, Committee on Effective Teaching and Faculty Awards, Resources Management & Planning Council, and Space Allocation Committee.

After a comment from Robertson that the Publications Committee could be eliminated, the Chancellor requested the Academic Council to consider which additional committees could be removed.

- VI,3 Item 10. The current policy of peer evaluation for promotion and pay
.8 increase is necessary, but should not result in an abdication of responsibility by administrators. The practice of evaluation by faculty who do not possess the professional expertise in the candidate's discipline should be discontinued.

James reminded the Council that this item was eliminated by the ad hoc committee.

- VI,3 Item 11. Establish and implement an effective policy for rewarding merit and
.9 productivity.

Chancellor Bisplinghoff expressed his approval of this item but indicated that it is difficult to resolve. He requested the Academic Council to suggest better ways to judge merit, productivity, and promotion/tenure cases because of the importance of these judgments. Chairman Ownby reminded the Council members and guests that a faculty committee has recently been appointed to recommend criteria for merit salary raises.

Comments: Cogell stated that an assumption that faculty cannot evaluate faculty in other academic fields is wrong, for, in his experience, faculty in other fields have defended promotion/tenure cases better than in-field peers.

Summers said that, since department chairmen are not familiar with faculty in research centers, these faculty are inadequately judged initially and then subject only to higher reviews.

Chancellor Bisplinghoff responded by saying that the research center directors should have input when the cases originate.

- VI,3 Item 1. All administrative units including the office of the Chancellor
.10 should consider staff reductions by elimination or consolidation of certain functions. Specifically:

1a. All the positions of associate and assistant dean should be eliminated. The title of "Dean" implies the power of making or contributing to policy decisions. As the committee can best ascertain, the functions of the associate and assistant deans do not involve policy making. Rather their present duties could be carried out by a good senior secretary in each dean's office.

Chancellor Bisplinghoff identified the associate and assistant deans:

Brasunas in St. Louis, Douglas in Extension, Clark in the Graduate Office, and Roberts in the School of Engineering. After citing the duties of Dean Brasunas as teaching in and supervising the graduate engineering program in St. Louis, Chancellor Bisplinghoff said that his judgment has been to retain these positions but that he would like to hear opinions from others.

Adrian Daane asked how members of the search committee for a Dean of Engineering understand the issue of assistant deans. Jim Pogue responded that the committee has not reached a conclusion, but expects candidates to inquire about staff. The Chancellor said that the search committee should be asked to consider this issue and ascertain the opinions of candidates.

Comments: Faculty are concerned with the quality of persons in associate and assistant dean positions, not with the number of persons in the offices.

The title of associate or assistant dean is not the issue, but the automatic receipt of a dean's salary is.

The administration should justify these positions.

Each dean should submit to the Chancellor a written report outlining those duties of his office which he is unable to accomplish; then, the Chancellor should evaluate the needs of the office.

Since the assistant dean in A&S has not been replaced and the dean is now teaching a course, that dean position must not be 100% administrative.

Dean positions should be filled temporarily with representatives from departmental faculties.

Commenting on item 1a, James reported that last year the ad hoc committee thought that some of the duties of the associate and assistant deans could be carried out by administrative assistants, if not totally by senior secretaries, as requested in the report; furthermore, he said that the spirit of the recommendation was to eliminate some associate and assistant dean positions.

At this point Dean McFarland requested the floor to make a report to the Council; later his remarks were noted as applicable not only to item 1a but also to 1b.

VI,3 Item 1b. The size of the graduate enrollment and the attendant adminis-
.10a trative work requires a reduction of staff in the administration of the graduate office. The function of the graduate office should be restricted to the administration of the graduate program.

McFarland began his remarks by referring to a definition of workload, formulated by a committee from the Graduate Faculty and sent to him during the search for a new graduate dean. He also stated that documentation of the function of the graduate dean is on file as well as a graph of workload for the office staff.

Chairman Ownby interrupted to ask whether the Council wanted to extend the time period for the rest of Dean McFarland's report. Jim Johnson moved to extend the time limit; Patterson seconded the motion, and it carried.

McFarland continued with the following comments about the Graduate Office:

1. The number of degrees processed has dropped from 350 in 1968 to 316 in 1976, but prior to his coming to UMR, graduate degrees were processed through another office.
2. When he came, Maddox was in the office working with contracts and Primrose with coordinating research.
3. Clark was a replacement, and at a lower salary than would have been necessary if an outside replacement with industrial, research, and teaching experience had been hired.
4. Staffing in the Graduate Office has been as follows:
 - 1969-70: 5 men and 9 women
 - 1970-71: 4 men and 8 women
 - 1976-77: 2.75 men and 6 women

Baird asked about the functioning of the Graduate Office the year McFarland was off campus. McFarland replied that a man had been shifted into the office during that year, giving a total then of 2.5 men. Pursell asked whether all the paperwork done in the administrative offices is really necessary. Chancellor Bisplinghoff responded that the University should perhaps conduct a management evaluation of the work and functions of the offices. Concluding, the Chancellor said that he would further consider the four positions of associate and assistant deans.

VI,3 Item 1c. The Research Coordinator's office performs the following:
.10b types proposals, checks their format, compiles annual reports and disseminates information. These functions might best be performed with a Contracts Officer and one secretary on a part-time basis.

Leighly expressed his opinion that the Research Coordinator's office is useful, particularly with Koenig functioning as a technical editor. Koenig reported that the number of persons on the staff of the Research Coordinator's office has diminished from 6 nine years ago to a present figure of 1.75. At the same time, he continued, the volume of work is still over 100 proposals a year, with nearly as many papers for publication. If the Research Coordinator's office were eliminated, he concluded, quality control on papers sent to the federal government would also be eliminated.

VI,3 Item 1d. With diminished hiring of non-academic personnel, the need
.10c for a personnel officer and assistant to supervise routine clerical work appears to be less than minimal.

After commenting on his awareness of the amount of resources given to the Personnel Office, the Chancellor stated his belief that a good personnel staff is necessary in order to administer important programs like medical benefits and in order to handle the 25% turnover in non-academic personnel.

VI,3 Item 1e. Possible consolidation of jobs of supervising personnel in
.10d the Registrar's office should be considered. Additionally, the Registrar's Counseling and Student Personnel offices should be evaluated with an eye to consolidating their functions for the purpose of increased efficiency.

Chancellor Bisplinghoff reported that Paul Ponder had made cuts, but

said that he would examine this item again.

Comments: The Student Personnel Office, since it serves a disciplinary function, should not be combined with counseling.

These offices are very important in serving undergraduate education, which should receive greater emphasis than research.

VI,3 Item 1f. The University Police were established and staff was
.10e increased to meet the threats during the years of student unrest. There is no longer a need for more than the minimal staff commensurate with the campus's need for protection and security of facilities.

Chancellor Bisplinghoff reported that he and Joe Wollard have been trying to reduce the staff of the University Police, citing a present unfilled position of patrol lieutenant and last year's 12% reduction in staff and 32% in E&E. The Chancellor also commented that the staff could be reduced to a skeletal crew, but acknowledged that he does not know how much of a police staff is necessary for protection.

After citing figures on police staffs at other universities, Leighly expressed his opinion that the UMR University Police staff is larger than necessary since the danger of student unrest is over. He also suggested that the night watch is the most important part of the staff and that the duties of the radio dispatcher might be covered by the local police and sheriff. Wollard noted that watchmen are not commissioned by the Board of Curators and thus have no police authority.

Comments: Student cars are parked all day in the University lots with no parking permits, indicating that there is no check on the lots; bicycles are not prohibited on sidewalks.

In the past the consensus was not to enforce bicycle regulations, but they should be enforced this year.

This year students riding bicycles have received warnings.

The campus police have returned stolen equipment amounting to \$15,000 within two days.

The campus police probably saved a student's life.

In case of emergency campus police can reach faculty on campus at night.

The University Police have performed well in situations of student deaths.

The University Police sometimes discover safety hazards at night and contact a person in authority.

The University Police perform in a professional manner.

The University police could be coordinated with the local police, but, if the University wants all the services now performed by the University Police, such as detective work and fingerprinting, the staff cannot be reduced.

When Wollard mentioned that insurance covers only buildings under bond indebtedness, Colonel Marvin suggested that the cost of the police force could represent insurance coverage. The discussion of the University Police concluded with Wollard explaining that, according to state statute, UMR must have the type of police service now available or the local police would have the authority to make arrests on campus. Furthermore, he said that the police staff is minimum if the present type of service is to be continued. Finally, he said that, if a decision were made to share responsibilities with other enforcement agencies, the total operation should instead be turned over to one of three agencies--city police, the sheriff, or the state patrol.

- VI,3 Item 1g. Effort and support should be shifted from Extension, Engineering
.10f Research Center, and other areas to strengthen teaching and research programs. Additionally, Extension should go into programs which are self-supporting and should reduce the high ratio of administrative costs.

Chancellor Bisplinghoff commented that sentence one is corrected for the most part, for changes have been made to charge costs where the work takes place and that the second sentence reflects a trend throughout the University, though it is a slow one. Furthermore, he noted that Extension, like other units on campus, has been subject to cut backs, and that Dean Lorey was requested to make adjustments in Extension to correspond to the fee increase for regular students. Dean Lorey, informing the Council that Extension has always operated with fee income covering direct costs, announced that last year the fee income rose from 100% to 115%, thus partially supporting personnel as well, and that fee income is expected to be about 120% this year. Also, he reported that the Graduate Engineering Center fee has been raised from \$55 to \$62 per credit hour.

- VI,3 Item 2. The salary gap between the professorial staff and the deans
.11 should be closed if not actually inverted. Extra compensation for deans should be based upon their contribution to the University over and above routine administrative duties, that is, in terms of national recognition, participation in professional activities, building of academic and research programs within the University, and related factors which indicate professional stature.

Chancellor Bisplinghoff stated his agreement with sentence two, saying that the search committee for an engineering dean has been advised to look for those traits. Then the Chancellor stated his agreement with the first sentence in principle but acknowledged implementation as a problem. He suggested that the best way to deal with the gap is to raise faculty salaries; he also said that, if the campus wants deans who make policy, build programs, and have stature, competitive salaries must be offered. The Chancellor then asked for comments or suggestions.

Comments: A person with national recognition does not necessarily make the best dean.

The salaries of deans should be higher than average in order to draw good leadership.

Cogell made an observation based on recommendations on administrative evaluation received by the Personnel Committee: the desire to get quality leadership which is commensurate with the salaries.

Few faculty have only faculty duties, but their salaries are not in the range of administrative salaries. Assistant dean positions should be training positions to develop administrative talent.

The Chancellor observed that some private universities have faculty with higher salaries than administrators, but that at the same time there is a wide range among faculty salaries.

The salary increase for this year was cited as 4%, and was sometimes less, but the Columbia Missourian reported that top administrative officers of the University received increases of 4.3% and one received 10%. The University allows faculty one day for consulting; perhaps grant agencies could pay a day's salary.

Chancellor Bisplinghoff replied that the University stopped that policy after World War II. He further replied that the UMR administrative unit received the 4% increase for this year. Baird said that the percentage raises compound the gap in salaries since 4% on \$30,000 is twice as much as on \$15,000. Chancellor Bisplinghoff noted that the percentage raise is a University policy established by the Board of Curators. Lorey commented that in his unit the highest salary received the smallest percentage increase last year.

Russell suggested that since deans have academic appointments, their 11/9ths salary should be based on the average salary in their school/college; then, if their work is outstanding, they could be compensated more. Chancellor Bisplinghoff suggested that an administrator with the desired quality should be compensated in an upper range, not at the average. Russell replied that his suggestion of compensation at the average was deliberate, for then the administrator would be concerned about low faculty salaries.

Dean McFarland presented three points about higher administrative salaries and percentage increases: 1) higher salaries are necessary when the search goes off campus in order to make the candidate's move worthwhile; 2) a block raise instead of percentage would have to be applied to non-academic staff also, because their salaries are low and they are also subject to inflation; 3) a percentage increase is characteristic of capitalistic policy.

The special meeting adjourned at 4:50 p.m.

Respectfully submitted,


Marilyn Pogge, Secretary

Minutes of the Academic Council are considered official notification and documentation of actions approved.

Marian,

I cant remember whether I mentioned the problem about the presence of a quorum (at the May 2, 1972 G. F. meeting) at the Acad. Council meeting last week. A quorum (40%), which is necessary for any business transactions is equivalent to 67 persons; only 60 members attended that meeting!

Samir

Oct. 13, 1976

UNIVERSITY OF MISSOURI AT ROLLA GRADUATE FACULTY

MINUTES OF MEETING (Subject to approval)

May 2, 1972

4:00 P.M.

M. E. Auditorium

MEMBERS PRESENT:

60

Alofs, Andrews, Armaly, Aughenbaugh, Avula, Bain, Bertnolli, Bolon, Bourquin, Carson, Cheng, Crosbie, Crosser, F. M. Cunningham, Davis, Edwards, Faucett, Findley, Foster, Frad, Fuller, Haas, Haddock, Hansen, Harmon, Hatfield, Hicks, Howell, Hume, Koval, Kreidl, Lehnhoff, Look, Manuel, Marshall, Maxwell, Mayhan, McFarland, Medrow, Moore, Nicholson, Nygaard, E. L. Park, Penico, Plummer, Pursell, Rigler, Sawyer, Schmidt, Schowalter, Tracey, Tranter, Tsoulfanidis, Venable, Waggoner, Warner, Weart, Wellek, Wulfman, Zakin

The meeting was called to order at 4:05 P.M. by Dean McFarland.

1. The motion to accept the minutes of the last meeting as they had been distributed to the members was made, and seconded, and it passed.
2. The list of candidates to receive graduate degrees at the May 14, 1972, commencement was presented to the Graduate Faculty. The motion to accept all of the candidates was made, seconded, and it carried.
3. Report of the Standing Committees
 - a. Curriculum Committee - Dr. Kern
There was no report from the Curriculum Committee
 - b. Membership Committee - Dr. Davis
Of the 9 names submitted to the committee, 3 were recommended for membership in the Graduate Faculty. Dr. Davis made the motion that Drs. J. K. Byers, N. L. Gale, and Josef Podzimek be approved as new members. Dr. Foster then moved that Prof. Pagano be added to the list. This motion was seconded and passed, although he would be required to receive

2/3 of the votes cast, rather than a simple majority. All four of those recommended were approved (by a secret ballot).

Dean McFarland reported on the ballot which had been mailed out to the Graduate Faculty on changing the membership requirements with respect to faculty members in departments which do not offer graduate degrees. Of the ballots which had been returned, 86 voted for the proposed change, and 27 voted against it. The motion did not carry, as 112 yes votes were required.

40% is 67 persons
2/3

- c. Scholarship Committee - Dr. Edwards
There are no new traineeships this year. NDEA's traineeships are being phased out.
- d. Ad Hoc Committee on Doctor of Engineering - Dr. Bertnolli
The committee is working on a brochure to be distributed to industry. Six departments have been approved for the Doctor of Engineering degree. They are: Chemical, Ceramic, Civil, Electrical, Mechanical, and Nuclear Engineering.
- e. Ad Hoc Committee on Area Studies - Dr. Weart
Area studies are considered temporary programs. The Nuclear Engineering advisors and Dean Fuller are to look into the problem further, the next step being referral to the Advisory Committee.
- f. Advisory Committee - Dr. Zakin
Three recommendations by the Advisory Committee were distributed with the agenda of this meeting. After some discussion on the reports from the recent evaluations, Dr. Zakin moved that the first of the recommendations be approved and the motion was seconded. Discussion followed on the wording of the item, after which the original statement was passed. Dr. Weart then moved that the Graduate Faculty go on record as having said that Nuclear Engineering is an area study, administratively separate from the Department of Metallurgy and Nuclear Engineering. The motion was seconded, and then Dr. Tracey moved that the question be referred to the Advisory Committee. The latter motion was seconded, and it passed.


Dr. Zakin then moved that the second item recommended by the Advisory Committee be approved. The motion was seconded and it carried. The motion was then made for approval of the third item, and was seconded. After some discussion, it also carried.

4. Nominations were opened for Secretary of the Graduate Faculty. It was moved to accept Dr. Earl Foster by acclamation. This motion was seconded, and it carried.

There was no new business.

The meeting adjourned at 5:30 P.M.

Respectively submitted,


J. Earl Foster
Secretary

JEF/seb

University of Missouri - Rolla



THE GRADUATE SCHOOL
OFFICE OF THE DEAN

April 25, 1972

205 Parker Hall
Rolla, Mo 65401

Telephone
314 341-4142

Items resulting from the Advisory Committee and Graduate Council to be presented to the Graduate Faculty for action.

- 1) "The Master's degree program with thesis shall consist of a minimum of 30 semester hours of graduate credit over and above prerequisites, which form a coherent program in pursuit of a clear educational objective. It is recommended that at least 6 semester hours of the required work be from the group of courses bearing numbers in the four hundred series. At least 6 semester hours shall be devoted to courses outside the major field* which strengthen or enrich the program, of which at least 3 semester hours are out of the administrative department."

"The Master's degree non-thesis program shall consist of a minimum of 33 hours of graduate credit over and above prerequisites which form a coherent program in pursuit of a clear educational objective. It is recommended that at least 9 semester hours of the required work be from the group of courses bearing numbers in the four hundred series. At least 6 semester hours shall be devoted to courses outside the major field* which strengthen or enrich the program, of which at least 3 semester hours are out of the administrative department."

* A field is defined here as an identifiable, broad grouping of subject matter in which a degree might be given, such as English, Mechanical Engineering, Physics, Sociology, etc.

- 2) In lieu of the normal upper one-third class standing required for admission as a regular graduate student, a 3.0 grade point in junior and senior years can be accepted.

- 3) The GRE exam should be a precondition for admission, acceptable scores being determined by each department for its own students; and in the event that the student is unable to take the GRE before enrolling, he should take it at the first opportunity available as a condition for completion of admission requirements.

UNIVERSITY OF MISSOURI - ROLLA

GRADUATE FACULTY

April 25, 1972

AGENDA

Tuesday, May 2, 1972, 4:00 p.m.

M.E. Auditorium

Call to Order

1. Approval of the Minutes of the meeting of December 9, 1971
2. Reports of Standing Committees
 - a. Advisory Committee - Dr. Zakin (attachment)
 - b. Curriculum Committee - Dr. Kern
 - c. Membership Committee - Dr. Davis (copy of the Membership Committee recommendation attached)
 - d. Scholarship Committee - Dr. Edwards
 - e. Ad Hoc Committee - Dr. Bertnolli
3. Candidates for graduation on May 14, 1972
4. Announcements
5. Old Business
6. New Business
7. Adjourn

Robert H. McFarland

Information on the recommended Graduate Faculty

members can be seen in the Graduate Office, 205 Parker Hall



UNIVERSITY OF MISSOURI-ROLLA

October 5, 1976

Rock Mechanics and
Explosives Research Center

Buehler Building
Rolla, Missouri 65401
Telephone (314) 341-4365
341-4364

MEMO TO: Marian Smith

FROM: David A. Summers

A handwritten signature in cursive script that reads "DAS".

RE: Academic Council Meeting, 10/7/76

I regret that I will again be unable to attend the October meeting of the Council due to finally terminating the Moberly connection. Dr. Ronald Rollins will take my place on this occasion. Hopefully I will be able to make every other meeting of the Council this year.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

SUMMARY of actions and reports at the November 4, 1976, meeting of the Academic Council.

1. Administrative reports: Faculty resolutions--deans teaching and 12% salary increase; faculty attrition and budget.
2. Motion carried: That the Academic Council request a meeting of the Graduate Faculty to establish the function of the GRE, and to report to the Academic Council for final approval.
 - 2a. Amendment to the motion: That one and preferably several graduate students be invited to attend the meeting.
3. Motion carried: Approval of public events dates, 1977-78, and UMR calendar, 1978-79.
 - 3a. Amendment to the motion: Reconsideration of dates for National Merit Day and University Day, if the dates conflict with SAT exam.
4. Evaluation procedure for department chairmen: after much discussion and one amendment, the procedure was tabled.
5. Announcement: Open meeting on the pros and cons of faculty unionization, Monday, November 22, 1976, at 3:30 p.m. in G-5 Humanities and Social Sciences.
6. Motion carried: That the UMR faculty request clarification of the meaning of tenured in a position.
7. Additional reports: Computer Committee, IFC (UMIFAC), Program Review Task Force, Retirement and Staff Benefits, and Student Information System.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

November 18, 1976
Volume VI, No. 4

MINUTES of the Academic Council meeting, November 4, 1976.

Chairman-elect Wayne Cogell called the meeting of the Academic Council to order at 1:33 p.m. on Thursday, November 4, 1976, in G-5 of the Humanities-Social Sciences Building. After referring to his own substitution for Chairman Ownby, Dr. Cogell announced additional substitutions: Si Sineath for Yildirim Omurtag, Ron Rollins for Dave Summers, Kent Roberts for Stuart Johnson, and Glen Haddock for Troy Hicks. Dr. Cogell then asked for additions to or corrections of the minutes of the October 7 meeting. Dennis Leitterman moved to approve the minutes of the October 7, 1976, meeting; Gabe Skitek seconded the motion, and it carried.

VI,4 Since there was no unfinished business, Dr. Cogell proceeded
.1 to the first agenda item under administrative responses, which was the ad hoc committee report on restructuring academic administration. Noting that Chancellor Bisplinghoff had discussed the ad hoc report with the Council at the special meeting on October 25, 1976, Dr. Cogell stated that several items for study mentioned by the Chancellor at the special meeting would be carried on the agenda of the Academic Council later.

VI,4 Then Dr. Cogell called on Jim Pogue to give a report on the
.2 Chancellor's affirmative responses to the following faculty resolutions: deans teaching at least one course; and the recommended 12% salary increase. Cogell indicated that the Chancellor's first response was dated April 26, 1976, and the second one August 23, 1976. After reading Resolution #1 (General Faculty minutes, April 6, 1976) and the Chancellor's response (April 26, 1976), Jim Pogue reported that there has been no increase in the number of deans teaching courses, since Deans Daane and Roberts, who are teaching now, were teaching courses last spring as well. Pogue also reported that the Chancellor again reviewed the matter of deans teaching just three weeks ago, concluding that the recommendation could be implemented only when practical.

Lyle Pursell said that requiring deans to teach is not an issue with him, but that he does oppose tenure in an academic department being given to an administrator hired from outside without departmental approval. Jim Pogue noted that tenuring of new administrative personnel has been based only on the implication that the search committee has approved the candidate's credentials; he suggested that the search committee for a dean of Engineering might consider this issue.

Pursell then suggested that administrative personnel not be given academic appointment; Pogue commented that it might be difficult to recruit administrators without the offer of an academic position. Tracey suggested that high administrative personnel might be given a U-wide position. Dean McFarland noted that, according to former Chancellor Baker, an administrator should not be hired unless he possesses the qualifications for full professorship. Concluding the discussion were two comments on the recommendation that deans teach a course: 1) Deans should want to teach so that they do not forget how much work it is and are thus able to evaluate the work of faculty better; 2) Deans should want to teach to keep current in their fields.

Next, in regard to the recommended 12% salary increase, Jim Pogue reported that the Chancellor has expressed his support of the increase and has discussed the salary increase with Interim President Olson, who supports it in principle. However, Olson, according to Chancellor Bisplinghoff, pointed out two problems: 1) salary raises require approval by the Board of Curators and thus cannot be instituted unilaterally by a campus; 2) funds for salary increases not voted by the legislature would have to be generated from the remainder of the budget. This would mean, Pogue explained, that, should the legislature vote an 8% salary increase, the remaining 4% (even though approved by the Board) would have to come from cut-backs elsewhere in the budget. Continuing, Pogue said that some options to generate the money might be the elimination of services, the elimination of programs, or a moratorium on hiring, which might result in greater work loads. To give the Council an idea of the amount of money it would be necessary to generate for a 12% salary raise, should the legislature not vote the funds, Jim Pogue announced the following amounts for 1% salary raises at UMR: over \$71,000 for faculty, which includes academic administration (for further breakdown of faculty, see the printed budget for UMR, a copy of which is placed in the library each year about November 1); approximately \$50,500 for service and support personnel; and \$8,100 for graduate students. The total for a 1% S&W increase, Pogue concluded, would be approximately \$130,000; thus, he continued, if the legislature were to vote only a 6% salary increase, generating the other 6% internally would be a difficult task.

Concluding his report, Jim Pogue announced that the means of internally generating funds in excess of the legislative appropriation in order to provide the 12% raise has been placed on the agenda for the Resources Management and Planning Council.

Discussion included the comment that the purpose of the resolution to increase salaries by 12% was not to cut back on programs or increase workloads, but to place responsibility

on the university administration to get the necessary salary allocation from the legislature. Pogue noted that the 11% salary increase is the largest request approved by the Board of Curators in recent years. Two questions were also asked: could not TA's receive significant raises without much cost; and is TA remuneration a factor in graduate enrollment. Dr. Pogue replied that, granted a competitive pay scale for TA's, graduate enrollment is related mostly to availability, and Patterson explained that industrial salaries for the master's degree as opposed to those for the bachelor's degree do not justify, for many students, the graduate degree.

VI,4 Dr. Cogell then moved on to the third administrative response,
.3 faculty attrition and replacements since the June 17, 1976,
meeting of the Academic Council. Jim Pogue gave the follow-
ing report, in summary:

Last year the Committee of Deans and the Chancellor's Council reviewed the previous procedure of filling faculty positions, that is, every position requested by a department chairman was approved by the dean, the Provost, and the Chancellor. Because of the difficulty in administering this procedure, it was changed, giving the dean of a school/college the responsibility of approving positions, except for review in the Provost's office for affirmative action and record keeping. The result is greater movement of positions between departments, with the Provost examining the overall scope of the three schools/colleges in case transfers between schools/colleges should be necessary.

The number of filled positions for 1975-76 was used as the base for 1976-77, except that some positions were subtracted in order to make reductions. Out of the base, 17 positions were placed in the Provost's office in a holding account, amounting to \$260,000, for structure reduction and shrinkage. Two years ago shrinkage was \$906,000 and had to be generated internally. In 1976-77, there is only \$300,000 shrinkage. From the academic \$153,000 has been contributed to cover the \$300,000 shrinkage, and approximately the same amount has come from the non-academic. Thus, with the shrinkage less this year and fully funded, it was possible to release the sabbatical, leave of absence, and grant release money back to the schools.

At the end of 1975-76, 23 faculty left; there are 30 new persons for 1976-77. However, only 8 of the new faculty are permanent, and the total number of permanent faculty, instructor through professor, dropped from 345 to 340. The remaining 22 new faculty (including 12 part-time appointments) are temporary appointments funded by grants or release money returned to the deans. Previously permanent money had to be committed.

Question: Why does the Chancellor no longer make the decisions on filling positions?

Jim Pogue replied that the judgment on filling positions is now within each school/college, where needs are known better than at the Chancellor's level. Robertson commented that the new procedure provides great flexibility for transferring positions within schools/colleges.

Question: Is it possible to reassign positions to other schools?

Jim Pogue replied that it is possible and has occurred, reporting that a \$12,000 position was recently returned to the Provost's office and could be reassigned to another school. Dean McFarland also reported that one dean returned positions for graduate assistants.

Question: Can release money be used to hire more support staff?

Jim Pogue replied that it is possible, that leave money has been used for hiring secretarial support.

VI,4 ADMISSIONS AND ACADEMIC STANDARDS. There was no report from
.4 the Admissions and Academic Standards Committee on the first two agenda items: admissions requirements (V,7.3c) and Guidelines for Admissions and Employment of International Graduate Students (V,10.3). Thus, Gary Patterson, substituting for Samir Hanna, chairman of the committee, proceeded to item 3, use of the Graduate Record Examination (GRE) as an admission and graduation requirement for graduate students (VI,2.5b). Patterson moved approval of the following resolution from the Admissions and Academic Standards Committee:

Move that the Academic Council request a meeting of the Graduate Faculty be convened for the purpose of establishing the function, if any, of the Graduate Record Examination (GRE) in the program of each graduate student.

This meeting must address itself particularly to formulating clear answers to the following questions:

- a. Shall the GRE continue to be required for admission to graduate study?
- b. Shall there be a minimum GRE score required for admission, and at what administrative level shall this determination be made?

The Council further requests that the action of the Graduate Faculty be reported to the Academic Council for final approval (copy*).

The motion was seconded.

Dennis Leitterman moved an amendment to the motion: to invite one and preferably several graduate students to attend this meeting for comments. Schowalter seconded the amendment. Discussion included the question whether graduate students are not always invited to Graduate Faculty meetings. Dean McFarland replied that they are always welcome; Leitterman indicated, however, that graduate students have not thought they were welcome. The amendment carried.

Phil Leighly moved another amendment to the motion--to delete the last sentence of the resolution. Then he modified his amendment to change the last sentence from "the action of the Graduate Faculty be reported to the Academic Council for final approval" to "the action of the Graduate Faculty be reported to the Academic Council for information." Glen Haddock seconded the amendment. Schowalter expressed his opposition to the amendment by noting that, since another agenda item (A.2) requires the action of the Graduate Faculty to be approved by the Academic Council, there is no reason to change the present motion on the GRE. The remainder of the discussion on the amendment centered on the relationship between the Graduate Faculty and the Academic Council/General Faculty, including the following comments:

1. Leighly, referring to his membership on the by-laws committee, said that the intent of the by-laws was to establish the Academic Council and the Graduate Faculty as separate, co-equal bodies. He also said that the rules for the Graduate Faculty were approved by the Curators before the by-laws which established the Academic Council.
2. Jim Johnson, mentioning his membership on the same committee, said that the intent was not to establish two co-equal bodies. Furthermore, he said that the issue is one of final authority, explaining that, if the Graduate Faculty is the final authority for the graduate program, the General Faculty, then, has authority only over the undergraduate program.
3. Wayne Cogell suggested that the General Faculty should resolve the question of the relationship between the Academic Council and the Graduate Faculty.
4. Saying that Jackson Wright has been consulted on whether the Board of Curators, in approving the by-laws, intended to place the Graduate Faculty under the General Faculty, Dean McFarland reported

as the answer that the Graduate Faculty has responsibility for the graduate students. He added that the Vice-President for Academic Affairs has also acknowledged the responsibility of the Graduate Faculty. Finally, McFarland stated that no quality institution places the Graduate Faculty subject to the General Faculty in regard to admission and graduation requirements for graduate students.

5. Tracey suggested that the chair appoint a committee to study the issue and then propose an amendment to the by-laws to clarify the issue.
6. Schowalter said that the by-laws do not place the Graduate Faculty as equal to the General Faculty and that these by-laws, officially approved by the Board of Curators, supersede the establishment of the Graduate Faculty.
7. Patterson suggested that a deliberating body within the Graduate Faculty similar to the Academic Council within the General Faculty would resolve the present issue, for, he explained, the problem is that faculty in the Graduate Faculty feel that they lack a voice in determining graduate rules.
8. Dean McFarland responded that the problem is not a lack of airing matters in regard to the graduate program, for recently the Graduate Council has met several times to discuss grades. He indicated that the Chancellor's Council and the Committee of Deans have also discussed this matter. He concluded that the problem is one of administration caused by the declining qualifications of applicants. He referred to the problem this poses for accreditation.
9. Russell expressed his opposition to the appointment of a committee to study the issue. He also expressed his opposition to the amendment, saying that the Admissions and Academic Standards Committee has already considered the relationship between the General and Graduate Faculties and has deliberately chosen to include "for final approval" in the resolution. Thus, he said, there should be a vote on the resolution as it is. Then, he concluded, if the original resolution fails, an alternative could be considered.
10. Pursell commented on an inconsistency in the language of the resolution, for the first sentence uses the verb "request" in regard to a meeting of the Graduate Faculty, but the second sentence shifts to the verb phrase "must address" instead of using "should address."

A vote was then taken on the amendment to change the A&AS Committee resolution from "the action of the Graduate Faculty be reported to the Academic Council for final approval" to "be reported to the Academic Council for information." With the vote 10 for and 16 opposed, the amendment failed to carry. Then the original motion with the previous amendment inviting graduate students to the meeting of the Graduate Faculty carried.

- VI,4 PUBLIC OCCASIONS. Tommie Wilson presented two agenda items:
.5 a memorandum from R. A. Schaefer, chairman of the Committee on Assemblies, Programs, and Public Events, recommending public events dates for 1977-78; and the proposed UMR calendar for 1978-79 (full copies*). Schowalter moved approval of both documents, and Patterson seconded the motion. Fuller mentioned a possible conflict of University Day and National Merit Day with the SAT exams. Jim Johnson moved an amendment that the motion be passed on the understanding that, if there is a conflict, the dates for those public events be reconsidered. The amendment was seconded and carried. Then the motion carried.
- VI,4 COMPUTER FACILITIES USAGE LIMITS. Bill Plummer reported
.6 that Central Administration has allocated the same computer budget as last year, except that 5% is being held in a contingency fund for later appeals. He then indicated that the Computer Committee will now proceed on its charge to study computer facilities usage limits at UMR (VI,2.2).
- VI,4 EVALUATION OF ADMINISTRATIVE OFFICERS. Bob Gerson, a member
.7 of the Personnel Committee, brought to the Council a procedure for the evaluation of department chairmen (full copy*), the first response of the Personnel Committee to its charge to establish procedures for evaluation of administrative officers (VI,1.5). Gerson explained briefly that the evaluation procedure recommended in the document allows each department to develop its own procedures and evaluation forms; he further indicated that the attached evaluation form from Social Sciences is not mandatory, but a sample only (full copy*). Gerson then moved approval of the document, and Armaly seconded the motion.

After expressing a consensus from his department that all departments should use a uniform evaluation form, Lyle Rhea requested that each item in the Personnel Committee's evaluation procedure for department chairman be considered separately.

The Chair then asked for discussion on point A, Purpose:

The evaluation of department chairpersons shall provide information on their performance.

There were several questions on the scope of the term "department chairpersons," including the following:

1. Is a person in charge of a unit, such as the head of Petroleum Engineering, included? Gerson responded that that was the intention of the committee.
2. Does this evaluation include an area head within a department? Gerson replied in the negative. Leighly added that a professor in charge of an area is only an informal arrangement.

Pursell asked whether the evaluation has any purpose or would have any effect. Gerson responded that this evaluation procedure satisfies a charge from the Academic Council to the Personnel Committee, adding that the request for an evaluation of administrators originated in Central Administration. In addition, Gerson pointed out that each department, under point E, is free to report the results to other administrators, although not required to do so. Additional suggestions were made that the evaluation of chairmen should be forwarded to the deans. Gerson said that the Personnel Committee intended the first year to be a trial run, but planned for the results to be forwarded to the deans thereafter.

Next were questions concerning point B, Criteria:

The established duties and real responsibilities of the department chairperson shall be used by the faculty members and the department chairperson to establish the criteria to be included on the evaluation form. The intent is that the faculty members and the department chairperson of each department shall establish the criteria using, for example, Executive Guideline #7.

Questions: What are the "established duties and real responsibilities"?

Haddock stated that Executive Guideline #7 is legal and sets forth the responsibilities of the chairman as providing leadership in teaching and research, initiating appointment papers, recommending promotion/tenure, and having responsibility for the department. Cogell added that some deans also have documents which establish duties of the chairmen.

Are there not differences between departments in the duties of chairmen?

Does "establish the criteria" mean to write a job description?

Gerson replied that the committee, recognizing differences in departments, had for that very reason left the procedures up to the individual departments. He added that each department would virtually write a job description, for, according to the intent of the committee, each department should evaluate its chairman on the basis of the chairman's function in that department.

Is "criteria," then, too strong a word?

Gerson replied that the committee would accept as an editorial change the word "information" in place of "criteria."

Comment: Department chairmen should have an opportunity to consider this document and express opinions.

Recommendations: Since some responsibilities are uniform in all departments, much faculty time will be spent unnecessarily if each department develops its own evaluation form; thus, one common form should be used and each department could then add individual items. Also, a common form would permit a relative judgment on the performance of chairmen.

Gerson indicated that departments are free to choose one form and expand it individually.

Point B assumes agreement between the chairman and the faculty members on the criteria and also in point F on "whether or not other academic administrators are to be informed of the results of the evaluation." In case there might not be agreement, this procedure should specify either faculty or the chairman, in consultation with the other.

Schowalter, expressing the opinion that the department chairman is a faculty member, moved as an amendment to point B, the following wording:

The established duties, Executive Guideline #7, and real responsibilities of the department chairperson shall be used by the faculty members to establish information to be included on the evaluation form (deletion of last sentence in original point B).

The amendment was seconded. After Gerson indicated that he saw no substantive change in the amendment, the amendment carried.

The Council then considered point C, Form:

The evaluation form may have questions requiring two types of responses: a numerical response and written comments. A sample evaluation form (used by the Department of Social Sciences) is enclosed with this material.

Lyle Rhea, noting the consensus of approximately one-third of his department, said that much of the material in the

Social Sciences form is applicable to all department chairmen; thus, he continued, there should be some common questions on all departmental forms, specific items being added in individual departments. Then he suggested that the evaluations should be forwarded to the deans and through the Provost to the Chancellor in order for all campus chairmen to be reviewed in relation to each other. Gerson commented that, according to the committee, departments should be permitted to develop their own forms; Cogell added that some departments already have forms and should not have another one imposed on them. Rhea then moved an amendment to point C to read in essence:

The evaluation form should have two parts: 1) questions to be applied to all chairmen on campus; and 2) questions appropriate to individual departments, as established by the information under point B.

Chuck Johnson seconded the amendment. Pursell then moved to table further consideration of the procedure recommended by the Personnel Committee for evaluation of department chairmen, to appear on the agenda for the next meeting. Haddock seconded the tabling motion; it carried. Gerson requested that Council members submit written recommendations on the evaluation procedure to Wayne Cogell, chairman of the Personnel Committee.

VI,4 .8 STUDY OF FACULTY UNIONIZATION. Gerson announced that the Personnel Committee would hold an open meeting on Monday, November 22, 1976, at 3:30 p.m. in G-5 of the Humanities-Social Sciences Building to study the pros and cons of faculty unionization. He also informed Council members that copies of two studies on faculty unionization would be available after the meeting: 1) a report to the University Senate of UMKC from an ad hoc committee; and 2) a report by the Special Unionization Study Committee at UMR (1975). Gerson also indicated that, according to an article in The Chronicle of Higher Education, faculty unions now focus on job security rather than on salary. Dr. Cogell then urged Council members to circulate the two unionization studies in their departments before the open meeting.

VI,4 .9 INTERCAMPUS FACULTY COUNCIL. Glen Haddock, a UMR representative on the Intercampus Faculty Council, reported that the IFC (formerly UMIFAC) meetings are informal, with the President listening to ideas from the faculty on various issues before decisions are made. Although there is little definite substance that can be reported, Haddock indicated, he did identify four items discussed at the last meeting:

1. The relationship of the University with the Coordinating Board. Haddock reported that Mel George is the University's representative on the Coordinating Board and said that, since the election, the

University is uncertain of the attitude of the Coordinating Board.

2. The Hayes Study. Haddock explained that this study involves non-academic salary structure and that money was budgeted for it this year but not used. Jim Pogue said that the study concerns about 400-500 middle management positions throughout the University; Jim Johnson indicated that the study is concerned with equalizing the salary for a campus position with an equivalent position off campus. Dean McFarland said that the intent of the Hayes Study was to develop uniform job descriptions for non-academic personnel in order to determine uniform salaries; however, he continued, his impression is that the study tends to legalize the present practice without equalizing salaries.
3. Grievance Procedures. Haddock announced that there was discussion of a grievance procedure from UMSL for both academic and non-academic personnel.
4. Handling Salary and Wage Money.

Dr. Cogell asked Haddock whether the faculty could offer opinions on agenda items. Haddock replied that the agenda usually is distributed on the day of the meeting, but that some items are continuous and suggestions from faculty would be appropriate.

VI,4
.10 TENURE REGULATIONS REVIEW COMMITTEE. In the absence of Ralph Carson, UMR representative on the committee, Gabe Skitek read a report submitted by Carson (full copy*), in which Carson commented that he had received few responses from UMR faculty on the proposed tenure regulations, whereas other campuses had submitted to the committee many "expressions of concern." In the report, Carson also indicated that the committee has a great deal of work to do in studying the responses and in rewriting the regulations.

Following the report, Ken Robertson, speaking for his department, moved that the UMR faculty request clarification of the meaning of tenured in a position, as found in the proposed regulations. Chuck Johnson seconded the motion. Discussion included the following comments:

1. Jim Johnson said that the Exigency Committee places tenure possibly on the campus; however, he continued, the University legal counsel places tenure in a position.
2. Patterson stated that the proposed tenure regulation falls below the minimum standards for professional employees established by the American Chemical Society and perhaps by the Engineers' Joint Council.

3. Referring to the transfer of MSM faculty to the MU campus in the 1940's, Leighly concluded that precedence has been established for tenure residing in the system, not just on the campus.
4. Gerson expressed the opinion that tenure in a position is a radical departure from the original meaning of tenure.
5. Schowalter recommended that this issue be considered by IFC.
6. Robertson said that tenure in a position could inhibit the transfer of faculty to small programs because of the fear that financial exigency might cause such programs to be discontinued.

After discussion, the motion carried.

VI,4 PROGRAM REVIEW TASK FORCE COMMITTEE. Glen Haddock, chairman
.11 of this committee, reported that the committee, including Robertson, Sauer, and Warner, was charged by the Chancellor to submit a review of campus programs. He indicated that that review was completed, forwarded to the Chancellor, and is now on the agenda of the Resources Management and Planning Council.

VI,4 RETIREMENT AND STAFF BENEFITS. Bill Brooks reported that,
.12 although most of the work on the University committee is a review of the qualifications of people ready for retirement, the committee also discusses problems in retirement and staff benefits and makes recommendations to the President, who then forwards those he approves to the Board of Curators. For the 1976-77 budget, the committee, he continued, recommended improvements in the medical program, with the following results:

1. Out-of-pocket expenses per year were reduced to a maximum of \$1000 per person.
2. A maximum coverage of \$250,000 has been provided.
3. Hospital room rates were changed from a dollar limit to the rate for a semi-private room.

For the 1977-78 budget the committee, Brooks said, is recommending \$475,000 as a cost of living increase for retired people and \$150,000 to maintain the medical program. Brooks announced that the committee has also considered retirement for part-time employees; at present, he explained, .75 FTE personnel are covered by the retirement program, but not others. He said that the actuary is currently studying retirement for all part-time employees. Concluding his report, Brooks said that he or Jim Pogue would be glad to answer questions any time or to take matters to the committee for consideration.

Chuck Johnson asked whether the retirement plan still lacks actuarial soundness. Brooks replied that, although the plan could not at present pay all commitments at one time, the actuarial soundness has been improved. Barr asked about a prior recommendation to base faculty retirement on an 11/9ths salary figure. Jim Pogue replied that this suggestion has been given to the actuary to study.

Jim Pogue then brought up two deficiencies in the retirement program which have been discussed but not yet acted on:
1) the maximum of 35 years of service in the formula; and
2) the requirement of ten years of service and age 35 before vesting can occur. Brooks referred to another question about the retirement formula: the reason that the 5 years out of the last 10 have to be consecutive instead of just allowing the 5 highest salary years out of the last 10. He reported that the consecutive years in the formula is a requirement of the Internal Revenue Service, and designed to eliminate the possibility of discrimination by an employer.

VI,4 STUDENT INFORMATION SYSTEM. Glen Haddock, UMR representative
.13 on SIS, reported that the committee is making efforts to rectify the inefficiency of the system by establishing priorities, by initiating a long-term cost analysis, and by developing flow charts. Nevertheless, he indicated, the organizational structure of SIS, the assignment of responsibility within SIS, and the concept of a central data base or a peripheral system are still problems to solve. Haddock also reported that, although the system is still inefficient, the SIS will be retained, for the users of the system, for example, the registrar offices and business offices, say the service is necessary. Concluding, Haddock said that the system is at least better than it was in the past.

There were no items of new business and no announcements. Thus, the meeting adjourned at 3:56 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.

November 24, 1976

MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting
Thursday, December 2, 1976, at 1:30 p.m.
in G-5, Humanities-Social Sciences Bldg.

- I. Approval of the minutes of the October 25, 1976, special meeting and the November 4, 1976, regular meeting of the Academic Council.
- II. Unfinished business.
 - A. Tabled item: Procedures for evaluation of administrative officers (September 2, 1976, VI,1.5). Wayne Cogell
- III. Reports of administrative responses to actions approved by the Academic Council.
 - A. The ad hoc committee report on restructuring academic administration (Sept. 2, 1976; VI,1.1).
 - B. Request for a progress report on the Chancellor's affirmative responses to faculty resolutions. Jim Pogue
 1. Recommended 12% salary increase.
 - C. Report from Program Review Task Force Committee. Jim Pogue
- IV. Reports of standing and special committees.
 - A. 4.512 Admissions and Academic Standards. Samir Hanna
 1. Admission requirements (Jan. 29, 1976; V,7.3c).
 2. Guidelines for Admission and Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination (GRE) as an admission and graduation requirement for graduate students (Nov. 5, 1976; VI,4.4).
 - B. 4.513 Public Occasions Rodney Schaeffer
 - *1. Reconsideration of special events dates, 1977-78.
 - C. 4.515 Computer Committee Bill Plummer
 1. Study of computer facilities usage limits.
 - D. 4.519 Personnel Committee Wayne Cogell
 1. Study of the pros and cons of faculty unionization.
 - E. 4.522 Student Affairs David Hentzel
 - *1. Approval of constitutions for student organizations
 - F. Intercampus Faculty Council (IFC) report. Earl Foster
 - G. Tenure Regulations Review Committee report. Ralph Carson
- V. New business.
- VI. Announcements

*Supplementary material sent to Academic Council members.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

December 16, 1976

SUMMARY of actions, reports, and announcements at the Academic Council meeting, December 2, 1976.

1. The Chairman's report on the search committee for a chancellor.
2. Motion carried to amend point C of the proposed procedure for evaluation of department chairmen to read, as follows: "The evaluation form should have two parts: 1) questions to be applied to all chairmen on campus; and 2) questions appropriate to individual departments, as established by the information under point B."
3. Motion carried to use the Social Sciences form for part 1 of the evaluation form for department chairmen.
4. Motion carried to refer the proposed procedure for evaluation of department chairmen to the Personnel Committee for further study.
5. Report and comments on the recommended 12% salary increase.
6. Report on the formulas submitted to the Chancellor from the Program Review Task Force Committee.
7. Motion carried to change the dates for National Merit Day and University Day from November 4 and 5, 1977, to November ~~17~~ and ~~18~~, 1977. ¹⁸
₁₉
8. Announcement that the minutes of the open meeting on faculty unionization would be distributed. Discussion on the possibility of a future meeting on the same issue.
9. Motion carried to approve constitutions for four student organizations: UMR Gymnastic Club, UMR Racquetball Club, The Speculative Fiction Society, and Theta Tau Omega Professional Fraternity of the University of Missouri-Rolla.
10. Report on and discussion of the meaning of "tenured in a position."
11. Motion carried that the chairman of the Academic Council write to legal counsel, Jackson Wright, for a definition of tenure.
12. Request for an administrative response on the status of three proposed degrees: B.S. in Life Sciences, B.A./B.S. in Sociology, and Ph.D. in Engineering Mechanics.
13. Consideration of several motions requesting that Interim President Olson revise the composition of the screening committee for chancellor to include more faculty.
an equal opportunity institution

Motion from the Admissions and Academic Standards Committee:

Move that the Academic Council request a meeting of the Graduate Faculty be convened for the purpose of establishing the function, if any, of the Graduate Record Examination (GRE) in the program of each graduate student.

This meeting must address itself particularly to formulating clear answers to the following questions:

- a. Shall the GRE continue to be required for admission to graduate study?
- b. Shall there be a minimum GRE score required for admission, and at what administrative level shall this determination be made?

The council further requests that the action of the Graduate Faculty be reported to the Academic Council for final approval.



UNIVERSITY OF MISSOURI-ROLLA

21 October 1976

School of Engineering

Department of Engineering Mechanics

107 Old Metallurgy Building
Rolla, Missouri 65401
Telephone (314) 341-4581

MEMO TO: Academic Council

FROM: R. A. Schaefer, Chairman, Academic Council 4.513 Committee
on Assemblies, Programs, and Public Events

RE: Public Event Dates for Academic Year 1977-78

The following list of Public Events is presented to the Academic Council for approval.

Academic Year 1977-78

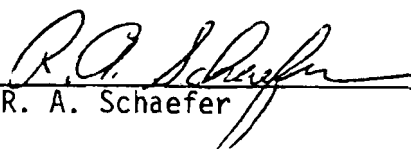
Parents Day	September 17, 1977	Missouri Southern
Homecoming	October 14-15, 1977	Central Missouri State University
National Merit Day	November 4, 1977	
University Day	November 5, 1977	Washington University
Science and Engineering Fair	April 14-15, 1978	
**Spring Open House		

*Commencement December 18, 1977

*Commencement May 14, 1978

*Approved in 1977-78 Calendar

**Delay decision on whether or not to continue until committee can review interest in this year's open house.


R. A. Schaefer

vh

PROPOSED UMR CALENDAR
1978-79

FALL SEMESTER 1978

Freshman orientation.....	Aug. 15,	Tues.
New student registration.....	Aug. 16,	Wed.
Student registration 8:15 a.m. - 4:30 p.m.....	Aug. 17,	Thurs.
Registration ends 3:00 p.m.....	Aug. 18,	Fri.
Classwork begins 7:30 a.m.....	Aug. 21,	Mon.
Labor Day Holiday.....	Sept. 4,	Mon.
Mid-Semester.....	Oct. 14,	Sat.
Thanksgiving vacation begins 7:30 a.m.....	Nov. 22,	Wed.
Thanksgiving vacation ends 7:30 a.m.....	Nov. 27,	Mon.
Last Class day.....	Dec. 8,	Fri.
Reading Day.....	Dec. 9,	Sat.
Final examinations begin 8:00 a.m.....	Dec. 11,	Mon.
Final examination ends 5:30 p.m.....	Dec. 16,	Sat.
Fall semester closes 5:30 p.m.....	Dec. 16,	Sat.
Fall commencement.....	Dec. 17,	Sun.

SPRING SEMESTER 1979

Student registration 8:15 a.m. - 4:30 p.m.....	Jan. 8,	Mon.
Registration ends 3:00 p.m.....	Jan. 9,	Tues.
Classwork begins 7:30 a.m.....	Jan. 11,	Thurs.
Washington's Birthday.....	Feb. 19,	Mon.
Mid-Semester.....	Mar. 3,	Sat.
Spring recess begins 7:30 a.m.....	Mar. 15,	Thurs.
Spring recess ends 7:30 a.m.....	Mar. 19,	Mon.
Spring break begins 5:30 p.m.....	Apr. 7,	Sat.
Spring break ends 7:30 a.m.....	Apr. 16,	Mon.
Last class day.....	May 4,	Fri.
Reading Day.....	May 5,	Sat.
Final examinations begin 8:00 a.m.....	May 7,	Mon.
Final examinations end 5:30 p.m.....	May 12,	Sat.
Spring semester closes 5:30 p.m.....	May 12,	Sat.
Annual commencement.....	May 13,	Sun.

SUMMER SESSION 1979

Registration.....	June 4,	Mon.
Classwork begins 7:00 a.m.....	June 5,	Tues.
Independence holiday.....	July 4,	Wed.
Summer session closes 12:00 noon.....	July 28,	Sat.

CLASS SESSIONS

(Excluding examinations	Fall	15	16	15	15	15	14
	Spring	14	15	15	15	15	14
	Summer	7	8	7	8	8	8

NOTE: For the St. Louis Graduate Center, all class sessions/holidays/
examinations commence at 4:00 p.m. and end at 10:00 p.m. in lieu
of the 7:30 a.m. and 5:00 p.m. above. Registration times and
dates to be announced later.

EVALUATION OF DEPARTMENT CHAIRPERSONS

- A. Purpose: The evaluation of department chairpersons shall provide information on their performance.
- B. Criteria: The established duties and real responsibilities of the department chairperson shall be used by the faculty members and the department chairperson to establish the criteria to be included on the evaluation form. The intent is that the faculty members and the department chairperson of each department shall establish the criteria using, for example, Executive Guideline #7.
- C. Form: The evaluation form may have questions requiring two types of responses: a numerical response and written comments. A sample evaluation form (used by the Department of Social Sciences) is enclosed with this material.
- D. Procedures: 1) The faculty members and the department chairperson shall develop their own evaluation form.
2) The department chairperson shall prepare and distribute the evaluation form.
3) All faculty members in the department shall be given an opportunity to evaluate the department chairperson.
4) Each department chairperson shall be evaluated during the first week of April of each academic year.
5) After the initial evaluation, the evaluation form shall be considered for revision and approval by the faculty members and the department chairperson by January of each academic year.
- E. Collection and Control: The faculty members and the department chairperson shall decide who will collect and manage the results of the evaluation.
- F. Notification of Results: Each faculty member and department chairperson shall be informed in writing of the evaluation results. The faculty members and the department chairperson shall decide whether or not other academic administrators are to be informed of the results of the evaluation.

Kindly respond to the following questions:

- 1) Describe the chairman's major strengths in his administration of the department.

- 2) Describe the chairman's major shortcomings in his administration of the department.

- 3) What steps, if any, should the chairman take to improve conditions in the department.

- 4) Describe your feelings about whether the present chairman should be replaced or retained.

- 5) If the chairman were to be replaced, please indicate whether you believe his replacement should be from within the department or outside UMR, and whether the replacement's discipline should be a factor.

The Personnel Committee would like to know the wishes of the Academic Council regarding the evaluation of the following academic administrators:

1. The Dean of Arts and Science, the Dean of Engineering, and the Dean of Mines and Metallurgy.

Should each dean be evaluated by the department chairperson and/or by the faculty in their school/college?

2. The Dean of Extension. Should the department chairpersons and/or the faculty members involved with extension evaluate the Dean of Extension?

3. The Dean of the Graduate School. Should the department chairpersons and/or the graduate faculty evaluate the Dean of the Graduate School?

4. The Provost and Dean of Faculties, the Vice Chancellor, and the Chancellor.

Should these persons be evaluated as a group or separately?

Should these persons be evaluated by the faculty, department chairpersons, and/or the other deans?



UNIVERSITY OF MISSOURI-ROLLA

21 October 1976

School of Engineering

Department of Engineering Mechanics

107 Old Metallurgy Building
Rolla, Missouri 65401
Telephone (314) 341-4581

MEMO TO: Academic Council

FROM: R. A. Schaefer, Chairman, Academic Council 4.513 Committee
on Assemblies, Programs, and Public Events

RE: Public Event Dates for Academic Year 1977-78

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R. A. Schaefer

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 Fall commencement.....Dec. 17, Sun.

SPRING SEMESTER 1979

Student registration 8:15 a.m. - 4:30 p.m.....Jan. 8, Mon.
 Registration ends 3:00 p.m.....Jan. 9, Tues.
 Classwork begins 7:30 a.m.....Jan. 11, Thurs.
 Washington's Birthday.....Feb. 19, Mon.
 Mid-Semester.....Mar. 3, Sat.
 Spring recess begins 7:30 a.m.....Mar. 15, Thurs.
 Spring recess ends 7:30 a.m.....Mar. 19, Mon.
 Spring break begins 5:30 p.m.....Apr. 7, Sat.
 Spring break ends 7:30 a.m.....Apr. 16, Mon.
 Last class day.....May 4, Fri.
 Reading Day.....May 5, Sat.
 Final examinations begin 8:00 a.m.....May 7, Mon.
 Final examinations end 5:30 p.m.....May 12, Sat.
 Spring semester closes 5:30 p.m.....May 12, Sat.
 Annual commencement.....May 13, Sun.

SUMMER SESSION 1979

Registration.....June 4, Mon.
 Classwork begins 7:00 a.m.....June 5, Tues.
 Independence holiday.....July 4, Wed.
 Summer session closes 12:00 noon.....July 28, Sat.

CLASS SESSIONS

(Excluding examinations	Fall	15	16	15	15	15	14
	Spring	14	15	15	15	15	14
	Summer	7	8	7	8	8	8

NOTE: For the St. Louis Graduate Center, all class sessions/holidays/
 examinations commence at 4:00 p.m. and end at 10:00 p.m. in lieu
 of the 7:30 a.m. and 5:00 p.m. above. Registration times and
 dates to be announced later.

EVALUATION OF DEPARTMENT CHAIRPERSONS

- A. Purpose: The evaluation of department chairpersons shall provide information on their performance.
- B. Criteria: The established duties and real responsibilities of the department chairperson shall be used by the faculty members and the department chairperson to establish the criteria to be included on the evaluation form. The intent is that the faculty members and the department chairperson of each department shall establish the criteria using, for example, Executive Guideline #7.
- C. Form: The evaluation form may have questions requiring two types of responses: a numerical response and written comments. A sample evaluation form (used by the Department of Social Sciences) is enclosed with this material.
- D. Procedures: 1) The faculty members and the department chairperson shall develop their own evaluation form.
2) The department chairperson shall prepare and distribute the evaluation form.
3) All faculty members in the department shall be given an opportunity to evaluate the department chairperson.
4) Each department chairperson shall be evaluated during the first week of April of each academic year.
5) After the initial evaluation, the evaluation form shall be considered for revision and approval by the faculty members and the department chairperson by January of each academic year.
- E. Collection and Control: The faculty members and the department chairperson shall decide who will collect and manage the results of the evaluation.
- F. Notification of Results: Each faculty member and department chairperson shall be informed in writing of the evaluation results. The faculty members and the department chairperson shall decide whether or not other academic administrators are to be informed of the results of the evaluation.

Section _____

Kindly respond to the following questions:

- 1) Describe the chairman's major strengths in his administration of the department.

- 2) Describe the chairman's major shortcomings in his administration of the department.

- 3) What steps, if any, should the chairman take to improve conditions in the department.

- 4) Describe your feelings about whether the present chairman should be replaced or retained.

- 5) If the chairman were to be replaced, please indicate whether you believe his replacement should be from within the department or outside UMR, and whether the replacement's discipline should be a factor.

The Personnel Committee would like to know the wishes of the Academic Council regarding the evaluation of the following academic administrators:

1. The Dean of Arts and Science, the Dean of Engineering, and the Dean of Mines and Metallurgy.

Should each dean be evaluated by the department chairperson and/or by the faculty in their school/college?

2. The Dean of Extension. Should the department chairpersons and/or the faculty members involved with extension evaluate the Dean of Extension?

3. The Dean of the Graduate School. Should the department chairpersons and/or the graduate faculty evaluate the Dean of the Graduate School?

4. The Provost and Dean of Faculties, the Vice Chancellor, and the Chancellor.

Should these persons be evaluated as a group or separately?

Should these persons be evaluated by the faculty, department chairpersons, and/or the other deans?



UNIVERSITY OF MISSOURI-ROLLA

November 23, 1976

(VI, 5.4)

School of Engineering

Department of Engineering Mechanics

107 Old Metallurgy Building
Rolla, Missouri 65401
Telephone (314) 341-4581

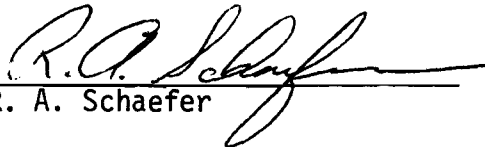
MEMO TO: Academic Council

FROM: R. A. Schaefer, Chairman, Public Occasions Committee

RE: Reconsideration of Public Event Dates

The Public Occasions Committee recommends that the dates for National Merit Day and University Day be changed from November 4th and 5th, 1977 to November 18th and 19th, 1977. The reason for this change is the present dates conflict with a national SAT test date. The Committee further recommends that in the future, consideration be given to separating the two events with University Day being scheduled the latter part of October and National Merit Day being scheduled the latter part of November.

The Committee also recommends that, because of a lack of interest by prospective students, the Spring Open House be canceled effective immediately.


R. A. Schaefer

RAS/vh



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

Volume VI, No. 5

MINUTES of the Academic Council meeting, December 2, 1976.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, December 2, 1976, in G-5 of the Humanities-Social Sciences Building. After announcing two substitutions, Kent Roberts for Stuart Johnson and Vince Roach for Ken Robertson, Chairman Ownby asked for any corrections or additions to the minutes of the special meeting on October 25, 1976, and the regular meeting on November 4, 1976. Since no corrections or additions were identified, Chairman Ownby declared the minutes of both meetings approved as distributed.

Before proceeding with the agenda, Chairman Ownby expressed his thanks to the faculty for its participation, approximately 75%, in the straw poll for nominating an acting chancellor. He reported that Wayne Cogell, Bill Andrews, Paul Proctor, and he met on November 29 with Interim President Olson to discuss the position of acting chancellor as well as the search procedure for a chancellor. Referring to his copy of a letter from Olson to Vice Chancellor Thompson, Dr. Ownby identified the members of the proposed search committee for a chancellor: 3 faculty, one elected from each school/college; 2 administrators, one academic and one non-academic, selected by the Chancellor's Council; 1 graduate student, elected by the Association of Graduate Students; 1 undergraduate, student selected by the Student Council; 1 alumnus, chosen by Interim President Olson; and 1 person from Central Administration, Dr. A. G. Unklesbay. Dr. Ownby also reported that Interim President Olson, who would like a chancellor selected by the fall of 1977 if possible, would choose the chairman of the search committee and that the committee would select three candidates from the nominations it receives. Concluding, Dr. Ownby said that the search would be more open than in the past, with candidates appearing on campus, hopefully, however, without undue publicity.

Chairman Ownby was asked how effective faculty participation in the search for a chancellor would be, specifically, how the choice among the three candidates would be made. Dr. Ownby responded that he did not know how that choice would be made, but that he would ask Dr. Olson at a future meeting. Dr. Ownby also reported that Interim President Olson plans to announce an acting chancellor and the members of the search committee at the Board of Curators meeting on December 17.

Following Dr. Ownby's comments, several Council members expressed the opinion that the results of the straw poll for acting chancellor should be announced to the faculty; otherwise, one member indicated, the faculty should have been informed that the results would not be disclosed. Chairman Ownby replied that the purpose of the poll was to provide Interim President Olson with an indication of faculty choice, that the results of the poll, as follows, were given to him on November

29 for his use: a list of the names receiving the highest number of votes, the first five being noticeably higher; and a grouped list of the names receiving one vote each. Dr. Ownby further stated that it was his decision for the poll to remain undisclosed. Expressing his concurrence with Dr. Ownby's decision, Wayne Cogell explained that, though he favors open access to information, there were other considerations regarding this poll, including the possibility of news articles. Chairman Ownby then announced that he would ask the RP&A Committee to establish a procedure for future elections and polls. In response to a question from the floor, Chairman Ownby informed the Council that no members of the administration were informed of the results of the poll, that only he and the other three faculty who met with Olson, the Academic Council secretary, Marian Smith, and Ralph Schowalter, who helped count the ballots, knew the results.

VI,5 EVALUATION OF ADMINISTRATIVE OFFICERS. Lyle Rhea moved to
.1 untable the Personnel Committee's proposed procedure for evaluation of department chairmen (VI,4.7; complete copy filed with the minutes of the November 4, 1976, meeting). The motion was seconded and carried. Wayne Cogell then reviewed Council action on the procedure, as taken at the November 4 meeting:

Section A. Purpose. This section was not modified.

Section B. Criteria. This section was modified by an amendment to read as follows: "The established duties, Executive Guideline #7, and real responsibilities of the department chairperson shall be used by the faculty members to establish information to be included on the evaluation form" (deletion of last sentence in original point B).

Section C. Form. The following amendment was moved and seconded prior to the tabling motion: "The evaluation form should have two parts: 1) questions to be applied to all chairmen on campus; and 2) questions appropriate to individual departments, as established by the information under point B."

Dr. Cogell then indicated that discussion on the amendment of point C would be in order. Rhea explained the purpose of the two parts to the amendment: the questions common to all chairmen would provide a base for a relative evaluation of chairmen; the questions appropriate to individual departments would allow for the unique nature of some departments. When asked by Gerson who would formulate the questions in part 1 for all department chairmen, Rhea recommended that the Personnel Committee use the questions on the Social Sciences evaluation form, which was attached to the proposed procedure as a sample.

The remainder of this discussion was addressed to the proposed procedure as a whole. Vince Roach asked, as a point of information, the reason for the Academic Council's establishing an

evaluation procedure; he also commented that it might be more appropriate to have an evaluation of deans, who would then evaluate chairmen. Cogell explained that, based on a request from Central Administration, the Chancellor had asked the Academic Council to provide the means for an evaluation of administrative officers. Next Troy Hicks suggested that the efficacy of such an evaluation should have been considered prior to the procedure itself being reviewed. Hicks also asked whether the Council would have an opportunity to discuss the entire document after the point-by-point review is completed. Cogell replied that a review of the total document would be scheduled at a later meeting.

The motion to amend point C carried.

Lyle Rhea then moved that the questions on the sample evaluation form from Social Sciences be adopted for part 1 of the evaluation form, which applies to all chairman. Schowalter seconded the motion. The motion was clarified as including both pages of the sample form--page 1, a series of qualities to be rated 1 to 5 or unknown, and page 2, five questions to be answered. Lyle Pursell suggested that question 5 on page 2, concerning replacement policy, is inapplicable. Agreeing with Pursell's suggestion, Rhea modified his motion to delete question 5 and the second accepted the change. After a comment in opposition to the quantitative nature of part 1 of the evaluation form, the question was called; the motion to use the Social Sciences form for part 1 of the evaluation form for department chairmen carried.

Dr. Cogell then continued with point D, Procedures, reading point 1: "The faculty members and the department chairperson shall develop their own evaluation form." Since the term faculty members in point B had been established as including chairmen, Dr. Cogell accepted as an editorial change the deletion of "and the department chairperson" (VI,4.7).

At this point in the discussion Dr. Cogell suggested that the Personnel Committee should revise this procedure and return it to the Council for consideration at the next meeting. He also invited faculty to recommend additional revisions to the committee. Jim Tracey, however, suggested that Council members might want to make recommendations at the present meeting; so several were made, as follows:

1. Pursell suggested that the evaluation might take place only every other year instead of the first week of April of each academic year, as found in point D.4.
2. Rhea expressed the opinion that, since the chairman is appointed each year, the evaluation should be done each year; he said that, if the chairman is effective, the evaluation would require little time, and, if he is not effective, the evaluation would be necessary.

3. In regard to point F, Notification of Results, Rhea recommended an editorial change which would again include chairmen within the term "faculty members." He also recommended that the results be available to each faculty member and then transmitted to the dean and to the Chancellor via the Provost.
4. Jim Johnson noted that faculty have objected to the results of the student evaluations of faculty being forwarded to chairmen because the evaluations were sometimes used in judging merit and because some questions on the evaluations were unfair. He concluded that questions on the evaluation form for department chairmen might also be unfair and used in ways not intended.
5. Lyle Pursell disagreed with Johnson's analogy, adding the differentiation that chairmen have input on the evaluation form whereas faculty have not had input on the student form. Furthermore, he said, deans should recognize unfair questions.
6. An additional comment was the idea that an effective chairman would prefer the results be forwarded to the dean.
7. The question was asked whether deans would make use of evaluation results.
8. Pursell recommended that the opinions of the department chairmen about this evaluation be requested before final action is taken.
9. In response to a suggestion from Tracey that administrators in attendance at the present Council meeting express opinions, Bernie Sarchet informed the Council that the evaluation procedure is on the agenda for the next meeting of department chairmen. He indicated that he would ask for opinions on whether the evaluation results should be forwarded to deans. He also said that the most useful purpose for an evaluation procedure is that of improvement; thus, he said, the results should be discussed by the chairmen and the faculty and then a decision might be made on forwarding the results to the dean. Dr. Cogell indicated that improvement was the intent of the committee.
10. Adrian Daane reported that he had submitted suggestions to the Personnel Committee.

11. Colonel Marvin stated that evaluations have been used in the military for years, but that their limitations are recognized.

Bob Russell moved to refer the proposed procedure for evaluation of department chairmen to the Personnel Committee for further study. The motion was seconded and carried. A student representative then commented that students plan to conduct an evaluation of faculty this year, and expressed the hope that the faculty would cooperate.

- VI.5 Chairman Ownby then moved to the next item on the agenda,
- .2a administrative responses, asking Jim Pogue whether he could report on item A., the ad hoc committee report on restructuring academic administration. Upon Jim Pogue's request for clarification of the agenda item, the chairman-elect explained that the Council would like a report on charges given by the Chancellor to several individuals (and one to the Academic Council to review the necessity of committees) at the special meeting on October 25, 1976. Jim Pogue informed the Council that the Chancellor intended to discuss those charges at the General Faculty meeting on December 7, 1976.
- .2b In regard to item B, progress report on the recommended 12% salary increase, Pogue announced that the Resources Management and Planning Council is scheduled to discuss the matter at the next meeting. He proceeded by informing the Council of presently known facts about the budget for next year:
1. The Coordinating Board for Higher Education has made two recommendations to the governor in regard to UM: an increase in the budget of \$8.3 million plus \$3.9 million for salary increases if the money is available to the state, giving a total of \$12.2 million.
 2. UM requested an increase of \$20 million, an amount which Interim President Olson will urge at legislative meetings.
 3. An 11% salary increase (the UM recommendation) in the University would require \$18 million.
 4. If the University is appropriated the \$8.3 million and all of it is designated for salaries, the increase would be 5.06%.
 5. If the appropriation were the \$12.2 million and all of it designated for salaries, then the salary increase would be 7.4%.

Pogue then said that he has asked the RMPC to assume that all dollars in the total budget of \$12.2 million would be placed

on salary increases (a 7.4% increase), and then to consider additional priorities, including the following: 1) fuel, supplies, etc.; 2) E&E; 3) the additional 3.5% to raise salary increases to the maximum of 11%. For point 3 alone, he continued, over \$450,000 would have to be generated internally, since a 1% salary increase at UMR is about \$130,000. Thus, he said, if \$500,000 (a round figure here) had to be generated internally to provide the salary increase, and it were accomplished, for instance, by staff reductions, approximately 50 positions would have to be terminated. He concluded by citing his stipulation to the RMPC that academic units should be supported first and service and peripheral units afterwards, and by reminding the Council that there is still a question of whether UMR can act unilaterally in giving salary increases.

At the conclusion of the budget report the following comments were made:

1. Inflation amounts to approximately \$3 million a year.
2. Dr. Ownby said that, since faculty salaries had been the issue in requesting the 11% increase, only \$71,000 for a 1% raise would be necessary instead of \$130,000.
3. Barr said that, since the \$71,000 figure includes administration with academic titles, even less than that figure would be needed to give the faculty a 1% salary increase.
4. Ownby concurred that an even smaller figure would be necessary to provide the 11% raise for faculty (non-administrative), and would be an indication of good faith on the part of the administration.
5. Bob Lewis expressed his support of faculty salaries but stated that persons involved in a major lay-off should receive longer warning than was true last year. He also stated that generating \$500,000 might mean terminating 75 persons, instead of 50.
6. Laying off could be done at the top.
7. A 1% smaller salary increase could be given at the top and added to the bottom.

Jim Pogue suggested that the committee considering merit raises might consider the last suggestion.

VI,5 The third report from Jim Pogue concerned the formulas sub-
.2c mitted to the Chancellor from the Program Review Task Force Committee. He informed the Council that the RMPC has considered the formulas but has reached no conclusion. Furthermore, he continued, the RMPC is studying alternative formulas and other data. Hopefully, he concluded, some simpler formula, to be used only as a guideline, could be developed.

Ruhland asked whether the Program Review Task Force Committee is responsible for the current review of three degrees. Jim Pogue explained that the current review, instigated by the Board of Curators, is entitled Existing Program Review, and is part of a University-wide review of programs every five years. He said that three programs will be reviewed this spring by means of an internal departmental review plus review by a campus committee, and that all campuses are participating in the review.

Chairman Ownby reiterated that the consensus of the RMPC is to use formulas cautiously, but stated his opinion that formulas can be used for purposes not originally intended. Thus, he recommended, faculty should familiarize themselves with the report of the Program Review Task Force Committee. Jim Pogue said that a copy is available in the Provost's office, and Ownby informed the Council that a copy is also on file in the Academic Council office.

- VI,5 ADMISSIONS AND ACADEMIC STANDARDS. Chairman Ownby announced
.3 that there was no report from this committee.
- VI,5 PUBLIC OCCASIONS. Informing the Council that the dates for
.4 National Merit Day and University Day, November 4 and 5, 1977, would conflict with the schedule of SAT exams (See amendment to motion approving public events dates, VI,4.5), Rodney Schaefer moved that the dates November 1~~0~~ and 1~~9~~, 1977, be approved for National Merit Day and University Day respectively (full copy*). Cogell seconded the motion; the motion carried. Schaefer then moved that the spring open house be cancelled because of low attendance (full copy*). The motion was seconded and carried.
- VI,5 COMPUTER COMMITTEE. Chairman Ownby announced that there was
.5 no report from this committee.
- VI,5 PERSONNEL COMMITTEE. Wayne Cogell announced that the minutes
.6 of the open meeting on the pros and cons of faculty unionization held on November 22, 1976, would be distributed with the minutes of the present meeting. Cogell also commented that, although attendance at the open meeting was poor, there was still interest in the matter. A straw vote which Cogell then requested showed some interest in continuing the item. Another straw vote showed an even distribution for the suggestion that part of an Academic Council meeting be used for a further discussion of unionization with outside speakers present. Another suggestion was an open special meeting of the Academic Council.
- VI,5 STUDENT AFFAIRS. Paul Ponder moved approval of constitutions
.7 for four student organizations: UMR Gymnastic Club, UMR Racquetball Club, The Speculative Fiction Society, and Theta Tau Omega Professional Engineering Fraternity of the University

of Missouri-Rolla (full copies*). Cogell seconded the motion. Lyle Pursell recommended an editorial change of "OBJECTIVES" instead of "OBJECTS" as the heading of ARTICLE II in the constitution of The UMR Gymnastic Club; the editorial change was accepted. Then Pursell asked whether such constitutions follow a standard form. Ponder replied that, although there is a standard form recommended, it is not always followed strictly, for some organizations use the format of their national organizations. Nevertheless, he continued, specific items must be included in each constitution. The motion to approve the four constitutions carried.

Ruhland moved that the students, instead of the Academic Council, approve these constitutions. Ponder explained that, in the past, approval was given by the Student Council, but that the Student Council requested the Academic Council to approve the constitutions. Since that change in procedure, Ponder continued, there has been some discussion in the Student Council of returning to the former procedure, but no official request. Ruhland withdrew his motion.

VI,5 INTERCAMPUS FACULTY COUNCIL. Chairman Ownby announced that
.8 the next meeting of IFC would be held December 11 and that a report would be given at the January meeting of the Academic Council.

VI,5 TENURE REGULATIONS REVIEW COMMITTEE. Citing a request at
.9 the November meeting of the Academic Council that he report on the meaning of "tenured in a position," Ralph Carson explained his understanding of the phrase as tenured in a department on the UMR campus, not on the UMR campus or in the University. To substantiate his interpretation, Carson cited the appointment form, which gives the position title, e.g., Professor of Electrical Engineering. Citing himself as an example, Carson said that, if EE were eliminated, he could not move to a tenured position in Math without establishing his tenure there, nor could he move to a tenured position in EE at UMC, since the people who approved his tenure were in EE at UMR. Carson gave an additional example: in a Department of Romance Languages, should Portuguese be eliminated because of low enrollment, the teacher of Portuguese would be terminated unless he could assume another position in romance languages.

Carson then answered several questions:

1. Is a person tenured as an associate professor?
Carson: No.
2. If a person is transferred, does his tenure change?
Carson: No.
3. Since tenure is approved by the President of the University, is not the rationale for placing tenure

in the department counter to the process of tenure?
Carson: The department initiates and recommends.

Comment: More weight should then be placed on departmental recommendations if tenure is defined as residing in the department.

4. Will the faculty see the final draft of the proposed tenure regulations before it is forwarded to the President and the Board of Curators?

Carson: It seems reasonable, but I do not know.

Comment: The faculty should approve the tenure revisions.

5. What does legal counsel say about the definition of tenure in a position?

Carson: I called Newberry, but he said he did not know.

6. Is there a statement in the proposed tenure regulations that tenure exists in the department, or in the school, providing the school is not organized into departments.

Carson: I do not know.

After clarification that the request for a definition was intended to go to the Tenure Committee, Pursell moved that the chairman of the Academic Council request an interpretation of tenured in a position from legal counsel, Jackson Wright. The motion was seconded. Summers then moved an amendment to request also an explanation of tenure in regard to dual positions. Cogell seconded the amendment. When Jim Pogue explained that a person is tenured in only one position, the amendment was withdrawn. After a comment by Jim Johnson that Wright always gives a narrow interpretation of tenure and that court cases actually decide the definition, the question was called, and the motion calling for the chairman of the Academic Council to write to Jackson Wright for a definition of tenure carried. The Chairman indicated that he would report at the next meeting.

VI,5
.10 When Chairman Ownby asked for new business, Wayne Cogell moved that the Academic Council request an administrative response on the status of three proposed degrees--B.S. in Life Sciences, B.A./B.S. in Sociology, and Ph.D. in Engineering Mechanics (approved for academic merit by the Academic Council, V,5.4, V,5.5, and V,4.3 respectively), asking for reasons and details as to cost factors if these degrees have not been forwarded. Leighly seconded the motion, and it carried.

VI,5
.11 Under new business Chuck Johnson said that the faculty at UMR, instead of the President of the University, should determine the composition of the screening committee for the

UMR chancellor. Upon a suggestion that the RP&A Committee consider revising the by-laws to authorize a method of choosing screening committees, Schowalter reminded the Council that a by-laws revision could not be effected this academic year. Cogell then moved that the Chairman of the Academic Council forward to Interim President Olson immediately a request for greater faculty representation (excluding chairmen and deans) on the search committee for a chancellor. Chuck Johnson seconded the motion.

At this point there was a motion to extend the present meeting; the motion was seconded and carried.

Rhea moved an amendment to the motion calling specifically for faculty representation on the search committee to number six (instead of the present three), two from each school/college. Leighly seconded the amendment. Cogell reported a recommendation that one faculty member be added to the search committee to represent women and minorities, but accepted the amendment as part of his motion, with the remainder of the search committee remaining the same. However, it was noted, Olson had indicated that the present number of nine on the search committee verged on too many. Tracey expressed his opposition to the motion because the committee would be too large; referring to his own experience on search committees, he said that the student and administrative components do not oppose the faculty and that faculty, if the number is greater, feel less necessity to be present at meetings regularly. The motion requesting Olson to expand faculty representation from three to six (excluding chairmen and deans), two from each school/college, failed.

Then Ruhland moved that the Academic Council propose the following composition for the search committee: 3 faculty, 1 from each school/college; 1 student, selected by the Student Council; a UMR administrator; 1 U-wide administrator, non-voting and serving as liaison; and 1 alumnus. This motion was seconded. When Jim Johnson recommended that the U-wide member should be allowed to vote, especially since the member had already been selected, Ruhland deleted the non-voting stipulation in his motion. Chuck Johnson then moved an amendment which would add one faculty member at large, in order to equalize the number of faculty and non-faculty members on the committee. Ruhland seconded this amendment to his motion. However, before the question was called, Kent Roberts called for a quorum count, and the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Complete document on file with the smooth copy.
Minutes of the Academic Council are considered official notification and documentation of actions approved.

29 for his use: (1) a list of the names nominated, with the corresponding number of votes each received --the names of those receiving one vote were not listed, but were lumped together in a single "others receiving one vote each" category; (2) the top five nominees were evaluated by the faculty committee in each of the areas of responsibility of the chancellor. Dr. Ownby further stated that it was his decision for the poll to remain undisclosed. Expressing his concurrence with Dr. Ownby's decision, Wayne Cogell explained that, though he favors open access to information, there were other considerations regarding this poll, including the possibility of news articles. Chairman Ownby then announced that he would ask the RP&A Committee to establish a procedure for future elections and polls. In response to a question from the floor, Chairman Ownby informed the Council that no members of the administration were informed of the results of the poll, that only he and the other three faculty who met with Olson, the Academic Council secretary, Marian Smith, and Ralph Schowalter, who helped count the ballots, knew the results.

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Section A. Purpose. This section was not modified.

Section B. Criteria. This section was modified by an amendment to read as follows: "The established duties, Executive Guideline #7, and real responsibilities of the department chairperson shall be used by the faculty members to establish information to be included on the evaluation form" (deletion of last sentence in original point B).

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The remainder of this discussion was addressed to the proposed procedure as a whole. Vince Roach asked, as a point of information, the reason for the Academic Council's establishing an



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

RESOLUTION

of

The General Faculty
University of Missouri - Rolla

December 7, 1976

The University of Missouri - Rolla has, since its founding in 1870, been strongly oriented toward the physical sciences and engineering. During the century which followed its founding, as cultural and societal needs have changed, at an ever-increasing tempo, curricula have been modified, faculty augmented, laboratories updated, and new technology assimilated.

In the post-Sputnik era, about three-fourths of all UMR graduates have received their degrees, almost 90 percent of our physical facilities have been acquired, faculty holding the doctorate have increased from about 25 percent to about 85 percent, the budget has increased twenty fold, enrollment has more than doubled and technological information has proliferated exponentially.

As its second Chancellor, the University of Missouri - Rolla was fortunate to attract one of the most distinguished living engineers-scientists in the world - Raymond L. Bisplinghoff.

To illustrate the breadth of his knowledge, the extent of his interest, and the constructive orientation of his mind, a few selected facets concerning the efforts of this man are cited: (1) as an educator he has served as a faculty member, chairman of a department and dean of engineering at the Massachusetts Institute of Technology; (2) in recognition of his scholarship, he is the recipient of honorary doctorate degrees; (3) his thorough knowledge and good judgment are testified to by his appointment as (a) Director and later Associate Administrator, Office of Advanced Research and Technology, NASA, (b) Special Assistant to Administrator, NASA, (c) Consultant to Administrator, NASA, (d) Deputy Director, NSF, (e) Consultant, NSF, (f) member of Board, NSF, (g) member of Advisory Committee to the Science Advisor to the President of the United States, (h) Science and Technology Advisor to the Governor of Missouri, (i) Consultant, Energy Research and Development Administration (ERDA), and (j) Director of the Engineers' Council for Professional Development.

His distinguished service has been recognized internationally across the spectrum of his efforts. He has been elected to both the National Academy of Engineering and the National Academy of Sciences. He is a fellow of the American Academy of Arts and Sciences, American Association for Advancement of Science, the Royal Aeronautical Society, American Astronautical Society and an Honorary Fellow of AIAA, having served as president of that organization.

Recognition of his distinguished service has brought him numerous awards, such as: U.S. Air Force Certificate of Achievement, NASA Distinguished Service Medal, University of Cincinnati Distinguished Alumnus Award, FAA Extraordinary Service Award, NASA Apollo Achievement Award, NSF Distinguished Service Award. In the fields of engineering and physical sciences he has few peers.

It was with profound regret that the faculty of the University of Missouri - Rolla learned that new and broader challenges beckoned Raymond L. Bisplinghoff with an offer which could not be refused.

WHEREAS Raymond L. Bisplinghoff has served as Chancellor of UMR, assuming his responsibilities with the statement:

"I'm delighted to be asked to be Chancellor of the Rolla campus."

AND WHEREAS he has directed the attention of UMR to the future:

"This is a very fine opportunity and I am convinced that that there will be a resurgence of interest in science and engineering education."

AND WHEREAS he has directed attention to the specific problems UMR graduates will face:

"The national problems of energy and the environment, including natural resources and productivity, are all important problems which require the kind of talent that is now represented on the Rolla campus."

AND WHEREAS, because of his unique qualifications, he has been challenged to accept responsibility elsewhere and has accepted that challenge.

NOW BE IT RESOLVED that the UMR General Faculty expresses to Chancellor Raymond L. Bisplinghoff its deep appreciation for the leadership he has provided for more than two years.

AND BE IT RESOLVED that the UMR General Faculty express to him every good wish for the future.

AND BE IT FURTHER RESOLVED that this resolution be made a part of the minutes of the General Faculty and of the Academic Council and that a copy be provided Raymond L. Bisplinghoff.

December 7, 1976

Memorial: Samuel Horace Lloyd

Samuel Horace Lloyd was born on December 4, 1896 at Vincennes, Indiana. He received the Bachelor of Arts degree at DePauw University, Greencastle, in 1918, and came to the School of Mines and Metallurgy in 1920 as a graduate assistant in English and General Science. He received the degree Master of Science and was appointed Instructor in English in 1921. He was married in 1922 to Margaret McCaw of Rolla; their children, Sam Jr., and Jean, are distinguished graduates of our campus. In subsequent years and in several topical areas, he was advanced to Assistant and Associate Professor, and in 1946, to Professor. That year, by action of the Board of Curators, the faculties in English, Economics, Psychology and History were consolidated into the Department of Humanities and Social Studies with Professor Lloyd as Chairman. He continued in that post until the 1964 division of the department into the current components. He was appointed Professor Emeritus in 1967 and continued teaching selected classes until 1970.

Professor Lloyd's teaching career on this campus thus spanned nearly 50 years, apparently the longest tenure of service in the institution's history. His first decade was one of substantial growth; the second was an interval of near disaster. At the worst of the Great Depression the enrollment shrank to less than 350 students and this division of the University of Missouri was nearly abandoned. In the post-war years as department chairman and a member of the Policy Committee, Professor Lloyd shared in the recovery that led at last to the emergence of the School of Mines as the second largest undergraduate engineering center in the nation. He also served for many years as faculty advisor to the Student Council's General Lectures committee. His adroit business negotiations in that capacity permitted this campus to enjoy presentations by some of the nation's most eminent public figures, classical musicians, and popular soloists and orchestras.

Sam Lloyd was distinguished by rare skill in the classroom and on the public platform. An articulate, witty, urbane and polished speaker, he was an institution in both the professional functions of the School and the folklore of the community. His sheer joy in the business of living was contagious. . . the Rolla Building often rocked with laughter in response to a master's recitation of anecdotes. Accurate or apocryphal, Sam's stories inevitably brought down the house.

As chairman, Professor Lloyd displayed an acute sense of proportion. He abhorred the elevation of trivia to undue stature. He had no patience for empires or their builders. He was quick and decisive in discerning duplicity. Staff decisions were made in direct collaboration with the Dean, the chief administrator of the campus, and Professor Lloyd always accepted full personal

responsibility for those decisions. The morning the blue sheets were distributed, he was at his desk, as usual.

Perhaps the finest tribute to Sam Lloyd is the evidence of the imperishable legacy he left to the young people of his classrooms, for it is they who, when they return to this campus as career professionals, so often ask, "Where may I find Sam Lloyd?"

- - - -

Prepared on behalf of the faculty of the University of Missouri - Rolla in general meeting, December 7, 1976.



Jo William Barr, chairman
John M. Brewer, member
Melvin L. Garner, member

The committee requests forwarding of copies of this memorial to Mrs. Samuel H. (Margaret) Lloyd, to Mr. Samuel Lloyd, Jr., and to Mrs. Robert (Jean Lloyd) Arras.

The committees further requests that copies of this memorial be incorporated in the minutes of the meeting of the General Faculty of this date, and in the minutes of the meeting of the Academic Council of December 2, 1976.



UNIVERSITY OF MISSOURI-ROLLA

November 23, 1976

School of Engineering

Department of Engineering Mechanics

107 Old Metallurgy Building
Rolla, Missouri 65401
Telephone (314) 341-4581

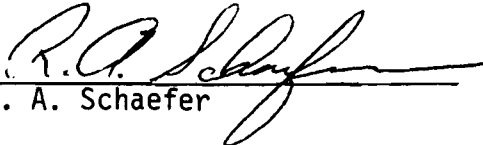
MEMO TO: Academic Council

FROM: R. A. Schaefer, Chairman, Public Occasions Committee

RE: Reconsideration of Public Event Dates

The Public Occasions Committee recommends that the dates for National Merit Day and University Day be changed from November 4th and 5th, 1977 to November 18th and 19th, 1977. The reason for this change is the present dates conflict with a national SAT test date. The Committee further recommends that in the future, consideration be given to separating the two events with University Day being scheduled the latter part of October and National Merit Day being scheduled the latter part of November.

The Committee also recommends that, because of a lack of interest by prospective students, the Spring Open House be canceled effective immediately.


R. A. Schaefer

RAS/vh

University of Missouri
COLUMBIA · KANSAS CITY · ROLLA · ST. LOUIS



227 University Hall
Columbia, Mo. 65201

OFFICE OF THE GENERAL COUNSEL

Telephone
314-882-3211

December 27, 1976

Mr. P. Darrell Ownby
Chairman, UMR Academic Council
105 Parker Hall
University of Missouri - Rolla

Dear Dr. Ownby:

I have your letter of December 14, 1976, and I apologize for being so delayed in answering you, but I have had difficulty in trying to locate the term "tenured in a position" in the proposed Tenure Regulations. I assume you mean the proposal which came from the Tenure Regulations Review Committee headed by Dr. George under date of October 1, 1976. While I have been over that draft several times, I have not found the term as you use it.

I would appreciate it if you would give me a call and we will talk about it over the phone and perhaps I can answer your letter.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "J. Wright".

JACKSON A. WRIGHT
General Counsel

JAW/mde



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

December 14, 1976

Mr. Jackson A. Wright
General Counsel to the Board of Curators
University of Missouri
227 University Hall
Columbia, Missouri

Dear Mr. Wright:

At the November 4, 1976, meeting of the UMR Academic Council Dr. Ken Robertson, speaking for his department, requested that the Tenure Regulations Review Committee seek clarification of the term "tenured in a position", as found in the proposed tenure regulations. At the December 2, 1976, Council meeting Dr. Ralph Carson, UMR representative on the Tenure Regulations Review Committee, gave his interpretation of the term; however, there was still some confusion existing about the legal definition of tenure.

At this time it was moved that I, as chairman of the Council, seek a legal definition of the term "tenured in a position" from the University of Missouri legal counsel.

I would appreciate your response to this motion in order that I may have a report for the next meeting of the Council, which is to be held on January 27, 1977.

Yours very truly,

A handwritten signature in cursive script that reads "P. Darrell Ownby".

P. Darrell Ownby, Chairman
UMR Academic Council

PDO:mhs



UNIVERSITY OF MISSOURI-ROLLA

IV E, 1, 2 + 3

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871
January 20, 1977

MEMORANDUM TO: Members of the Academic Council
RE: Elections

At the January 27, 1977, meeting of the Academic Council the following names will be placed in nomination for the respective positions:

1. Faculty member to replace Gary Patterson as Parliamentarian:

Lyle G. Rhea

2. Faculty member to replace Gary Patterson on the Academic Council Admissions and Academic Standards Committee:

Lyle G. Rhea

Franklin B. Pauls

Troy L. Hicks

3. Faculty member to replace Larry Josey on the Personnel Committee:

Charles A. Johnson

Hollis P. Leighly

mhs

A handwritten signature in cursive script, reading "Ralph Schowalter".




UNIVERSITY OF MISSOURI-ROLLA

Chancellor
Search and Screening Committee
Dr. James H. Tracey, Chairman
109 Electrical Engineering
Rolla, Missouri 65401

JANUARY 12, 1977

MEMORANDUM TO: *Members, UMR Academic Council*

FROM: *Dr. James H. Tracey, Chairman* 
Chancellor Search and Screening Committee

RE: *Criteria for the Evaluation of Candidates*

The Chancellor Search and Screening Committee has requested a meeting with the UMR Academic Council for the purpose of discussing criteria for the evaluation of candidates. The Committee does not plan to debate criteria, but is open to suggestions from faculty, students, staff, alumni, and other interested parties.

Three years ago, a similar search was conducted and a criteria paper developed. A copy of that criteria paper is attached. The committee believes that the discussion will be more meaningful if it is based on that document. We are anxious to have your opinions on what should be changed, emphasized, or considered.

Please remind your constituencies that Academic Council meetings may be attended by non-Council members.

In addition to suggestions made at this meeting, the Committee, individually or collectively, would welcome further suggestions in oral or written form from any individuals or groups.

*mm
enc.*

CRITERIA FOR SELECTION OF A CHANCELLOR

Prepared by the University of Missouri - Rolla

Chancellor Search and Screening Committee

PROVEN ADMINISTRATIVE ABILITY is a prime criterion.

Administrative experience should be at the level of an academic dean, research director, department chairman, or at the equivalent industrial administrative level.

Administrative performance should provide evidence of enhanced program quality or maintenance of program viability against severe obstacles.

Administrative characteristics should include the ability to delegate authority and responsibility, the ability to select and evaluate competent subordinates, and the judgement and courage to take necessary steps to improve performance or make personnel changes to improve administrative services. The realization that administration is a service to students and faculty is essential.

Substantial awareness and involvement in the preparation, presentation, and management of budgets for large and complex organizations is highly desirable.

NATIONAL RECOGNITION as a person of stature beyond the immediate organization is desirable.

National recognition may be obtained in many ways; service on national committees, service as an officer in national professional societies, and publication of works devoted to problems of broad concern having administrative implications, are examples.

A DISTINGUISHED ACADEMIC BACKGROUND is essential.

Evidence of nationally recognized scholarly activity sufficient to command the respect of students, faculty, and peers is necessary.

Possession of a terminal degree appropriate to the person's specialty, or equivalent, is necessary.

Experience as a university or college teacher, with an awareness of associated problems, is preferred.

An awareness of the relationships between research and teaching, with evidence of effective integration of the two, is essential.

Strong, flexible personal and professional philosophies and the ability to articulate those philosophies is necessary.

LEADERSHIP QUALITIES, appropriate to one who will represent UMR in many diverse situations, are particularly important.

The Chancellor must have a strong positive image, with self-confidence, but with a sense of reality in terms of self-importance.

At all times the Chancellor must serve as a policy maker, academic leader, and advocate of UMR. In this role, the Chancellor must be able to obtain cooperation of persons at all levels. Frankness, honesty, and consideration, willingness to accept and evaluate criticism objectively, the ability to respond to issues rather than to personalities, and the ability to act decisively in the face of opposing pressures are, therefore, important characteristics.

Though primarily concerned with UMR, the University, and Missouri, the Chancellor should recognize the importance of national and international perspective in higher education.

The Chancellor must be open, personable, and articulate, with a genuine interest in people and their problems.

Adeptness with the social graces and an awareness of the social obligations of the office to those within and without the University are indispensable attributes.

Awareness of the relationships between the University and the community and a desire to maintain good relationships are necessary in view of the mission of the University to serve the citizens of Missouri.

THE UNIQUE CHARACTER OF UMR suggests certain criteria for selection of a Chancellor.

An appreciation of the history of the campus and recognition of the strong sense of tradition on the part of students and alumni is essential.

Appreciation of the valid ambitions of engineering, mines and metallurgy, sciences, humanities, and social sciences, viewed within the framework of economic realities, is particularly necessary.

A sense of priority based on the educational, intellectual, and cultural needs of students, Missouri, and the nation, is a prime criterion.

Familiarity with multi-campus universities and experience in dealing with problems of complex administrative structures is an important consideration.

The ability to guide formulation and implementation of comprehensive plans for the campus with complete confidence of the President, Board of Curators, students, faculty, and alumni is essential.




UNIVERSITY OF MISSOURI-ROLLA

Chancellor
Search and Screening Committee
Dr. James H. Tracey, Chairman
109 Electrical Engineering
Rolla, Missouri 65401

JANUARY 12, 1977

MEMORANDUM TO: *Members, UMR Academic Council*

FROM: *Dr. James H. Tracey, Chairman* 
Chancellor Search and Screening Committee

RE: *Criteria for the Evaluation of Candidates*

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*mm
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The ability to guide formulation and implementation of comprehensive plans for the campus with complete confidence of the President, Board of Curators, students, faculty, and alumni is essential.

EVALUATION OF DEPARTMENT CHAIRPERSONS

(Approved
11-4-76)

A. Purpose: The evaluation of department chairpersons shall provide information on their performance.

(Approved
11-4-76)

B. Criteria: The established duties, Executive Guideline #7, and real responsibilities of the department chairperson shall be used by the faculty members* to establish information to be included on the evaluation form.

(Approved
12-2-76)

C. Form: The evaluation form should have two parts:

- 1) Questions to be applied to all chairpersons on campus; and
- 2) Questions appropriate to individual departments, as established by the information under Part B.

D. Procedures: 1) Each department chairperson shall be evaluated during the first two weeks of April of each academic year.

2) Faculty members in a department shall be given an opportunity to evaluate their department chairperson.

3) An elected faculty committee composed of three members shall be responsible for the following steps in the procedure:

- a. The faculty committee shall work with the departmental faculty to develop their own portion of the evaluation form as indicated in C-2, above.
- b. The faculty committee shall prepare and distribute the evaluation form annually.
- c. The faculty committee shall collect and manage the results of the evaluation.
- d. The faculty committee shall inform, in writing, each faculty member, dean of the school/college, and the chancellor, via the provost, of the evaluation results.
- e. The faculty committee shall consider the revision and approval by the departmental faculty of their section of the evaluation form by January of each academic year.

*The term "faculty members" includes department chairpersons.

(Approved
12-2-76)

The social sciences departmental evaluation form which was circulated with the November 4, 1976, Agenda (IV,D,1) was approved for the use of all departments as indicated in C 1, above, after deletion of question #5, Page 2.



UNIVERSITY OF MISSOURI-ROLLA

January 19, 1977

School of Engineering

Department of Chemical Engineering

143 Chemical Engineering Bldg.
Rolla, Missouri 65401
Telephone (314) 341-4416

Memorandum To: Marion Smith, Academic Council

From: Lee Bowman

Re: Representative for Academic Council

This is to inform you that Dr. E. L. Park, Jr. has been elected to replace Dr. G. K. Patterson (who is on leave) as representative for the Department of Chemical Engineering on the Academic Council.

January 20, 1977

MEMORANDUM TO: UMR Faculty
RE: AGENDA for the Academic Council meeting Thursday, January 27, 1977,
at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

- I. Approval of the minutes of the December 2, 1976, meeting of the Academic Council.
- II. Unfinished business.
 - A. Results of balloting for the member of the Presidential Screening Committee. Darrell Ownby
- III. Administrative reports and responses to actions approved by the Academic Council.
 - A. Administrative reports. Jim Pogue
 1. Report from the Resources, Management, & Planning Council (RMPC).
 2. Report on the current status of the three new degree programs as approved by the Academic Council.
 3. Report on the evaluation of administrative officers.
 4. Report of recent changes in the administration.
 - B. Report on a letter from Jackson Wright relative to tenure. Darrell Ownby
- IV. Reports from standing and special committees.
 - A. Chancellor Search & Screening Committee. James Tracey
 - *1. Discussion of the criteria for the evaluation of candidates for the UMR chancellorship; discussion will begin at approximately 2:30 p.m. and will be limited to 30 minutes.
 - B. 4.512 Admissions and Academic Standards Samir Hanna
 1. Admission requirements (January 29, 1976; V,7.3c).
 2. Guidelines for Admission and Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination (GRE) as an admission and graduation requirement for graduate students (Nov. 5, 1976; VI,4.4).
 - C. 4.515 Computer Committee Bill Plummer
 1. Study of computer facilities usage limits.
 - D. 4.519 Personnel Committee Wayne Cogell
 - *1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5).
 2. Request for a directive concerning unionization meetings.
 - E. 4.521 Rules, Procedures, & Agenda Committee Ralph Schowalter
 - (1. Election of faculty member to replace Gary Patterson as Parliamentarian.
 - * (2. Election of faculty member to replace Gary Patterson on the Admissions & Academic Standards Committee.
 - (3. Election of a faculty member to replace Larry Josey on the Personnel Committee
 - * See Smith record * F. 4.522 Student Affairs David Hentzel
 - * 1. Approval of constitution for The National Society of Black Engineers.
 - G. Report from the Missouri Assembly of Faculty in Higher Education (MAFHE). Ken Robertson
 - H. Report from the Intercampus Faculty Council (IFC). Earl Foster
 - I. Report from the Tenure Regulations Review Committee. Ralph Carson
- V. New business.
- VI. Announcements

*Supplementary material sent to Academic Council members.



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering
Department of Civil Engineering

Civil Engineering Building
Rolla, Missouri 65401
Telephone: (314) 341-4461

January 25, 1977

MEMORANDUM TO: Prof. Ralph Schowalter
FROM: J.H. Senne *JHS*
RE: Replacement for Dr. Josey

In our previous election of members to the Academic Council
Dr. Ivon Lowsley was the runner up.

We have agreed to appoint Dr. ^{Ivan}Lowsley as the Civil Engineering
department representative to replace Dr. Josey who resigned at
the end of the fall semester 1976.

JHS/b1

1/27/77

Dr. Orwby,
I hereby request that
Dr. Robert C. Plisson
substitute for me at
the Jan. 27 Council
meeting. He would
substitute when I leave
at 3:00.

James H. Lacey

Jan 24, 1977

Dr Glen Haddock will be my replacement
at the Jan 27, 1977 Academic Council meeting,

Troy Hicks
(mathematics)



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

Department of Electrical Engineering

123 Electrical Engineering Building
Rolla, Missouri 65401
Telephone: (314) 341-4506

January 26, 1977

MEMO TO: Darrell Ownby

FROM: R. E. Ziemer

RE: Replacement

I am allowing Paul D. Stigall from our department to take my place at the January 27, 1977 meeting.

Thank you.

REZ:pap



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

Department of Electrical Engineering

123 Electrical Engineering Building
Rolla, Missouri 65401
Telephone: (314) 341-4506

January 26, 1977

MEMO TO: Darrell P. Ownby

FROM: G. G. Skitek

RE: Replacement

I am allowing Dr. Ralph S. Carson from our department to take my place at the January 27, 1977 meeting.

Thank you.



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

Office of the Dean

101 Engineering Research
Rolla, Missouri 65401
Telephone (314) 341-4151

January 14, 1977

MEMORANDUM TO: Dr. Darrell P. Ownby

FROM: Dean J. Stuart Johnson

SUBJECT: Academic Council January 27

A handwritten signature in dark ink, appearing to read 'J. Stuart Johnson', written over the 'FROM' line of the memorandum.

I would like to designate Professor J. Kent Roberts as my alternate for voting purposes at the January 27 meeting of the Academic Council. I will attend but as a member of the Chancellor Search Committee and will be present only during the portion of the meeting related to that particular item.

JSJ/clm



UNIVERSITY OF MISSOURI-ROLLA

Office of Student Personnel

February 2, 1977

Building T-26
Rolla, Missouri 65401
Telephone (314) 341-4287

To: David Hentzel, Chairman of Student Affairs Committee

Re: Status of Little Sister Organizations

On February 1, 1977 the Student Affairs Committee voted to recommend to the Academic Council that recognition not be extended to the Little Sisters of the Golden Heart of Sigma Phi Epsilon Fraternity. This action was taken because:

1. The petitioning organization had no purpose for existence independent of an organization (fraternity chapter) already recognized.
2. The petitioning organization could accomplish its objectives without receiving official recognition from the University.

At the present there are five little sister groups which have received official recognition from the University. These are:

1. Crescents of Lambda Chi Alpha
2. Daughters of Diana (Tau Kappa Epsilon)
3. Daughters of Lee (Kappa Alpha)
4. The Sisters of Alpha Epsilon Pi
5. The Little Sisters of Pi Kappa Alpha

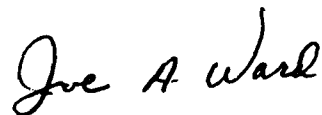
The stated purposes of these groups are very similar to the one stated by the Little Sisters of the Golden Heart (see attached). Therefore, in light of the recent action of the Student Affairs Committee, I believe consistency should be found in the treatment of all groups, either recognized or seeking recognition, with similar stated purposes.

I would recommend that:

1. If the Academic Council concurs with the recommendation of the Student Affairs Committee, recognition of currently recognized little sister groups be withdrawn effective the end of the current semester.

2. If these groups continue to exist they do so as unrecognized auxiliaries of social fraternity chapters.

3. Consideration be given for approval of the members to participate in the women's intramural program.



Joe A. Ward
Assistant Director
Student Personnel

JAW:jsc

cc: Dean Paul Ponder



UNIVERSITY OF MISSOURI-ROLLA

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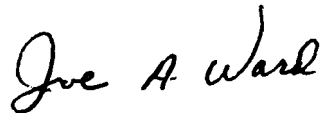
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Joe A. Ward
Assistant Director
Student Personnel

JAW:jsc

cc: Dean Paul Ponder



UNIVERSITY OF MISSOURI-ROLLA

884✓

Office of the Chancellor

210 Parker Hall
Rolla, Missouri 65401
Telephone (314) 341-4114

February 15, 1977

Memorandum To: Chancellor's Council
From: Jim C. Pogue
Subject: Extra Compensation Policy

Colleagues, attached is a copy of the latest version of our extra compensation policy document. This item will be on the agenda of the March 1 Cabinet meeting. I am advised to let Mel George's office know by February 23 if there is sufficient problem that we should pull the document from the Cabinet agenda.

Let me have any negative comments prior to Wednesday, February 23.

JCP/mlc
Attachment

Part I

University Policy for Extra Compensation

The University seeks to formulate for each faculty member an assignment of duties which will provide a balanced program of teaching, research, and service activities. Such a program normally is regarded as a full-time load or assignment and hence precludes any additional activities for which the faculty member might receive remuneration from the University.

In certain instances, however, faculty members may perform additional duties which entail reimbursement by the University on an overload or extra compensation basis. All requests for extra compensation must be approved by the President's Office. Extra compensation may be approved under the following conditions when such duties are necessary to carry out the responsibilities of the University:

1. When the normal assignment of the faculty member cannot be reduced to permit the proposed work to be done as part of his/her regular duties.
2. When such extra compensation has been authorized in advance by the appropriate academic dean and campus administrative officers.

Payment of Extra Compensation for Faculty Members

When extra compensation has been approved, the following will apply:

1. A faculty member on a nine-month appointment may be paid at a rate which shall not exceed one twenty-fourth ($1/24$) of annual salary for each semester credit hour of instruction. For each teaching hour of noncredit activities a faculty member may be paid at a rate which shall not exceed one three hundred sixtieth ($1/360$) of annual salary.
2. A faculty member on an eleven-month appointment may be paid at a rate which shall not exceed one twenty-eighth ($1/28$) of annual salary for each semester credit hour of instruction. For each teaching hour of noncredit activities a faculty member may be paid at the rate which shall not exceed one four hundred twentieth ($1/420$) of annual salary.
3. Remuneration rates for correspondence course lessons and examinations will be established by the Vice President for Extension.

Full-time administrators are not eligible for extra compensation except when explicitly authorized in writing by the appropriate Chancellor. The payment of extra compensation for internal consultants on grants and contracts is not allowed unless explicitly authorized in advance by the agency or funding source and approved by the University in accord with these procedures.

Part II

University Policy on Consultation

Consultation may be an important aspect of a staff member's professional involvement and development and a vehicle for community service, and therefore should be encouraged. However, consideration of any outside work begins with the understanding that all members of the University's professional staff render full-time professional service to the University during the period of their appointment. Thus, the decision of staff members to engage in outside work for pay depends upon the nature of their responsibility to the University and the conditions of their appointment, whether the outside work contributes to a better understanding of their professional field, whether the University's standing is enhanced by their outside contacts and services, and, more important, whether the consulting work can be done without interfering with their regular University duties.

The University encourages consulting activities subject to the following conditions:

- A. Consulting activities should be directly related to the professional interest and improvement of the staff member and be in the best interest of the University.
- B. Consultation will not interfere with the full discharge of obligations to the University including all regularly assigned teaching, research (including all scholarly and creative components), and community and institutional service.
- C. A staff member shall undertake consulting work only after conferring with the appropriate administrative officer, normally the department chairman.
- D. Consultation should not compromise the staff member or the University with regard to real or potential conflict of interest. Affiliation as a consultant with an organization doing business with the University presents a possibility for conflict of interest and should be undertaken only with great care.
- E. Consulting activities which will require use of any University equipment, space, technicians, support staff, or materials must follow established procedures. In particular, there must be prior arrangements through the campus business officer for compensation to the University for use of such University resource

Each division shall make an annual report to the Chancellor, Vice President, or other appropriate administrative officer indicating the aggregate time for each individual involved. The Chancellor shall annually transmit these reports to the President.

Part III

University Policy on Summer Appointments for Faculty
Members on Nine-Month Appointments

Summer appointments for faculty members on nine-month appointments are made under the following conditions:

1. For faculty members on nine-month appointments, service on a full-time basis during an eight-week summer session shall be reimbursed at a rate not to exceed one-fifth of the annual salary.
2. Other summer appointments may exceed one-fifth, but in no case shall compensation for the summer appointment exceed three-ninths of annual salary.

- 5.0103 Extra Compensation (Bd. Min. 9-20-74)
- .1 Board policy regarding a balanced program.
 - .11 The major University objective is to conduct a balanced program of teaching, research and service through resident and extension activities, within the University and the State of Missouri.
 - .12 This objective can be achieved by program flexibility through the addition of staff and facilities where necessary, and by advanced programming and financing of teaching, research and service activities.
 - .13 To encourage these activities as integral and important components of faculty responsibility, it is the policy of the University to discourage assignment of teaching, research or service on an overload or extra compensation basis. Exceptions must be approved by the President.
 - .14 An extra compensation assignment must have approval by the appropriate administrative officials. When such assignment is necessary in order to carry out the responsibilities of the University:
 - .141 Extra compensation shall be paid only when the normal load of the faculty member cannot be reduced to permit the proposed work to be done as a part of his regular duties.
 - .142 All requests for extra compensation will be recommended by the appropriate academic dean and forwarded through appropriate campus administrative officers to the President's Office for approval.
 - .15 Full-Time administrators and research personnel are not normally eligible for extra compensation.
 - .2 Schedule for extra compensation.

In those cases where extra compensation is approved, the compensation schedule listed below will apply.

 - .21 A faculty member who receives all or part of his/her salary from extension funds may receive extra compensation for teaching credit courses, non-credit courses or participating in short courses, or conferences when the Dean of Extension and the Dean of the appropriate school mutually agree that such an activity is clearly in addition to full-time duties.
 - .22 A faculty member on a nine-month appointment shall be reimbursed at a rate not to exceed (1/24) one

5.0103.22

twenty-fourth of annual salary for each semester credit hour of instruction. For each teaching hour of non-credit activities a faculty member shall be reimbursed at the rate not to exceed (1/360) one three hundred sixtieth of annual salary.

- .23 A faculty member on an eleven-month appointment shall be reimbursed at a rate not to exceed (1/28) one twenty-eighth of annual salary for each semester credit hour of instruction. For each teaching hour of non-credit activities a faculty member shall be reimbursed at the rate not to exceed (1/420) one four hundred twentieth of annual salary.
- .24 The Vice President for Extension is authorized to establish remuneration rates for faculty for grading correspondence course lessons and examinations.
- .25 When a faculty member has a specific Extension assignment, on released time, the Extension Division may assume payment for the percentage of his time assigned to Extension.
- .3 Other - Any cases involving extra compensation which are not covered in the above regulations must be approved in advance by the appropriate administrative officials.
- .4 Summer appointments for nine-month appointees:
 - .41 For faculty on nine-month appointments, resident teaching and research on a full-time basis during an eight-week summer session shall be reimbursed at a rate not to exceed one-fifth of the annual salary.
 - .42 In unusual circumstances summer research and extension supported by grant funds may exceed one-fifth, but in no case shall compensation for the summer appointment exceed three-ninths of annual salary (amended 8-1-75).
 - .43 Summer appointments for full-time extension activity by faculty on nine-month appointment shall be paid at a rate equal to one fortieth annual salary per week and shall not exceed two and one-half ninths of annual salary.
- .5 Consultation:
 - .51 Consultation is a significant means of professional improvement and a form of community service. Time spent in consultation shall not interfere with regular duties. It is the policy of the University to permit consulting activities which:
 - .1 Are directly related to the professional interest and improvement of the faculty member.

5.0103.51.2

- .2 Are in the best interest of the University.
- .3 Do not constitute a conflict of interest.
- .52 Each division shall make an annual report to the Chancellor, Vice President or other appropriate administrative officer indicating the aggregate time and compensation for each individual involved. The Chancellor shall annually transmit these reports to the President.
- .6 For the purpose of "regular salary" consultation and summer appointments are defined as extra compensation. For academic purposes each must be reported separately.

EVALUATION OF DEPARTMENT CHAIRPERSONS

(Approved
11-4-76)

A. Purpose: The evaluation of department chairpersons shall provide information on their performance.

(Approved
11-4-76)

B. Criteria: The established duties, Executive Guideline #7, and real responsibilities of the department chairperson shall be used by the departmental faculty* to establish information to be included on the evaluation form.

(Approved
12-2-76)

C. Form: The evaluation form should have two parts:

- 1) Questions to be applied to all chairpersons on campus ** and
- 2) Questions appropriate to individual departments, as established by the information under Part B.

- D. Procedures:
- 1) Each department chairperson shall be evaluated during the first two weeks of April of each year.
 - 2) Faculty members in a department shall be given an opportunity to evaluate their department chairperson.
 - 3) The Dean shall charge each departmental faculty to elect a three-man committee to formally conduct its chairman's evaluation.
 - 4) The faculty committee shall work with the departmental faculty to develop their own portion of the evaluation form as indicated in C.2, above.
 - 5) The elected committee must maintain complete confidentiality of the evaluation forms and results.
 - 6) The committee shall distribute, collect and tabulate the data on the evaluation forms.
 - 7) The tabulation, which is on a question-by-question basis, shall be submitted to the Dean of the School or College, the Provost and the Chancellor.
 - 8) The committee shall forward to the Dean for his review all of the evaluation forms.

*The term "departmental faculty" includes department chairpersons and all faculty who hold an academic appointment as instructor or above in the department.

- 9) The elected committee and the Dean shall meet to discuss the accuracy and interpretation of the tabulation.
- 10) If there is a disagreement between the committee and the Dean with regard to interpretation of the results to be conveyed to the faculty, the committee should take exception with the Dean at that time. If the differences cannot be resolved, the committee shall report to and discuss those differences of interpretation with the Provost. They shall agree on the means of conveying the results to both the faculty and the department chairperson.
- 11) The Dean of the School or College shall meet with the departmental faculty in the absence of the chairperson and with the Provost present to convey orally and discuss with the faculty the results of the evaluation of their chairperson.
- 12) The Dean shall present to the chairperson a copy of the tabulation of the results and discuss with him the meaning and significance of the results.
- 13) The Dean shall maintain confidentiality of the evaluation responses and results.
- 14) The Dean shall forward to the Provost the evaluation forms, the tabulation and a certification of the completion of the evaluation procedures.
- 15) The faculty committee shall consider the revision and approval by the departmental faculty of their section of the evaluation form by January of each year.

(Approved

12-2-76)

**The social sciences departmental evaluation form which was circulated with the November 4, 1976, Agenda (IV,D,1) was approved for the use of all departments (The General Administrator Evaluation Form).

EVALUATION OF DEANS

- A. Purpose: The evaluation of Deans shall provide information on their performance.
- B. Criteria: The established duties and real responsibilities of the Dean shall be used by the School/College faculty to establish information to be included on the evaluation form.
- C. Form: The evaluation form should have two parts:
- 1) Questions to be applied to all Deans*
 - 2) Questions appropriate to individual Schools/Colleges
- D. Procedures:
- 1) Each Dean shall be evaluated during the first two weeks in March of each year.
 - 2) All faculty members in a School/College shall be given an opportunity to evaluate their Dean.
 - 3) Each Dean shall be evaluated by all other Deans.
 - 4) The Chancellor shall charge the faculty of each School/College to elect a committee which consists of one member from each department to formally conduct its Dean's evaluation. (In the case of the Deans of the Graduate School and Extension, two members from each School/College.)
 - 5) The faculty committee shall work with the School/College faculty to develop their own portion of the evaluation form as indicated in C.2 above.
 - 6) The elected committee must maintain complete confidentiality of the evaluation forms and results.
 - 7) The committee shall distribute, collect and tabulate the data on the evaluation forms.
 - 8) The written tabulation which is on a question-by-question basis shall be submitted to the Provost and the Chancellor.
 - 9) The committee shall forward all of the evaluation forms to the Provost for his review.
 - 10) The elected committee and the Provost shall meet to discuss the accuracy and interpretation of the tabulation. If there is a disagreement between the committee and the Provost with regard to the interpretation, they shall agree on the means of conveying the results to both the faculty and the Dean.

*The social sciences evaluation form which was circulated with the November 4, 1976, Agenda shall be the form used by all Schools/Colleges as indicated in C.1. (the General Administrator Evaluation Form)

- 11) The Provost shall maintain confidentiality of the responses and results.
- 12) The Provost shall meet with the faculty of the School/College in the absence of the Dean to convey orally the results of the evaluation of their Dean.
- 13) The Provost shall present to the Dean a copy of the tabulation of the results and discuss with him the meaning and significance of the results.
- 14) The Provost shall forward to the Chancellor the evaluation forms, the tabulation and a certification of the completion of the evaluation procedures.
- 15) The faculty committee shall consider the revision and approval of the School/College faculty of their section of the evaluation form by January of each year.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

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February 7, 1977

SUMMARY of actions, reports, and announcements at the Academic Council meeting, January 27, 1977.

1. Reports from Jim Pogue on changes in the offices of the Provost and Chancellor, the proposed degree programs, a budget study submitted to President Olson, and a procedure for evaluation of administrators.
2. Report from Darrell Ownby on how President Olson would make the final selection of a chancellor.
3. Discussion of criteria for selecting a chancellor.
4. Report from Darrell Ownby on Wright's letter concerning "tenured in a position."
5. Motion carried to drop the investigation of "tenured in a position."
6. Announcement that final drafts of reports from the Financial Exigency and the Tenure Regulations Review Committees would probably be available for distribution the following week.
7. Motion carried directing the Personnel Committee to hold an open meeting on unionization, inviting participants from other universities.
8. Lyle Rhea was elected Parliamentarian of the Academic Council; Franklin Pauls was elected to the Admissions and Academic Standards Committee; Phil Leighly was elected to the Personnel Committee.
9. Motion carried to approve the constitution of The National Society of Black Engineers.
10. Report from Ken Robertson on the Missouri Assembly of Faculty in Higher Education (MAFHE).
11. Report from Glen Haddock on the Intercampus Faculty Council (IFC).
12. Report from Ralph Carson on the proposed tenure regulations.
13. Motion carried to have a special meeting of the Academic Council to consider the proposed tenure regulations.



MINUTES of the Academic Council meeting, January 27, 1977.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, January 27, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing two new Council members--Efton Park, replacing Gary Patterson, and Ivon Lowsley, replacing Larry Josey, Chairman Ownby identified the following substitutions: Glen Haddock for Troy Hicks, Robert Peirson for Jim Tracey, Paul Stigall for Rodger Ziemer, Ralph Carson for Gabe Skitek, and Kent Roberts for Stuart Johnson (Tracey and Johnson available for only a portion of the meeting).

After Ralph Schowalter moved approval of the minutes of the December 2, 1976, meeting, and was seconded, Chairman Ownby requested a revision in the wording of his report on the straw poll for acting chancellor, to read as follows: "a list of the names nominated, with the corresponding number of votes each received; the names of those receiving one vote were not listed but lumped together in a single 'others receiving one vote each' category. The top five nominees were evaluated by the faculty committee in each of the areas of responsibility of the chancellor" (VI,5,p.2). The motion to approve the minutes as revised carried.

After announcing that the meeting would be interrupted at 2:30 p.m. for the report of the Chancellor Search and Screening Committee, Chairman Ownby proceeded to unfinished business. He announced the results of a ballot for a member of the Presidential Screening Committee, saying that Jim Johnson (other nominees--Tracey, Leighly, Hanna) had been elected and is now serving on that committee.

VI,6 Chairman Ownby then called on Jim Pogue for administrative
.1 reports. Beginning with item 4, Jim Pogue identified recent changes made in the offices of the Provost and Chancellor (summarized in paraphrase):

No acting provost will be appointed. Chuck Remington, who had functioned half-time in the Chancellor's office, has returned full-time to the Mechanical Engineering Department. Ken Asher, who had worked in the Chancellor's office as three-quarter special assistant to the Chancellor and one-quarter for public occasions, such as commencement and St. Pat's, has been assigned essentially full-time to the Development program. The Development program needed a person and Asher is qualified. However, one-quarter of Asher's funding will still read Public Occasions, so that he can return to the Chancellor's office to aid in special events. In summary, the reduction in personnel is 1.00 from the Provost's office and .5 (Remington) and .75 (Asher) from the Chancellor's office.

He then explained that, in combining duties of the offices of the Provost and Chancellor, he has retained some functions of the Provost, such as attending meetings of all UM provosts and chairing the Resources Management and Planning Council, but he has asked others to assume other responsibilities for the interim, for instance, Vice Chancellor Thompson to chair the Committee of Deans and to meet with the Curricula Committee and the Dean of Engineering Search Committee, and Hank Sauer to serve on the UM Retirement and Staff Benefits Committee.

Jim Pogue next reported that the Administrative Council would no longer function as a standing committee in the Chancellor's office, but would continue to exist in name in case the need for quick dissemination of information should arise. On the other hand, he said he wanted to meet informally for an exchange of ideas with representatives of three campus groups: the faculty, administration, and non-academic staff. After Jim Pogue indicated that he had asked Darrell Ownby to identify a faculty group, Chairman Ownby announced that, although the faculty group could be flexible, the normal composition would probably be the past chairmen of the Academic Council, the present chairman, chairman-elect, secretary, and parliamentarian, and the chairman of RP&A.

VI,6
.2 Jim Pogue next turned to item 2, the three proposed degree programs approved by the Council during the 1975-76 school year, saying that he would like to identify one of the degree programs for advancement as soon as possible. He asked for suggestions in identifying one so that it could be reviewed and then reported on at the next Council meeting. To a question about time schedules, Pogue replied that a degree program should be advanced now for implementation in the fall of 1978 if new budget money is needed in the legislative request; if a new degree could be funded internally, he continued, it might be implemented in the fall of 1977 if advanced by March 1, that is, in time to receive approval from the President, the Board of Curators, and the Coordinating Board for Higher Education. To another question, Pogue explained that the process of identifying a degree program for advancement would include reviewing the program in regard to budget, the academic plan, and the tenor of the Coordinating Board. Finally, Pogue said that meeting the time schedule to implement a new degree program by the fall of 1977 would be difficult, since some programs may need updating; thus, he said, a projection of the fall of 1978 is more realistic.

VI,6
.3 Turning to item 1, Jim Pogue then reported on a budget study recently completed by the Resources Management and Planning Council. The budget study, he explained, was requested in a memo from President Olson (full copy*) and dated December 3, 1976, to be submitted by January 18, 1977, and to include the following responses:

1. The effect of utilizing the entire increase in state appropriations for S&W increases up to a maximum of 11%.
2. The effect on each campus or unit if funds were generated internally by reductions or increased revenue or both to provide supplemental S&W increases of 1, 2, and 3%.
3. The effect of an 8% E&E increase if such funds had to be generated internally.

Pogue then summarized the RMPC report to President Olson, which was also endorsed by the Budgetary Affairs Committee, as follows (in regard to each point above):

1. UMR endorsed the 11% legislative request for S&W, and then identified the effects, such as no relief for E&E and limitations on other plans, such as new degree programs.
2. UMR endorsed generating funds internally up to 3% in order to reach the 11%, but not to exceed the 11%; the report also held internal generation at 3%. Thus, if the governor's recommendation of \$8.3 million, which would provide a 5.2% increase in S&W were approved by the legislature, an internally generated 3% would make approximately an 8% S&W increase. An additional \$3.8 in appropriations, recommended by the Coordinating Board for S&W, would add another 2% plus to the S&W increase. A 3% S&W increase at UMR would require \$440,265; the report to Olson then identified specific ways of generating each of the 1% supplemental salary increases, as follows:
 - a. The first 1%, or \$146,755, would come from self-generated income, including income from increased enrollment.
 - b. The second 1% would include \$72,000 from increased income, \$20,000 from a reduction in data processing, \$25,000 from fuel and utilities reductions resulting from changes in the physical plant, and the savings from reducing the 4 watts lines to 1, to be located probably in the first-floor Parker Hall conference room and to be reserved by the hour.
 - c. The third 1% would include \$30,000 increased income from Extension, \$7,500 from eliminating a vacated position on the police force, \$12,000 from a reduction in S&W for educational support

media, \$45,000 from elimination of 5 GTA's, and \$52,000 from reduction of faculty positions.

3. If the campus generates a 3% salary increase, UMR recommended that there be no required E&E increase internally generated, although the campus would make reallocations in E&E as need and monies allow. If there must be a required E&E increase, the campus recommended no more than 4% (again, if the campus generates the 3% salary increase).

Jim Pogue concluded this portion of his report on the budget study by saying that the current budget study did not include reduction of non-academic positions since 22 of those positions were eliminated last January to generate the 3% subject to recall by the governor; then, he continued, the 3%, when released to the campus, was distributed to campus units.

A question on whether outside lines in St. Louis could be reached through the tie line to UMSL was answered no. A question on the number of the 22 non-academic personnel re-hired in other vacated positions was asked; the answer was that 3 were not re-hired, 2 of those having taken jobs elsewhere. To a question from the floor, Pogue explained that the 3% salary increments included all University personnel. To a question about the stance of the other campuses on the salary increase, Pogue replied that he could not speak for the other campuses, for the discussion was brief and President Olson delayed action for a month.

Finally, Jim Pogue identified 3 studies very recently requested by President Olson: 1) The possibility of making Extension (now receiving \$500,000 in state support) self-supporting, except for cooperative extension and areas that require subsidizing to exist; 2) The possibility of making Auxiliary Enterprises, now costing UM \$3.6 million, self-supporting (Pogue noted that the University has always supplied fuel and janitorial services in exchange for faculty use of the facilities); 3) Academic and non-academic staffing to see whether any funds could be generated in these areas.

VI,6
.4 After expressing his appreciation for the faculty involvement in the budget study submitted to President Olson, Chairman Ownby responded to a charge at the December 2, 1976, meeting of the Council to inquire of President Olson how the selection of one candidate for Chancellor would be made from the three candidates submitted to him by the UMR search committee. According to Chairman Ownby, President Olson would assume that any one of the three would be acceptable and that, after examining the strengths of each candidate during various interviews, he would recommend one to the Board of Curators.

VI.6 At this point the administrative reports were interrupted and
.5 the floor turned over to Jim Tracey, chairman of the Chancellor Search and Screening Committee, for a discussion of the criteria of the UMR chancellorship. Tracey announced that the committee had received 75 nominations, thirty of them coming from faculty, that 24 of the nominees had expressed interest and 2 had declined. He encouraged the faculty to submit additional nominations. Tracey then identified the members of the committee: Harold Fuller, representing A&S; Don Warner, M&M; A. G. Unklesbay, Central Administration; Stuart Johnson and Joe Wollard, UMR administration; Richard Bauer, the Alumni Association, with Bob Wolf as alternate; a graduate student to replace Andy Schwartz; and Aaron Cook, representing the undergraduates.

Explaining that the criteria prepared three years ago (full copy*) had been distributed with the agenda, Tracey then asked which of those criteria should be changed, emphasized, or eliminated. During discussion the following comments were made:

1. Perhaps a chancellor could be committed to the position for a certain length of time, for example, four years.
2. The committee should publically announce in advance a terminal date for accepting nominations.
3. The faculty should have the opportunity to meet candidates during interviews to determine whether a candidate has a realistic view of the campus. Chairman Ownby cited President Olson as indicating that the final candidates would be known.
4. Candidates might be given the option of meeting with the committee only or with an identified group.
5. The faculty should have access to non-confidential material in the dossiers to determine whether a candidate has remained in administrative positions for only short periods of time. A candidate cannot be committed to a four-year period, but his record can be examined. This information is difficult to obtain during an interview.
6. More significant than national reputation is the criterion of ability to work effectively within the structure of the University, that is, with U-wide, the Board of Curators, and the legislature.
7. Delegation of responsibility is an important criterion, but also is listening to and working with all facets of the campus, particularly with the Academic Council.

8. A chancellor should be full-time, with no outside commitments.
9. Is an engineering or science background assumed, even though not stated in the criteria? Tracey replied that no such criterion has been established.
10. The search should be open in the above sense, for the campus makes its own reputation. If engineering or science background is not a requirement, this should be clarified to avoid limiting nominations.
11. The composition of the search committee, mostly from engineering and science, may be a sign of that criterion.
12. Instead of having rigid requirements, the screening committee should examine the whole person to see whether the candidate has demonstrated administrative ability to work with engineers and scientists.
13. Perhaps the qualifying phrase "is necessary" for some criteria should be changed to "is preferred."
14. If a candidate is strong in terms of industrial background, he probably will not be strong in academic background.
15. Administrative ability to manage a complex organization is listed as important, yet earlier in the document the experience of department chairmen is listed as acceptable. Perhaps the committee should have greater leeway in using the criteria.
16. The criteria should be judged on the basis of their effectiveness in the past.

At the conclusion of the discussion, Jim Tracey announced that the committee would continue to accept opinions on the criteria.

VI.6 Continuing with the administrative reports, Jim Pogue summarized
.6 the background of item 3 on the agenda, evaluation of administrative officers, as follows (in paraphrase):

President Olson charged each Chancellor with conducting a formal annual evaluation of each administrator; as Provost, he had begun work on a format for an evaluation, endorsing the concept and considering it a duty of the office. Responding to one of the faculty resolutions last year, Dr. Bisplinghoff had asked the Council to develop an evaluation procedure; the Personnel Committee has been working on such a procedure for several months. However, about six weeks ago, President Olson requested an immediate reply on procedures and selection of

administrators to be evaluated. Pogue expressed his endorsement of the evaluation as a responsibility of the Chancellor's office, and said that, since the President's last memo, he has been working with Wayne Cogell, chairman of the Personnel Committee, with Darrell Ownby, as well as with other interested faculty, such as Lyle Rhea, to formulate a procedure for evaluation. They, in turn, have discussed the matter with other faculty, and he has discussed the evaluation procedure with the deans, who endorse the concept, too. Because of the immediacy of President Olson's charge, he asked support for using this procedure this semester but said that the procedure can be revised later, adding that the procedure itself calls for annual review.

Pogue then identified the three stages of the procedure: in about four weeks the first group of administrators would be evaluated--Provost, Vice Chancellor, and Chancellor; about three weeks later, a second group, the deans; and another three weeks later, the third group, the department chairmen. For an administrator in each of the three groups, a faculty committee, he continued, would assist the administrator performing the evaluation by distributing, collecting, and tabulating the evaluation forms. The administrator, he continued, would discuss the evaluation results with the administrator being evaluated and with the appropriate faculty. Concluding, he said that the Academic Council would need to elect a committee immediately for the evaluation of the first group.

After copies of the evaluation procedure were distributed to Council members (full copy*) Wayne Cogell identified two aspects of the evaluation procedure that had required close attention: 1) the confidentiality of the evaluator and 2) the dissemination of the results to the faculty. In regard to item 1, he continued, each faculty committee would be pledged to confidentiality; in regard to item 2, he said, the next-level administrator would discuss with the faculty the results of the evaluation so that a dialogue could result.

Discussion centered on 1) the persons included as evaluators, 2) dissemination of results, and 3) the frequency of evaluation.

1. Several questions pertained to the definition of departmental faculty: are visiting professors and faculty on leave included? Cogell replied that visiting professors are not, but that all regular and non-regular, full-time faculty are. He indicated that the department could make a decision on faculty on leave. One suggestion was that a cover letter could indicate the position or rank of the evaluator; however, another comment saw a possibility of anonymity being violated. To a question on whether all faculty in a school would evaluate a dean, the answer was affirmative.

Adrian Daane suggested that a department chairman should be evaluated by the dean as well as the faculty. Cogell said that the intent was for the meeting between the departmental faculty and the dean to include the dean's evaluation. Rhea commented that a dean's review would include evaluation by other deans. Jim Pogue identified a basic theory of the procedure that everyone above, below, and on a level with the person should participate in the evaluation process.

2. One objection was to the lack of confidentiality in holding an open meeting on the results of evaluating the Provost, Vice Chancellor, and Chancellor. The suggestion was to eliminate the feedback, at least the first year. Jim Pogue said that his original intent did not include the feedback on any level. Several Council members then spoke in favor of the feedback, putting forth the following ideas: feedback is necessary to avoid a lack of accounting for evaluations over many years; the discussion with the faculty forces communication between the dean and the departmental faculty; feedback is necessary for the evaluation to serve a constructive purpose in helping an individual improve. Finally, Jim Pogue said that the discussions should be narrative exchanges instead of item-by-item reports.
3. An annual review for some offices is unnecessary and time consuming; perhaps the three groups of administrators could be rotated on a three-year cycle. An annual review might become perfunctory; thus an in-depth review less frequently held would be better.

Since the evaluation document had not been distributed with the agenda, Ken Robertson moved suspension of the rules in order to take action on the evaluation procedure. The motion was seconded and carried. Then Robertson moved that the evaluation procedure be adopted; the motion was seconded. Discussion again centered on changing the review from each year to every three years. Ralph Schowalter then moved that the evaluation procedure be referred to the Personnel Committee, with the understanding that the procedure could be used this semester by the Chancellor's office in compliance with the charge from President Olson. Phil Leighly seconded the motion, and it carried.

Since the evaluation procedure for the Provost, Vice Chancellor, and Chancellor includes a charge to the Academic Council to elect a six-man committee from its members, two from each school/college, Ralph Schowalter suggested that each department nominate one of its Academic Council members by January 31 at 5:00 p.m.; on February 1, he continued, a ballot would be mailed to members for them to rate the nominees 1, 2, and

so on; then those results would be tabulated for election of the committee. Rhea moved to approve this election procedure; the motion was seconded and carried.

Jim Pogue mentioned that the portion of the evaluation procedure that calls for the UM President to participate in the review of the Provost, Vice Chancellor, and Chancellor has not been cleared yet with President Olson. To conclude this agenda item, Chairman Ownby asked whether the Council had answered its charge to elect a faculty committee to participate in the first group of reviews. Pogue responded in the affirmative.

Rhea moved to extend the meeting to 4:30 p.m.; the motion was seconded but defeated. Thus, the Chair extended the time to 4:00 p.m.

- VI,6
.7 Chairman Ownby then read Jackson Wright's letter (copy*) responding to a request for a definition of "tenured in a position" (VI,5.9). Since Wright indicated that the phrase is not found in any regulations, Chairman Ownby recommended that the attempt to obtain a definition be dropped. Chuck Johnson so moved; the motion was seconded and carried. Jim Pogue announced that the final drafts of reports from both the U-wide Financial Exigency and Tenure Regulations Review Committees would probably be available for distribution the following week.
- VI,6
.8 ADMISSIONS AND ACADEMIC STANDARDS. The committee presented no report on the three agenda items: admission requirements (V,7.3c); Guidelines for Admission and Employment of International Graduate Students (V,10.3); and use of the GRE as an admission and graduation requirement for graduate students (VI,4.4). In regard to item 3, Chairman Ownby announced that the GRE has been referred to the Graduate Faculty and that the Graduate Faculty should receive copies of a statement on the GRE from the Association of Graduate Students.
- VI,6
.9 COMPUTER COMMITTEE. Bill Plummer announced that this committee is still awaiting a report from the U-wide committee, and that he is now a member of a sub-committee of the U-wide committee.
- VI,6
.10 PERSONNEL COMMITTEE. In regard to item 1 on the agenda, procedures for evaluation of administrative officers (VI,1.5), Wayne Cogell announced that the handout (full copy*), containing a procedure for evaluation of department chairmen, would be considered later along with the procedure to be used this semester by the Chancellor's office.
- VI,6
.11 Moving to item 2, Cogell asked the Council for a definite charge if there is interest in holding additional meetings on the subject of unionization. Chuck Johnson moved that the

Personnel Committee organize an open meeting on unionization, this time inviting participants from other institutions. Jim Johnson seconded the motion; it carried. Jim Pogue agreed that reasonable expenses for participants from other universities could be available.

- VI,6
.12 RULES, PROCEDURES, & AGENDA. Referring to a memorandum listing nominees for three positions, which was distributed with the agenda (full copy*), Ralph Schowalter first placed in nomination the name of Lyle Rhea to replace Gary Patterson as Parliamentarian of the Academic Council. Jim Johnson moved that the nominations cease and Rhea be elected by acclamation. The motion was seconded and carried.
- VI,6
.13 Second, Schowalter placed in nomination the names of Rhea, Franklin Pauls, and Troy Hicks (runners up in the election two years ago) to replace Gary Patterson on the Admissions and Academic Standards Committee. Rhea declined the nomination; there were no additional nominations and Pauls was elected to that committee.
- VI,6
.14 Third, Schowalter placed in nomination the names of Chuck Johnson and Phil Leighly to replace Larry Josey on the Personnel Committee. There were no additional nominations; Leighly was elected.
- VI,6
.15 STUDENT AFFAIRS. Paul Ponder moved approval of the constitution for The National Society of Black Engineers (full copy*). Kent Roberts seconded the motion; motion carried.
- VI,6
.16 MISSOURI ASSEMBLY OF FACULTY IN HIGHER EDUCATION. After reminding the Council that MAFHE is an advisory board to the Coordinating Board of Higher Education, with no legislative powers, Ken Robertson briefly summarized three items with which MAFHE is presently concerned:
1. A legislative bill requiring vocational agriculture and home economics teachers in Missouri to be graduates of land grant colleges in Missouri. Robertson commented that, since MAFHE is not allowed to lobby, procedures are indefinite at present.
 2. The VA enrollment check and the requirement that a university refund payments for veterans not attending classes. Robertson added that one university has paid VA, but that one is suing VA. It was explained that the university is non-liaible as long as attendance records are kept.
 3. The long-range plans of CBHE for higher education in Missouri. Robertson said that MAFHE is trying to

investigate the background correspondence in order to gain a full understanding of the rough drafts of these plans. Since the plans include formulas for funding and teaching loads, Robertson urged faculty to study the plans also.

Chairman Ownby announced that a report on MAFHE would be continued on the agenda.

VI,6 INTERCAMPUS FACULTY COUNCIL. Substituting for Earl Foster,
.17 Glen Haddock reported on items discussed at the IFC meeting with President Olson:

1. UM salaries. Whether UM salaries are lower than those in other Big Eight universities depends on the calculating of fringe benefits. President Olson said that UM salaries are worse than in 1972 and that every effort is being made to place the hospital budget on line item.

Chairman Ownby asked whether the first statement meant that UM fringe benefits are better than those at other universities. Haddock indicated yes. Chairman Ownby said that he would be interested in the details showing that UM total compensation (salary plus fringe benefits) is not the lowest in the Big 8/Big 10. Pogue commented that at least in regard to salaries alone UM is the lowest.

2. Retirement Fund. The UM retirement fund was pronounced to be actuarially sound, since \$850,000 was added last year.
3. Extension. UM spends \$28 million on Extension, including \$12 million from state appropriations, \$6 million from federal money, and another \$3.5 to \$4 million from fees and grants and contracts. There will be additional discussion on Extension at the next meeting of IFC.
4. President Olson said that the bill to repeal the limit of 25 on the staff of the Coordinating Board probably would not pass.

VI,6 TENURE REGULATIONS REVIEW. Ralph Carson reported that the
.18 U-wide committee has approved a final report and submitted it to President Olson, who will probably seek opinions from legal counsel and from a policy group. Carson indicated that copies will also be distributed shortly to provosts and governing bodies of the faculties; he said that any action taken by these groups should be directed to the President, not the committee. Then, he concluded, if the President

HIGHLIGHTS
OF
"A ROLE FOR MARKETING IN COLLEGE ADMISSIONS"

Chapter 1. The Future Market for College Education

After a century of expansion, higher education in the United States is about to enter at least a 15-year period of either no growth or shrinkage....the number of high school graduates each year will soon begin to shrink 15 percent by 1984 and 22 percent by 1990.
(See attached chart)

Chapter 2. Applying Marketing Theory to College Admissions

The college marketing process starts before the work of admissions office and continues beyond the work of the admissions office. In fact, the college marketing process involves seven activities:

- | | |
|------------------------------------------|----------------------------------|
| 1. Institutional positioning | 5. Recruitment effort evaluation |
| 2. Portfolio planning | 6. College improvement planning |
| 3. Applicant development | 7. Alumni loyalty development |
| 4. Applicant evaluation and notification | |

Chapter 3. The Positioning Era: A Marketing Strategy for College Admissions in the 1980's

An increasing number of college administrators are recognizing the need to "take a position" in the college market, to commit themselves to some viable part of the educational market that they will serve and serve well....if you try to appeal to everyone, you wind up appealing to no one.

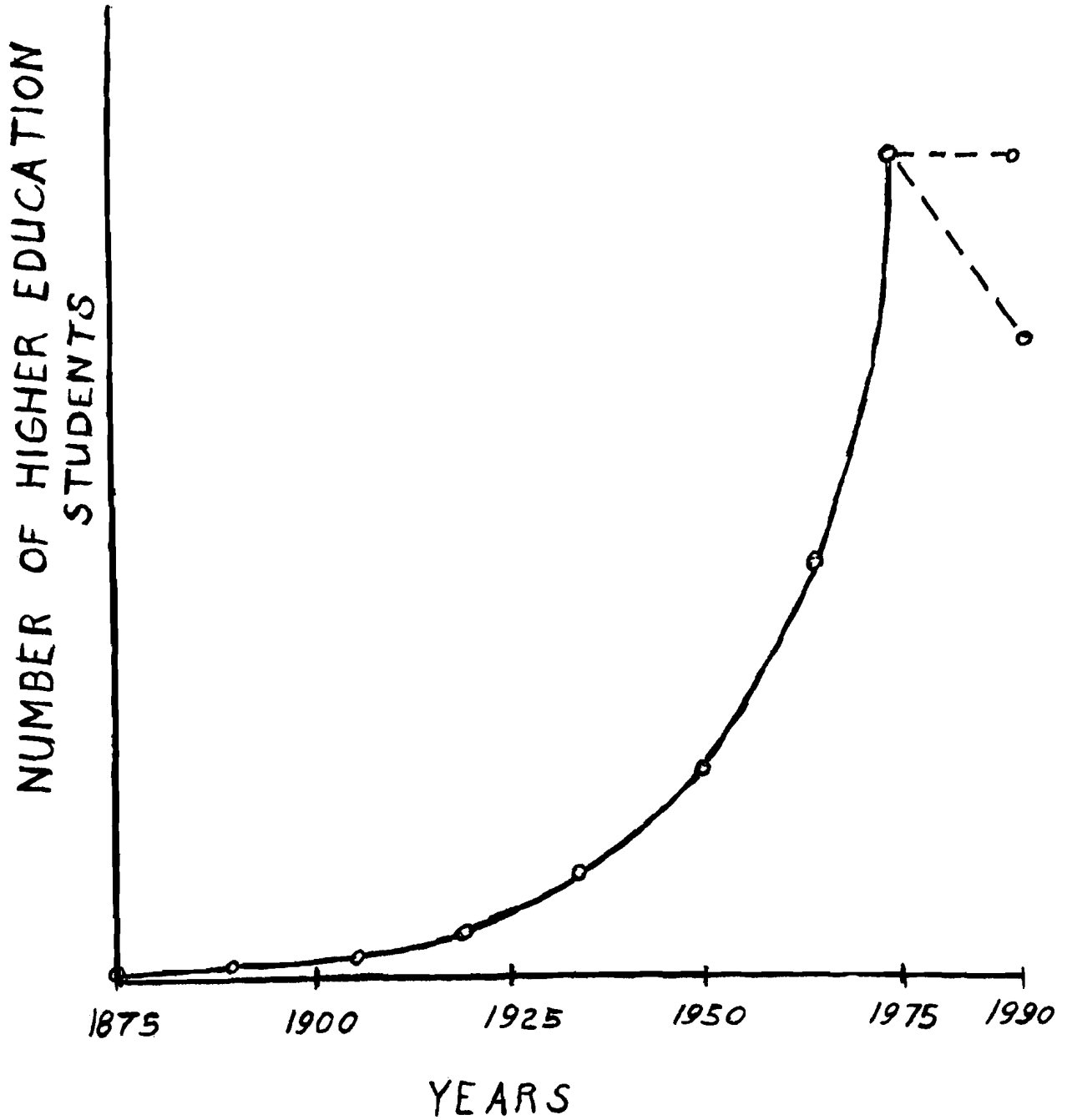
Examples: 1. Avis and Hertz
2. Seven-Up

Four steps in positioning:

1. Assessing the college's current position
2. Identifying positioning alternatives
3. Deciding on the best position
4. Deciding on the strategy needed to achieve the desired position

ADMISSIONS DATA

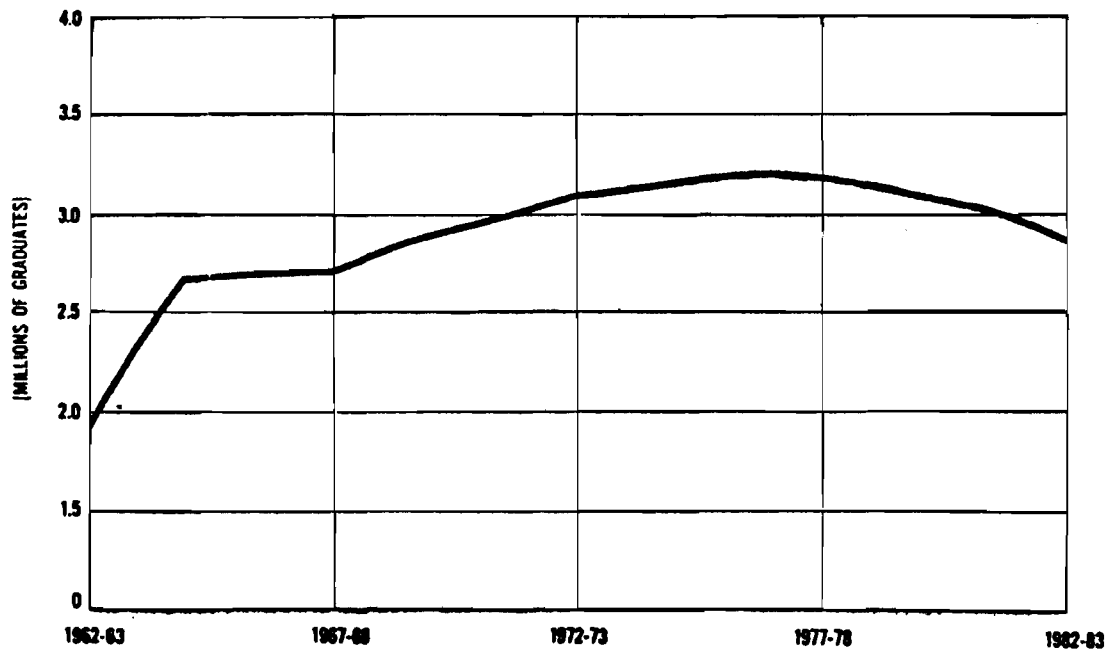
U.S.A.



HIGH SCHOOL GRADUATES

<u>YEAR</u>	<u>HIGH SCHOOL GRADUATES</u>
1971-72	3,015,000
1972-73	3,077,000
1973-74	3,130,000
1974-75	3,162,000
1975-76	3,175,000
1976-77	3,199,000
1977-78	3,183,000
1978-79	3,139,000
1979-80	3,096,000
1980-81	3,052,000
1981-82	2,960,000
1982-83	2,835,000

FIGURE 3. HIGH SCHOOL GRADUATES: UNITED STATES, 1962-63 TO 1982-83



Tenative questions for the Student Council Faculty Evaluation

Rate your instructor on a 4-point scale as to how well he rates in each quality. Use this scale in your evaluation:

4-excellent
3-very good
2-average
1-below average
0-very poor

1. My effort in this class is
2. My attitude toward this class is
3. The instructor's attitude toward the students is
4. The instructor's interest and enthusiasm toward the subject matter is
5. Preparation and organization of material for class by instructor is
6. Ability to present material in an interesting manner is
7. The instructor's ability to motivate you to do your best work is
8. The effectiveness of the instructor in getting his point across is
9. Accessibility of instructor for outside help and discussion is
10. Willingness of instructor to clarify material for students is
11. Clarity of instructor's grading policy is
12. Material emphasized in class as correlated to test questions is
13. How does the amount of work correspond to the number of credit hours
14. The contribution of the assigned textbook to the course is
15. How would you feel about taking another course from this instructor
16. Overall effectiveness as an instructor is
17. How much consideration have you given to the questions on this evaluation

February 17, 1977

MEMORANDUM TO: UMR Faculty
RE: AGENDA for the Academic Council meeting Thursday, February 24, 1977,
at 1:30 p.m. in G-5 of the Humanities - Social Sciences Building.

- I. Approval of the minutes of the January 27, 1977, meeting of the Academic Council.
- II. Unfinished business.
- A. Results of balloting - Membership of the Committee for the Evaluation of the Provost, Vice Chancellor, and Chancellor. Ralph Schowalter
- **B.** Discussion of the Final Report of the Tenure Regulations Review Committee; Academic Council members should bring recommendations for any specific changes in the document (in written form) to this meeting. Darrell Ownby
- III. Administrative reports and responses to actions approved by the Academic Council.
- A. Administrative reports. Jim Pogue
1. Report from the Resources Management & Planning Council.
2. Report on the current status of the three new degree programs as approved by the Academic Council.
- IV. Reports from standing and special committees.
- A. 4.512 Admissions & Academic Standards Committee. Samir Hanna
1. Admission Requirements (January 29, 1976; V,7.3c).
2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
- B. 4.515 Computer Committee Bill Plummer
1. Study of computer facilities usage limits.
- C. 4.519 Personnel Committee Wayne Cogell
1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
- D. 4.522 Student Affairs Committee David Hentzel
1. Approval of constitutions for:
- *a. Thomas Jefferson Hall Association.
- *b. UMR Target Pistol Club.
- *2. Status of Little Sisters organizations.
- E. Report from the Missouri Assembly of Faculty in Higher Education. Ken Robertson
- F. Report from the Intercampus Faculty Council. Del Day
- G. First draft of the Report of the Committee on Financial Exigency Policies. Jim Johnson
- V. New business.
- A. Highlights of a Marketing Approach to Admissions. Bob Barefield
- *B.** Approval of the student council form for the evaluation of faculty members. Randy Moore
- VI. Announcements.

*Supplementary material sent to Academic Council members.

**Supplementary material distributed from the Provost's office.

March 24, 1977

MEMORANDUM TO: UMR Faculty
RE: AGENDA for the Academic Council meeting Thursday, March 31,
1977, at 1:30 p.m. in G-5, Humanities-Social Sciences Building.

- I. Approval of the minutes of the February 24, 1977, meeting of the Academic Council.
- II. Unfinished business.
 - A. Approval of the student council form for the evaluation of faculty members. Randy Moore
 - B. First draft of the Report of the Committee on Financial Exigency Policies (Council members should bring written recommendations for specific changes to the meeting.) D. Ownby
 - C. Extra Compensation Policy (Council members should bring written comments or suggestions for changes to meeting.) D. Ownby
- III. Administrative reports and responses to actions approved by the Academic Council.
 - A. Administrative reports.
 1. Report from the Resources Management and Planning Council. J. Pogue
 2. Report on the current status of three new degree programs as approved by the Academic Council. J. Pogue
 3. Progress report on the Evaluation of Administrative Officers. J. Pogue
- IV. Reports from standing and special committees.
 - A. 4.512 Admissions & Academic Standards. S. Hanna
 1. Admission Requirements (Jan. 29, 1976; V,7.3c).
 2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
 - B. 4.515 Computer Committee B. Plummer
 1. Study of computer facilities usage limits.
 - C. 4.516 Curricula Committee D. Thompson
 - *1. Curricula Committee Report, 1976-77.
 - D. 4.519 Personnel Committee W. Cogell
 1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
 2. Plans for faculty discussion of impact of unionization on the campus.
 - E. 4.521 Rules, Procedures, and Agenda R. Schowalter
 1. Referral to Admission & Academic Standards--mid-term grades.
 - F. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson
 - G. Report from the Intercampus Faculty Council. G. Haddock
- V. New business.
- VI. Announcements.
 - A. Request for by-law changes. R. Schowalter
 - B. April meeting. R. Schowalter

*Supplementary material sent to Academic Council members.



UNIVERSITY OF MISSOURI-ROLLA

Record

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

March 10, 1977

Summary of actions, announcements, and reports at the Academic Council meeting, February 24, 1977.

1. Membership of the committee assisting with evaluation of the Provost and the Vice Chancellor.
2. Criteria for consulting.
3. Report on standing faculty committees.
4. Recommendations on proposed tenure regulations to be forwarded to Chancellor.
5. Legislative matters affecting the University.
6. Bachelor's degree in Life Sciences to be recommended to RMPC.
7. No decision yet at Central Administration on the internally generated 3% salary increase.
8. Evaluation of administrative officers: purpose and access to information.
9. Approval of constitutions for three student organizations:
 - Thomas Jefferson Hall Association
 - UMR Target Pistol Club
 - Little Sisters of the Golden Heart of Sigma Phi Epsilon (including discussion of Little Sister organizations).
10. Report on proposed financial exigency policy.
11. Approaches to maintain UMR enrollment despite an imminent decline in college students.
12. Request for Council approval of the Student Council form for evaluation of faculty.



MINUTES of the Academic Council meeting, February 24, 1977.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, February 24, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing one substitution, Paul Stigall for Gabe Skitek, Chairman Ownby called for approval of the minutes of the previous meeting. Wayne Cogell moved to approve the minutes of the January 27, 1977, meeting, and Ralph Schowalter seconded the motion. The motion carried.

VI,7 Under unfinished business Chairman Ownby called on Ralph Schowalter for a
.1 report on the results of the balloting to elect Academic Council members to a committee to assist in the evaluation of the Provost and the Vice Chancellor. Schowalter identified the members as Tom Baird and Wayne Cogell from Arts and Sciences, Jim Johnson and Lyle Rhea from Engineering, and Phil Leighly and Darrell Ownby from Mines and Metallurgy. After identifying Rhea as the chairman, Schowalter commented that the committee is in the process of working on arrangements for the evaluation.

VI,7 INTERCAMPUS FACULTY COUNCIL. Moving forward on the agenda a report from
.2 the IFC, Chairman Ownby called on Delbert Day, who cited several subjects introduced by President Olson at the February 15, 1977, meeting of the IFC: budget; vacancies on the Board of Curators; a grievance procedure to be prepared by Jackson Wright and then discussed at the March 24 meeting; procedures for evaluating administrators submitted by the four campuses (the procedures from UMR and UMSL were accepted); and a draft of proposed regulations regarding extra compensation and consulting. Elaborating on the final subject, Day reported that a committee composed of Mel George, chairman; the provosts; and Leonard Douglas, from Extension, has recommended a revision of the present policy of the Board of Curators. Reading from the committee recommendation (full copy*) Day presented a list of five criteria for consulting activities:

1. That consulting must not interfere with the person's duties in his job.
2. That the staff member must not place himself in a position where conflict of interest might result.
3. That University equipment should be used properly with the University being reimbursed for its use.
4. That consulting activities should be directly related to the field of the consultant and be in the interest of the University.
5. That consulting should be undertaken only after the person confers with the proper administrative officer, usually the department chairman.

The IFC, Day said, questioned only the last two. Concluding his report, he said that the recommended revisions have been distributed to the provosts and asked that faculty examine the revisions. Jim Pogue indicated that he would have copies of the revisions distributed to Council

members, and, in answer to Chairman Ownby's question on whether the Council would have an opportunity to act on the revisions, said that he assumed so since the revisions would probably be discussed by the Cabinet before being forwarded to the Board of Curators.

- VI,7
.3 Returning to unfinished business, Chairman Ownby then reported the results of his investigation into the possibility of eliminating any standing faculty committees to avoid waste of faculty time. This investigation, he explained, fulfilled a charge given the Council by former Chancellor Bisplinghoff at the special meeting of the Academic Council on October 25, 1976. Ownby announced that the chairmen of the Student Scholastic Appeals and the Publications Committees recommended their committees be eliminated because they are not needed. Chairman Ownby, however, questioned whether the Publications Committee could be eliminated since its charge, to review all publications under the UMR letterhead, comes from Central Administration; he also mentioned that eliminating the committee would require a by-laws change. In regard to the Student Scholastic Appeals Committee, he identified one charge as hearing student appeals for denial of transfer credit but said that the committee has not received appeals. Jim Pogue said that this charge came from Central Administration also. Lyle Pursell expressed the opinion that a committee which does not meet does not waste faculty time and should be available in case of an appeal. One member of the committee reported that its members have conferred by telephone.

Next Chairman Ownby reported that the Academic Freedom Committee recommended that all committees on grievances, such as the Academic Freedom Committee and the Faculty Conduct Committee, be consolidated and perhaps sub-divided according to charges. Jim Pogue explained the background of the Faculty Conduct Committee, which is elected by the faculty to fulfill a requirement of Central Administration. A Council member objected to standing committees being required by Central Administration. Jim Pogue then suggested the possibility of having a single standing committee to receive grievances and then to refer each grievance to an ad hoc committee appropriately constituted to fulfill various requirements, like those of affirmative action. Chairman Ownby indicated that the RP&A Committee has been referring faculty to particular committees and then asked that the RP&A Committee further examine the matter of these various grievance committees.

- VI,7
.4 In regard to the last item of unfinished business, Chairman Ownby gave a progress report on the charge at the January 27 Council meeting to have a special meeting on the proposed tenure regulations. He announced that the Council could submit recommendations to the Chancellor for the March 1 Cabinet meeting. Informing the Council that the RP&A Committee has 18 specific recommendations, he said that those plus any written recommendations from Council members would be submitted to Jim Pogue. Chairman Ownby further said that legal counsel has still to examine the proposed tenure regulations; thus, the present draft is not yet final. Therefore, Chairman Ownby recommended that no special meeting be called prior to March 1. Leighly suggested that items regarding the proposed tenure regulations submitted to Ralph Carson after the first draft might also be

consulted; Jim Pogue mentioned that the earlier comments would need checking because of changes since then; Carson informed the Council of a list of 22 changes from the existing regulations compiled by the Tenure Regulations Review Committee.

- VI,7
.5 Under administrative reports Jim Pogue announced that the Resources Management and Planning Council had not met since the last meeting of the Academic Council, but he reported briefly on the budget hearings held by the Senate appropriations committee, a House sub-committee on higher education, and the House appropriations committee. He informed the Council that questions were asked about consulting, the determination of full-load for faculty, and the retaining of overhead costs from grants and contracts--with the idea that the legislature should limit or reclaim a corresponding amount of appropriated funds.

In reply to a question from Rhea about his answer to the legislature on a full-load, Jim Pogue summarized his response: a formula for determining full-load for faculty is undesirable; instead a full-load should be based on credit hours of teaching or an equivalency and should be ensured by department chairmen and deans; in general, the full-load would be 12 hours of repetitive courses for instructors and 9 hours for assistant professors and above with additional duties such as advising, committee service, and research. In regard to consulting, Pogue indicated the same type of response, that is, a reliance on the administration to ensure full-load equivalency instead of applying a rigid policy.

Jim Pogue then identified three matters pending in the legislature: 1) a bill passed by the House, with no hearing, that all self-generated funds in the state agencies would be remanded to the general revenue fund of the state for later appropriation; 2) a bill prohibiting the University from disposing of any part of 500 or above contiguous acres without legislative approval; 3) an opinion by the Attorney General that the legislature can appropriate to the University by line item for individual programs or campuses. To a question on self-generated funds, Pogue replied that they do include all student fees, housing income, etc., ~~but that the bill is aimed primarily at income from student fees and grants and contracts.~~ Concluding, Pogue said that disposal of the Weldon Springs tract can probably be resolved, but that these bills indicate the necessity for the University to take a stance on constitutional grounds.

- VI,7
.6 The second administrative report concerned the status of the three proposed degree programs approved by the Academic Council (Bachelor's degrees in Life Sciences and Sociology and a Ph.D. in Engineering Mechanics, V,5.4; V,5.5; and V.4.3 respectively). Jim Pogue announced that he would recommend to the RMPC the degree in Life Sciences for advancement off campus this spring and for implementation in the fall of 1978. Continuing, he cited the fall of 1978 for implementation since the budget for 1977-78 may be committed to the S&W increase. Furthermore, he noted, it would be desirable to initiate a new degree program with the additional staff, E&E, and other support to ensure its continuation as a quality program.

* However, it is our understanding that the bill was directed at other state agencies, and was not intended to include the University.

Corrected 4/28/77

Pogue then responded to several questions:

1. Barr asked about the reasons for choosing Life Sciences.

Answer: At present students have access to a Ph.D. program in Engineering Mechanics through degrees in other departments; also substantial increased support would be necessary to offer the Ph.D. in Engineering Mechanics. In regard to the two bachelor's degrees, Life Sciences was chosen because that discipline inter-relates with existing programs in Engineering and Mines and Metallurgy, because the program is already well advanced with 50 to 60 students, and because the Dean of Arts and Sciences has endorsed it.

2. Summers asked whether the degree in Life Sciences would require new money.

Answer: New money would hopefully be available; if not, the dean would have to cover the program within the A&S budget.

3. Epstein asked whether the other two degree proposals would require another vote by the Academic Council in the future, or whether they would automatically be reconsidered and advanced by the Chancellor.

Answer: The Chancellor could just reconsider them, but advancement would depend on his decision.

4. Ruhland asked whether the degree in Sociology could be implemented in the fall of 1977 if no additional staff were necessary.

Answer: This suggestion will be referred to the RMPC.

5. Jim Johnson asked why a separate department would be needed for Life Sciences.

Answer: A separate administrative department is not intended.

6. The degree in Life Sciences would incur extra expense?

Answer: Yes.

To a question about UMR's commitment to the internally generated 3% S&W increase discussed at the last Council meeting, Jim Pogue clarified the status of the 3% S&W increase, saying that at present UMR could not give the increase unilaterally and that Central Administration has not yet made a decision on the 3%. To another question, whether UMR could give the 3% under cover, Pogue replied in the negative, since the campus, he said, must show only a certain percentage increase on filled positions. Jim Johnson suggested that a special case could be made for salary increases on this campus based on the market value of faculty in science and engineering. Pogue said that he had made this point.

agenda items: 1) Admission requirements (V,7.3c); 2) Guidelines for Admission and Employment of International Graduate Students (V,10.3); 3) Use of the GRE as an admission and graduation requirement for graduate students (VI,4.4).

VI,7 COMPUTER FACILITIES USAGE LIMITS. No report.
.8

VI,7 EVALUATION OF ADMINISTRATIVE OFFICERS. Announcing that he had no report
.9 from the Personnel Committee, Wayne Cogell suggested that, since the evaluation is being conducted from the Chancellor's office, Jim Pogue might want to make some comments. Pogue said that copies of the procedure for evaluating the Provost and Vice Chancellor had already been distributed and that the faculty committee had requested questions for the evaluation form. Continuing, he said that a procedure for evaluation of deans would be distributed the following week, and that the evaluation of department chairmen would be conducted in April. Lyle Rhea, chairman of the faculty committee to assist in the evaluation of the Provost and Vice Chancellor, reported that 8 responses to the request for questions had been received from the faculty.

Discussion centered on two topics: the consequences of the evaluation and the access of the person being evaluated to the information received in the evaluation. Chairman Ownby identified the purpose of the evaluation as improvement primarily and replacement as an extreme result. Jim Pogue also pointed to improvement as an immediate goal, with the results having a cumulative effect over several years. Rhea added that the purpose is not just for improvement, but also for an appraisal of effective performance. To a question on whether evaluations would affect salary increases, Jim Pogue replied that he assumed they would.

In regard to the second topic, Jim Pogue said that the University is not legally required to reveal details, but that ethically the person evaluated should be informed of the results of the evaluation as fully as possible without infringing on the confidentiality of the evaluators. At the conclusion of the discussion Tom Baird encouraged all faculty to participate in the evaluation.

VI,7 STUDENT AFFAIRS. Paul Ponder moved approval of constitutions for two
.10 student organizations: Thomas Jefferson Hall Association and UMR Target Pistol Club (full copies*). Wayne Cogell seconded the motion. Ivon Lowsley expressed an objection to the editorial errors in the Thomas Jefferson constitution. Dennis Leitterman, a member of the Student Affairs Committee, said that the committee had lacked sufficient time to require a corrected copy, but that the errors would be corrected. Ruhland moved an amendment that the Thomas Jefferson Hall Association constitution be approved subject to editorial changes. The amendment was seconded and carried. Then the remainder of the motion, approval of the constitution of the UMR Target Pistol Club, carried.

VI,7 The second agenda item from the Student Affairs Committee was the status
.11 of Little Sister organizations, which Paul Ponder identified as auxiliary

groups of women working closely with fraternities. In regard to the constitution of Little Sisters of the Golden Heart of Sigma Phi Epsilon Fraternity (full copy*), Ponder said that the committee failed to see any rationale for the Little Sister organizations except for intramural privileges. Thus, in accord with the committee recommendations (full copy*), he moved that approval of this constitution be denied, that approval of all existing Little Sister organizations be discontinued at the end of this semester, and that some other method be established for women to participate in intramurals. The motion was seconded.

Discussion began with four questions from Council members:

1. Chairman Ownby asked what rights accrue to an organization which is approved.

Answer: Ponder cited the following: 1) participation in intramurals; 2) use of University facilities for meetings; 3) right to advertise on University bulletin boards; and 4) the right to use the name of the University in advertisement and on correspondence. The last three, he said are available to Little Sister organizations through the fraternities.

2. Ruhland inquired about the reasons for denying recognition of the Little Sister organizations.

Answer: First, Ponder replied that the organizations are closely controlled by the fraternities; second, he expressed a personal doubt that the organizations are legal under Title IX, particularly since all national fraternity headquarters have discontinued recognition of Little Sister organizations. Dennis Leitterman emphasized similar points.

3. Schowalter asked why the committee previously approved five of these organizations and now denies approval to one.

Answer: Ponder explained that the first request was approved because the number of women's organizations was small and women's intramurals needed participation. The next four, he continued, were approved because the first had been.

4. Summers asked whether another access to intramural participation would have to be found if the Little Sisters are discontinued.

Answer: Ponder replied in the affirmative, saying, however, that many of the girls in the Little Sisters are also in sororities and thus eligible for intramurals.

Discussion continued with statements in favor of the Little Sister organizations. A student representative commented that fraternities are responsible for their Little Sister groups unless the Little Sisters are officially recognized and thus responsible themselves; furthermore, he said that students, if not in recognized organizations, are not eligible for Blue Key points for participation in campus activities.

Explaining that affiliation with an organization is necessary for women to participate in intramurals, Annette Caruso said that 40-50% of present participants could not participate if Little Sister organizations were discontinued. When asked about the possibility of changing the rules on intramural participation, Ms. Caruso commented that it is difficult to change rules and that changes would affect participation by men also.

Ruhland then moved to return the issue of the Little Sister organizations to the Student Affairs Committee for a resolution. The motion was seconded and clarified as automatically giving Council approval to the decision of the committee. Ruhland expressed the opinion that decisions on student organizations should rest with the students instead of the faculty. The Chair ruled the motion out of order since the Student Affairs Committee, according to procedures, is responsible for advancing constitutions to the Council for approval.

Schowalter moved that the recommendation of the committee be denied; the motion was seconded but ruled out of order. Pursell then moved to table the committee recommendation; Cogell seconded the motion, but the motion failed.

After the Chair extended the meeting time to 4:00 p.m., the Council voted on the recommendation of the committee to disapprove the constitution of the Little Sisters of the Golden Heart and to discontinue the Little Sister organizations at the end of the semester; the recommendation failed to carry by a vote of 12 for and 13 against.

Ralph Schowalter then moved that the constitution of Little Sisters of the Golden Heart be approved. The motion was seconded and carried.

VI,7 MISSOURI ASSEMBLY OF FACULTY IN HIGHER EDUCATION. No report.
.12

VI,7 FINANCIAL EXIGENCY. Jim Johnson reminded the Council that he has been a UMR representative on the Financial Exigency Committee, along with Harold Fuller, Joe Wollard, and Jim Pogue, and then identified the three reasons given in the present tenure regulations for dismissal of tenured faculty as cause, retirement, and financial exigency. In the proposed tenure regulations, he said, a fourth has been added--discontinuance of a program or department of instruction. Continuing, Johnson explained that the draft of a financial exigency policy, previously distributed to Council members, deals with the termination of tenured faculty and non-tenured faculty before expiration of a contract. He emphasized the importance of this policy since tenure is being linked with a department and financial savings would probably also be allocated from a department or program. He also indicated that the policy allows the termination of tenured faculty before non-tenured faculty if justified by the administrator on the basis of program needs. Concluding his report, Johnson asked Council members to study the exigency policy and submit their comments to Jim Pogue.
.13

Chairman Ownby referred to the procedures for declaring a financial

exigency, which include a campus faculty exigency committee. UMR, he said, would need to establish such a committee.

VI,7 The first agenda item under new business was a report by Bob Barefield
.14 on a marketing approach to admissions. He cited several statistics and ideas taken from a book entitled A Role for Marketing in College Admissions and summarized on a handout distributed to the Council members (full copy*)

1. College enrollments increased geometrically during the last 100 years, but will now remain level or decrease, since the number of high school graduates will decrease 22% from 1975 to 1990.
2. All parts of the University should be involved in recruitment.
3. A college should "take a position" in the college market and appeal to a certain segment of the educational market.

Barefield said that copies of the book are available in his office.

Continuing his report, Barefield indicated that three recommendations had been made to the Chancellor's Council:

1. The recruiting process should be strengthened.
2. A marketing approach should be used.
3. Retention of students should be studied.

Dudley Thompson announced to the Council that a committee to study retention of students has been established, with Barefield as one of the members and Glen Haddock as chairman; any suggestions, he said, could be made to the committee. Following some questions on the marketing terminology in the book, Jim Johnson commented that the issues presented in the book should be examined carefully and that any efforts in recruitment should be endorsed since junior colleges will compete strongly for students and since the Coordinating Board of Higher Education is considering an allocation program. Dudley Thompson, citing engineering enrollments in colleges as only 7%, noted that UMR, with 70% of its enrollment in engineering, must attract a larger percentage of the enrollment pool if that pool is going to decrease by 22%.

VI,7 The second item of new business was a request presented by Randy Moore
.15 that the Academic Council give approval to the Student Council Form for evaluation of faculty. Moore indicated that the form (full copy*) has been revised, to include questions from UMR faculty and from forms used on other campuses. Moore said further that the details of administering the form have not been established, but that the next step would be to seek endorsement of the form from department chairmen.

Discussion included the following comments:


1. The form is an improvement.
2. Some questions seem geared to popularity.
3. The method of administering the form is just as important as the instrument itself.

4. Approval of student evaluation of faculty is one issue; approval of the form and administration of it is a different issue.
5. The form should not be approved if it means that one's colleagues are required to use it.
6. The Council should not approve the form; rather the form should be considered by each department.

Randy Moore responded that the Student Council does not want to invest time and money in the evaluation unless all departments use it; thus, he indicated, the Student Council would like to have Academic Council approval in order to ensure cooperation from all departments and faculty. He also indicated that the Student Council hopes to establish the form for future use by all faculty. Tom Baird moved that the Council approve the evaluation in principal but not this form. Ruhland seconded the motion.

At this point Jim Tracey moved for adjournment. The meeting adjourned at 4:05 p.m.

Respectfully submitted,


Marilyn Pogue
Secretary

*Complete document on file with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

March 17, 1977

MEMORANDUM TO: UMR Faculty

FROM: P. Darrell Ownby, Chairman PDO

RE: Final Report of the Ad Hoc
Committee on Merit Salary Increases

The attached subject document is of such import and urgency that I am distributing herewith a copy to each faculty member and calling a Special Meeting of the Academic Council to be held on Thursday, March 24, 1977, at 3:30 p.m. in the Mechanical Engineering Auditorium, for the purpose of considering its approval.

We would like to present the approved document to Interim Chancellor Pogue in sufficient time for it to be implemented in all aspects of salary increase considerations for the fall, 1977, and with the hope and expectation that the general principles will be retained for use in future years.

We are requesting that any proposed substantive changes in the document be presented to me, in written form, at least one day prior to the meeting.

Although it is understood that every point of any report may not be satisfactory to everyone, one cannot help but be impressed by the unselfish sense of fairplay which the report conveys. Therefore, on behalf of all faculty, I am expressing our thanks to the ad hoc committee members: Delbert Day, Nord Gale, Charles Johnson, Franklin Pauls, Lyle Rhea, Nicholas Tsoulfanidis, and Karl Muhlbauer, chairman, for their excellent effort.

mhs

FINAL REPORT
OF
THE AD HOC COMMITTEE ON MERIT SALARY INCREASES

GENERAL

The committee was appointed in October, 1976, by the Academic Council of UMR "to determine criteria and recommend to the Chancellor procedures for awarding merit salary increases for faculty."

The committee met nine times, conducted a survey of department chairmen to determine current practices of awarding salary increases, and examined the present overall salary structure at UMR.

It is the consensus of this committee that:

1. The present salary structure needs adjustment in several areas,
2. The practices of awarding salary increases need to be defined in more detail and administered with greater uniformity, and
3. Merit cannot and should not be defined by one unique formula which is universally applicable.

The committee's recommendations are given in two parts: Part I, which is for the near term (school year 1977-78) and Part II, which is for the long term.

PART I

Section A. Assuming that the University's request for an 11% salary increase, currently before the legislature, materializes, approximately \$607,200 becomes available for salary increases for the 1977-78 school year. The committee recommends distribution according to the following plan:

Each faculty member to receive the greater amount of these options:

1. \$1,800.
2. 9% of current salary.
3. The amount required to raise current salaries to \$12,500 for instructors, \$15,000 for assistant professors, \$17,500 for associate professors, and \$20,000 for professors.

The cost of the above plan is approximately \$579,400, of which \$25,700 is used to raise all full-time faculty to the salary levels in item 3. This leaves \$27,800 for discretionary distribution as outlined in Section B of Part I of this report.

The committee recognizes that exceptions to the above plan may be warranted, and has suggested appropriate procedures in Section B, Part II.

The above plan does not include the salaries of faculty members holding administrative appointments. Assuming that the 11% increase of these salaries (\$113,500) is included in the above plan and that each faculty member with an administrative appointment receives an \$1,800 raise, an additional \$55,900 would be available for discretionary distribution. If this additional \$55,900, or some portion thereof, were applied to non-administrative faculty salaries, it would constitute a forward step toward equalizing administrative and professorial salaries.

All figures quoted in this report are approximate because they are based on 1976-77 salaries and do not reflect recent promotions, persons on leave, or other changes of status of individuals.

Section B. The committee recommends that discretionary funds be equitably distributed to the departments, and to other administrative units if administrators' salaries are included. For example, divide the discretionary funds available by the total number of faculty members (plus administrators if included) and allocate a proportionate amount to each department (or administrative unit) according to the faculty FTE in the department (or administrative unit). For example, if \$27,800 are available, a department with an FTE of 20 will receive:

$$\frac{\$27,800}{300 \text{ FTE (faculty)}} \times 20 = \$1,853$$

for discretionary distribution. If \$27,800 + \$55,900, or \$83,700, are available, the same department will receive:

$$\frac{\$83,700}{332 \text{ FTE (faculty \& administration)}} \times 20 = \$5,042.$$

The committee recognizes that the example is biased against small academic units and leaves the manner of correcting inequities generated to the discretion of the deans of academic divisions and the dean of faculties.

It will be the responsibility of the department chairman to distribute the amount allocated to the department in accordance with the recommendations set forth in Part II of this report.

If administrators are included in this plan, the distribution of discretionary funds to them shall be the responsibility of the deans, the provost, or the chancellor.

PART II

Section A. It is the consensus of this committee that "merit" cannot and should not be defined by a mathematical formula which would be universally applicable. Whether or not a person's service is meritorious depends on a large number of factors which vary from department to department because function, purpose, and goals are not the same for all. Merit salary raises for faculty members should be based on how well they perform the job for which they were hired. It should always be clearly stated by the department chairman, preferably in writing, what a faculty member is expected to do in order to be eligible for a merit raise.

The committee recommends that each department establish its own guidelines for what constitutes meritorious service. These guidelines should clearly spell out what jobs need to be performed on a yearly basis, what the future thrust of the department's effort should be, etc.

Prior to making final salary recommendations the department chairman shall communicate to each faculty member his or her evaluation of the faculty member's performance of assigned duties, and together they shall formulate future plans. The department chairman should keep a record of the duties assigned to each staff member and of the quality of the performance of these duties.

The committee strongly recommends that equal importance be assigned to: (1) teaching, (2) research, and (3) service and administration.

In the area of teaching, consideration should be given to the competence of the teacher, not only in the subject matter of the courses taught but also in the art of teaching. Does the teacher keep informed of new aspects of teaching? Is there good rapport between the teacher and the students? Is the teacher introducing meaningful innovations into teaching? Is the teacher willing and able to teach off-campus courses? Does the teacher make meaningful contributions to the educational community, both domestic and foreign?

In the area of research, consideration should be given to the relevance of the research. Does the research contribute to the goals of the department? Is the researcher invited to give seminars in his or her specialty? Does the researcher publish his or her work? Is the researcher a successful proposal writer?

In the area of service and administration, special attention should be given to the quality of the work performed as opposed to the quantity. Merit should not be determined by how many jobs are assigned to a person, but by how effective he or she is in carrying out the duties associated with the jobs. How well does the faculty member represent the department and the University at on-campus and off-campus functions? Does the faculty member participate effectively in on-campus functions such as student advising, committee service, the Academic Council, science fair, open house, etc.? Does the faculty member serve at civic functions, give speeches, and promote the interests of the University?

The above are not intended to represent a complete list of items which a department chairman should consider in determining merit. Each department should develop its own criteria.

Section B. If a department chairman feels that there are compelling reasons why certain members should not receive the salary raise recommended in Part I, Section A, the chairman must give written notice to the individual concerned at least one week before the time at which salary recommendations are made. This does not apply to the discretionary funds.

The committee recommends the establishment of a salary committee within each department. During the fall semester, the department chairman shall call for the election by the departmental faculty of at least three of its members to serve on the salary committee, which will elect its chairman during the first official meeting.

The salary committee will meet: (1) at the request of the department chairman to aid in the distribution of discretionary funds, or (2) at the request

of any faculty member who has a salary grievance.

If the committee meets at the request of a faculty member, it will examine the evidence presented by the faculty member and, upon reaching a decision, will make its recommendations to the department chairman and to the appropriate dean.

CONCLUSION

The committee recommends to the Academic Council the adoption of this report, and it urges its implementation by the chancellor as a first step toward establishing an equitable merit salary plan for UMR.

For the long term, the committee recommends:

1. Further adjustment of salaries so as to compensate equitably for loss in real income due to cost of living increases.
2. Establishing, and periodically revising, salaries for each rank and keeping the range of salaries within each rank to reasonable limits.
3. Closing the salary differential between faculty members with and without administrative appointments.
4. Assigning discretionary funds specifically for merit at a level of about 10% of the total amount available.
5. Allocating discretionary merit funds in the department in a manner that recognizes that teaching, research, service and administration are of equal importance and in a manner consistent with departmental guidelines.

Respectfully submitted,



Karl Muhlbauer, Chairman

Delbert Day, Nord Gale, Charles Johnson,
Franklin Pauls, Lyle Rhea, and Nicholas
Tsoufanidis - Committee members.

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The committee recognizes that exceptions to the above plan may be warranted, and has suggested appropriate procedures in Section B, Part II.

The above plan does not include the salaries of faculty members holding administrative appointments. Assuming that the 11% increase of these salaries (\$113,500) is included in the above plan and that each faculty member with an administrative appointment receives an \$1,800 raise, an additional \$55,900 would be available for discretionary distribution. If this additional \$55,900, or some portion thereof, were applied to non-administrative faculty salaries, it would constitute a forward step toward equalizing administrative and professorial salaries.

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It will be the responsibility of the department chairman to distribute the amount allocated to the department in accordance with the recommendations set forth in Part II of this report.

If administrators are included in this plan, the distribution of discretionary funds to them shall be the responsibility of the deans, the provost, or the chancellor.

PART II

Section A. It is the consensus of this committee that "merit" cannot and should not be defined by a mathematical formula which would be universally applicable. Whether or not a person's service is meritorious depends on a large number of factors which vary from department to department because function, purpose, and goals are not the same for all. Merit salary raises for faculty members should be based on how well they perform the job for which they were hired. It should always be clearly stated by the department chairman, preferably in writing, what a faculty member is expected to do in order to be eligible for a merit raise.

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Respectfully submitted,



Karl Muhlbauer, Chairman

Delbert Day, Nord Gale, Charles Johnson,
Franklin Pauls, Lyle Rhea, and Nicholas
Tsoulfanidis - Committee members.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

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Volume VI, No.8

MINUTES of the Special Meeting of the Academic Council, March 24, 1977.

Chairman Darrell Ownby called the special meeting of the Academic Council to order at 3:31 p.m. on March 24, 1977, in the Mechanical Engineering Auditorium. After welcoming guests and reminding Council members of the one agenda item--consideration of the ad hoc committee report on merit salary increases, Chairman Ownby identified the following substitutes: Ron Carmichael substituting for Yilderim Omurtag; Paul Stigall for Jim Tracey; Tom Faucett for Stuart Johnson; Karl Muhlbauer for Ed Hornsey; and Bill Parks for Harold Fuller. Chairman Ownby also announced that Bill Parks would represent the Physics Department for the next two years.

After acknowledging his receipt of five memoranda suggesting changes in the ad hoc committee report, Chairman Ownby read a memo from Ju-Chang Huang (full copy*), which presented the following comments (paraphased):

1. There should be a minimum salary level for each faculty rank, but not a uniform one; instead, the minimum level should vary by discipline to correspond with the market values for different professions.
2. The distribution of discretionary funds to departments should not be based on number of faculty; instead, the distribution should be based on the overall performance of an academic department.
3. The Chancellor should withhold 10% of the S&W increment each year to grant exceptional merit raises or to adjust salary inequities existing among different schools. Each academic dean should also withhold 10% for exceptional merit raises or adjustment of inequities. Chairmen should have at least 30% of the departmental budget for merit raises in order to provide incentives for productive faculty.

Before considering the ad hoc report further, Chairman Ownby called for a motion in regard to the report. Karl Muhlbauer moved that the report of the ad hoc committee on merit salary increases (full copy*) be approved; Phil Leighly seconded the motion. Bill Parks then moved that Parts I and II of the report be separated for the vote. Troy Hicks seconded the motion. After Parks commented that Part II should be considered first, since Part I does not concern the charge of recommending a procedure for merit raises, Karl Muhlbauer, chairman of the ad hoc committee, summarized the intent of the committee: Part I, he said, is intended to remedy inequities in salaries (or justify them), particularly at the lower level; Part II, he continued, should enable each faculty member to know his status, for it suggests that each department establish guidelines for merit, using the three recommended areas of teaching, research, and service and administration (with work in Extension intended as a part of all three), and that each department establish a salary committee to hear grievances and, if requested, to aid the chairman with salary distribution. Jo Barr, saying that salary questions were addressed to the chairman and dean in the past, asked where salaries are decided now. Muhlbauer said that he did not know the level of decision, but that salary matters could still be addressed to the chairman and dean. Jim Pogue, asked to comment, said that during Dr. Bisplinghoff's tenure in office no salary recommendations were

lowered at that level.

A point of order was then called to return to the motion for separation of Parts I and II. The motion carried. Bill Brooks then moved to separate Part I into Sections A and B. The motion was seconded. Jim Johnson asked whether A and B were both necessary for the plan; Muhlbauer responded in the negative. Chairman Ownby recommended that Sections A and B not be separated; he said that the report makes only a philosophical point since the 11% salary increase used as a base in the report is unrealistic. Thus, he concluded, any change in the figures will affect both parts. The motion to separate A and B in Part I failed to carry. Then Brooks moved to separate A and B in Part II. The motion was seconded, but failed to carry.

Assuming the prerogative of the chair, Chairman Ownby called for discussion on Part II first. Tom Baird, though explaining that his proposed change (full copy of his memo to Chairman Ownby*) would not be valid unless Part I were approved, moved an amendment--the addition of the following sentence at the end of Part II, Section B: "If monies are withheld under the provisions of this section they shall be returned to the Provost's Office for redistribution as part of the discretionary funds." He explained the reason for this amendment as avoiding a possible conflict of interest for faculty within a department. The amendment was seconded by Rod Schaefer. Karl Muhlbauer said that that idea was intended by the committee. Dave Summers, though, stated his opposition to the amendment by saying that it would remove money from the department. Ted Planje also expressed opposition to the amendment as being in conflict with the responsibility of the chairman in Part I, Section B.

For clarification, Baird said that the amendment refers to the base monies, not to the discretionary funds; thus, he suggested inserting the sentence at the end of paragraph 1 in Part II, Section B, immediately following the statement "This does not apply to the discretionary funds." Bill Parks then suggested a change in the wording of Part II, Section B, paragraph 1 from "the salary raise recommended in Part I" to "general salary raise," which could then apply to the future. Chairman Ownby noted that the general principles of the report are intended for the future, and Karl Muhlbauer said that the intent of the committee was to propose a plan by using specific examples, but to leave a specific application of the plan to the Provost or other administrators.

The question was called on the amendment and carried; then the amendment carried for the addition of the proposed sentence after paragraph 1 of Part II, Section B.

Discussion on the motion to approve Part II as amended continued. Tom Faucett inquired whether the actual figures in the report are to be used; Karl Muhlbauer explained that they are examples, for the intent is a general plan that prescribes the distribution of regular amounts. Ruhland questioned the procedure of approving Part II prior to Part I, saying that Part II depends on Part I. Chairman Ownby explained his choice of considering Part II first on the basis that it treats long-range, general procedures.

Bill Parks moved to amend Part II, Section B, paragraph 1 to read "any designated campuswide salary raise," thus omitting the reference to the salary raise recommended in Part I, Section A and establishing a general statement for future use. The amendment was seconded and carried.

Discussion on Part II continued with several questions asked on the interpretation

of paragraph 4 of Section A, a paragraph recommending that "equal importance" for merit raises be assigned to three areas: teaching, research, and service and administration. Troy Hicks moved to amend the paragraph by deleting "equal." The amendment was seconded. Karl Muhlbauer explained that the committee intended the three categories to be considered equal in importance, but that each department, as stated in the report, should determine its own criteria for merit. The amendment failed to carry; thus, "equal" was retained.

The question on the motion was called, and it carried. Then, the motion to approve Part II as amended carried.

Chairman Ownby opened discussion on Part I of the report by reading one of the memos which he had received--two changes recommended by Ron Howell (full copy*): that each faculty member receive 6% as a cost of living increase; that the remaining 5% plus half of the administrative faculty funds be used for merit increases. The memo also stated Howell's reasons: the report of the ad hoc committee proposes a policy of minimum salary in rank and fixed salary increases, which are "union type" procedures and non-conducive to faculty creativity or merit.

In regard to Part I, Section A, most of the discussion centered on the committee's use of the 11% figure for salary increases and the additional figures derived from the use of the 11% figure. Troy Hicks made the following comments (paraphrased):

The \$1800 figure in point 1 looks good, but the 11% salary increase is so unlikely that figures based on a lower total percentage should be shown. If the total percentage is only 8% or even 5.2%, the amount necessary to effect the minimum levels in point 3 would be so great that little money would remain as discretionary funds. Thus, he concluded, the ad hoc report, which was supposed to propose merit criteria, is designed for salary adjustment, not merit and incentive.

Chuck Johnson said that the committee had also figured Section A on an 8% salary increase, using \$1200 for point 1 and 6% for point 2. Continuing, Johnson said that on this basis he considered the amount needed to fund point 3 as still a small percentage and necessary only for this one year. Jo Barr questioned the committee's plans should the salary increase money be only half the requested 11%. Chairman Ownby commented that the committee's plan was intended to be a general guideline.

Adrian Daane asked whether the salaries listed in point 3 were intended to be minimum starting salaries for all new faculty. When Karl Muhlbauer answered in the affirmative, Daane stated the opinion that hiring new faculty above the market value for some disciplines would be unrealistic and might cause legislative censure. Leighly reported that a graduate with a B.S. received a starting salary of \$17,000, which is above the minimum for the assistant professor rank. Karl Muhlbauer said that differences in market value are covered by the recognition of exceptions in Part I, Section A and that the procedures in Part II, Section B require the chairman to notify a faculty member of any exception.

Referencing his memo to Chairman Ownby (full copy*), Bob Gerson reported that a straw vote in the Physics Department was almost evenly divided against and for the ad hoc

report. Gerson also said that 7 out of 13 opposed, in Part I, the high percentage of salary increase money designated for across-the-board raises in contrast to the percentage for merit. Gerson then moved that the entire faculty be balloted on merit vs. catch-up raises. A point of order was raised, since a motion was already on the floor; however, Chairman Ownby, expressing the desire to honor the written submissions, ruled the motion by Gerson in order. The motion was seconded by Troy Hicks.

Two questions were raised in connection with the motion: whether the faculty poll would be considered in addition to the vote of the Academic Council; whether the faculty poll would concern accepting or rejecting the entire ad hoc committee report. Gerson and the second agreed that the faculty poll could concern the whole report and be submitted to the administration in addition to Academic Council action. The motion in this form carried.

Returning to the discussion of Part I and Ron Howell's memo expressing opposition to minimum salary in rank, Chairman Ownby noted that, since several persons have mentioned this issue, it should be carefully considered. When Ruhland suggested that the faculty had already voted on establishing minimums, Chuck Johnson replied that 70% had favored minimum levels. Then, to another question on the committee's intent in regard to smaller percentages for salary increases, Chuck Johnson reiterated that the committee had figured Part I using 8% instead of 11%, \$1200 for point 1 and 6% for point 2, resulting in \$41,792 required to raise salaries to the minimums in point 3. To Chairman Ownby's question about the lowest percentage used by the committee as a base in Section A of Part I, Chuck Johnson replied that 5.2% for salary increase was used, with \$1000 for point 1; on this basis, he continued, \$70,000 to \$80,000 would be required to raise salaries to the minimums in point 3. Johnson further said that the committee does favor discretionary money, but wanted a substantial amount for cost-of-living raises. Troy Hicks commented that a percentage as low as 5.2% does not allow both minimum levels and discretionary funds for merit. Chuck Johnson alluded to a plan presented by Jim Pogue for generating internally an additional 3% for salary increases; Pogue reminded the Council that UMR will not be allowed to give an additional 3% unilaterally.

After expressing the opinion that salaries should reflect market value in the various disciplines, Jim Johnson moved to amend Section A of Part I by deleting point 3, which establishes minimum salary levels for ranks. After the amendment was seconded, Karl Muhlbauer said that the committee had decided that disparities among disciplines could be handled by the administration; furthermore, he said, the ad hoc plan is to be considered (1) as a general one to make possible an adjustment of salaries to a more uniform level, with exceptions made by chairmen and deans, and (2) as a means of enabling all faculty to be informed of their status with regard to salary. The question was called on the amendment and carried. Then the vote on the amendment was 9 for and 12 against; thus, the amendment to delete point 3 failed to carry.

Ralph Schowalter called the question on the motion; the question carried. Then the motion to approve Part I of the ad hoc report carried 16 for and 9 opposed.

Tom Baird moved to approve by acclamation the General section at the beginning of the report; the motion was seconded and carried.

Troy Hicks then moved to amend the Conclusion by deleting point 4, a long-term recommendation that discretionary funds for merit be approximately 10% of the total amount available (full copy of his memo to Chairman Ownby*). The amendment was seconded. Hicks presented the following reasons for the motion: if only 10% is available, no merit plan is needed; this plan could not be defended before the legislature if salary increase money is designated for merit and only 10% is used for merit. To a question whether the assigning of discretionary funds at a level of 10% was intended for one year only or for future years, Karl Muhlbauer said that the 10% is for the long term but that the discretionary funds would also include all money not assigned to general distribution. The amendment to delete point 4 failed to carry by a vote of 9 for to 13 against.

Troy Hicks moved another amendment to the Conclusion (same memo), changing point 5 to read as follows: "Allocating discretionary merit funds in the department in a manner consistent with departmental guidelines." This amendment was seconded but failed to carry. The Conclusion was then approved as stands.

Chairman Ownby announced that the faculty would be polled for approval or disapproval of the ad hoc report; the Council approved using a deadline date for return of ballots of five school days after mailing.

The meeting adjourned at 5:12 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Complete document on file with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

March 17, 1977

MEMORANDUM TO: UMR Faculty

FROM: P. Darrell Ownby, Chairman PDO

RE: Final Report of the Ad Hoc
Committee on Merit Salary Increases

The attached subject document is of such import and urgency that I am distributing herewith a copy to each faculty member and calling a Special Meeting of the Academic Council to be held on Thursday, March 24, 1977, at 3:30 p.m. in the Mechanical Engineering Auditorium, for the purpose of considering its approval.

We would like to present the approved document to Interim Chancellor Pogue in sufficient time for it to be implemented in all aspects of salary increase considerations for the fall, 1977, and with the hope and expectation that the general principles will be retained for use in future years.

We are requesting that any proposed substantive changes in the document be presented to me, in written form, at least one day prior to the meeting.

Although it is understood that every point of any report may not be satisfactory to everyone, one cannot help but be impressed by the unselfish sense of fairplay which the report conveys. Therefore, on behalf of all faculty, I am expressing our thanks to the ad hoc committee members: Delbert Day, Nord Gale, Charles Johnson, Franklin Pauls, Lyle Rhea, Nicholas Tsoulfanidis, and Karl Muhlbauer, chairman, for their excellent effort.

mhs



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

April 12, 1977

MEMORANDUM TO: UMR Faculty

FROM: P. Darrell Ownby, Chairman *POO*
Academic Council

RE: Ballot resulting from motion at the
Special Meeting of the Academic Council

At the Special Meeting held on March 24, 1977, the Report of the Ad Hoc Committee on Merit Salary Increases was approved by your Academic Council representatives. Because of the controversial nature of the document, a motion was passed to ballot the entire faculty to determine the degree of support for the general procedures outlined therein.

At the Special Meeting, each section of the document was discussed and approved separately with minor editorial amendments as shown in the attached minutes. However, because of the impossibility of interpreting a part-by-part poll-by-mail ballot, and in the absence of the opportunity for further debate, we are asking you to simply approve or disapprove the committee report. This will require making a judgement concerning whether or not the document will, in your opinion, represent an improvement over the procedures used in the past.

In order to comply with the deadline stated in the motion, you will need to return your ballot by April 20, 1977.

I approve I disapprove the Report of the Ad Hoc Committee on Merit Salary Increases.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

April 7, 1977

Summary of Special Meeting of the Academic Council, March 24, 1977.

- I. The ad hoc committee report on merit salary increases was approved with the following amendments:
 - A. Addition of the following statement at the end of paragraph I in Part II, Section B: "If monies are withheld under the provisions of this section they shall be returned to the Provost's Office for redistribution as part of the discretionary funds."
 - B. A change in paragraph 1 of Part II, Section B from "the salary raise recommended in Part I, Section A" to "any designated campus-wide salary raise."
- II. A motion carried to poll the entire faculty on the ad hoc committee report.



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering
Department of Civil Engineering

Civil Engineering Building
Rolla, Missouri 65401
Telephone: (314) 341-4461

March 17, 1977

Dr. P. Darrell Ownby
Chairman of Academic Council
UMR

Dear Dr. Ownby:

After reviewing the final report of the Ad Hoc Committee on merit salary increases, I would like to offer the following comments:

1. I agree in principle with the establishment of a minimum salary level for each faculty rank. But the minimum level for each rank should not be a uniform one; instead, it should vary from each discipline to another according to their professional market values. The starting salary for our B.S. engineering graduates is around \$1,200/month, while that for a biological or chemical science student is about \$1050/month and for humanity student is only \$850/month (of course, the exact figures can be easily obtained from our placement office as well as from some professional publications). Since the market values in the real world for different professions vary so widely, I cannot see the justification for setting up a uniform minimum salary level for different disciplines. This same consideration should also be applied each year in the distribution of S&W budget to different schools and different departments although the detail of this will have to be decided by the top administration which also takes into consideration the overall productivity of each school and department.

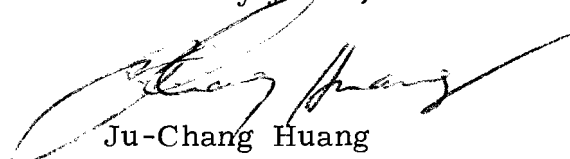
2. I am opposed to the recommendation of distributing the discretionary funds equally to departments according to their number of faculty. Instead, I would like to see that the distribution be based on the overall performance of an academic department according to its teaching activity (e.g., total student hours each year and others), research accomplishments (e.g., no. of publications and grant money, etc) and service and administration. I realize that the evaluation of overall performance is not an easy job to do, but our high level administrators are hired to do this, aren't they?

3. I would like to see that Chancellor withhold 10% of the S&W increment budget each year so that he will be able to grant some exceptional merit raises to those who really deserve it, or to adjust some salary inequities existing among different schools. Again, each academic Dean should also withhold a similar 10% for granting exceptional merit increases or adjusting inequities among different departments. The department chairman should have at least 30% of his budget for granting merit raises. Only
an equal opportunity institution

through this approach can a department chairman give enough incentives to his productive people and keep his department viable.

I will be out of town next week, but I hope the above comments will generate enough interest in the special academic council meeting.

Sincerely yours,



Ju-Chang Huang
Professor

cc: Dr. Senne
Dr. Muir
Dr. Modesitt
Dr. Lowsley



UNIVERSITY OF MISSOURI-ROLLA

College of Arts and Sciences

Computer Science Department

325 Math-Computer Science Building
Rolla, Missouri 65401
Telephone: (314) 341-4491

March 22, 1977

MEMORANDUM TO: P. Darrell Ownby, Chairman

FROM: Thomas Baird

RE: Committee report on Merit Salary Increases

To avoid a possible conflict of interest I move that the following be added at the end of Part II, Section B, (top of page 4) just before "CONCLUSION".

If monies are withheld under the provisions of this section they shall be returned to the Provost's Office for redistribution as part of the discretionary funds.

T.B.

TB:sd



UNIVERSITY OF MISSOURI-ROLLA

March 18, 1977

School of Engineering

Department of Mechanical
and Aerospace Engineering

Mechanical Engineering Building
Rolla, Missouri 65401
Telephone: (314) 341-4661
Chairman 341-4662

Dr. P. Darrell Ownby, Chairman
Academic Council
105 Parker Hall

Subject: FINAL REPORT OF AD HOC COMMITTEE ON MERIT
SALARY INCREASES

Dear Dr. Ownby:

I would like to present the following substantive changes to this report. In Part I, Section A:

Each faculty member to receive 6% of current salary as a cost of living salary increase.

The remaining funds (5%, if the assumed 11% is a base) and approximately one-half of the funds from administrative faculty salary increase money (this would allow about a 5 1/2% cost of living raise for administrative faculty) to be used for merit salary increases. These funds to be distributed on an FTE basis as specified in the report and distributed by the Department Chairman in consultation with an elected faculty committee.

I would support some proposal similar to the above, however, I would oppose the type of changes which are proposed in the report. The proposed types of changes are based too strongly on a "union type" of proposal and ignore any type of creativity or merit that a faculty member has displayed. If one were to investigate closely, I am convinced that he would find the reasons why several faculty members are paid considerably less than others of equal rank. I cannot support a policy of minimum salary in rank or fixed salary increases.

Sincerely yours,

A handwritten signature in cursive script that reads "Ronald H. Howell".

Ronald H. Howell
Professor

RHH/gmw

March 23, 1977

MEMO TO: Darrell Ownby

FROM: Bob Gerson

RE: Meeting on ad-hoc Merit Committee report

I conducted a straw vote in the Physics Department about sentiment on the Merit Committee's report. About half of the department responded, seven voting against the report and six for approval.

The issue is of importance, and the faculty seems divided. I suggest a written poll of the entire faculty as to their feeling on merit vs. catch-up raises.

A handwritten signature in cursive script that reads "Bob Gerson".

Bob Gerson

sh

University of Missouri - Rolla



Rolla, Missouri 65401

March 21, 1977

Memorandum To:P....Darrell Ownby.....
From:Troy L. Hicks.....
REReport of the Ad Hoc Committee on Merit Salary
Increases

I will propose the following changes under the conclusions on the last page.

1. Delete item 4.
2. Change item 5 to read as follows:

Allocating discretionary merit funds in the department in a manner consistent with departmental guidelines.

Dr. Ownby: 3/24/77

I hereby request
that Dr. Stigall
substitute for me at
the March 24
Academic Council
meeting.

James R. Tracey



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

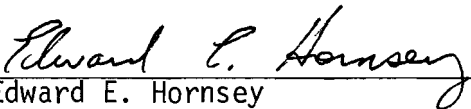
Department of Engineering Mechanics

107 Old Metallurgy Building
Rolla, Missouri 65401
Telephone (314) 341-4581

March 24, 1977

Academic Council:

Dr. Karl Muhlbauer will be substituting for Ed Hornsey - Engineering Mechanics Academic Council Representative at the Special Meeting of the Academic Council on Thursday, March 24th, 1977.


Edward E. Hornsey

jk

University of Missouri - Rolla



Rolla, Missouri 65401

March 23, 1977

Memorandum To: Darrel Ownby
From: Y. Omurtag *Y. Omurtag*
RE Academic Council meeting

This is to authorize Dr. Ronald Carmichael to represent our department of Engineering Management at the March meeting of the academic council.

for Dr. Omurtag

YO

March 23, 1977

MEMO TO: Darrell Ownby, Pres. Academic Council
FROM: Harold Q Fuller
RE: Special Academic Council Meeting

Dear Darrell:

This is to certify that Dr. William Parks will attend the Special Academic Council Meeting on Thursday, March 24, 1977 in my place. Accordingly, he will be the voting representative from the Physics Department. Dr. Parks has been elected by the Department to serve as a member of the Academic Council for the 1977-78 academic year.

Respectfully submitted by,



Harold Q Fuller
Professor of Physics

sh

cc: Dr. William Parks



UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

Office of the Dean

101 Engineering Research
Rolla, Missouri 65401
Telephone (314) 341-4151

March 18, 1977

MEMORANDUM TO: Dr. Darrell P. Ownby

FROM: Dean J. Stuart Johnson

SUBJECT: Academic Council Meeting March 24

I will not be able to attend the Academic Council Meeting on March 24. Dr. Thomas R. Faucett is designated as my representative to this meeting for purposes of discussion and vote.

JSJ/clm

XC: Dr. Thomas R. Faucett

March 23, 1977

MEMO TO: Darrell Ownby, Pres. Academic Council
FROM: Harold Q Fuller
RE: Special Academic Council Meeting

Dear Darrell:

This is to certify that Dr. William Parks will attend the Special Academic Council Meeting on Thursday, March 24, 1977 in my place. Accordingly, he will be the voting representative from the Physics Department. Dr. Parks has been elected by the Department to serve as a member of the Academic Council for the 1977-78 academic year.

Respectfully submitted by,

Harold Q Fuller

Harold Q Fuller
Professor of Physics

sh

cc: Dr. William Parks ✓

Dr. William Parks for Fuller

March 29, 1977

MEMORANDUM TO: Academic Council

FROM: Dudley Thompson

RE: UMR Curricula Committee's Consideration of
Statement on CLEP credit

At the March 25, 1977 meeting of the UMR Curricula Committee, CLEP policy was idscussed and the following recommendations were considered:

- 1). Committee consensus was in favor of COPHE encouraging a moratorium on CLEP credit until review of CLEP credit was completed and recommendations developed.
- 2). General consensus of Committee was that:
 - a). The UMR department teaching a course should make the decision as to the equivalence of the CLEP credit offered for an established course at UMR.
 - b). The UMR degree granting department would have the final authority of credit offered for degree requirements.
 - c). The UMR degree granting department would have the final authority in determining the courses substituted for degree requirements.
 - d). The UMR degree granting department would have the final authority in accepting credit for Missouri Math Placement Test (MMPT), Missouri College English Test (MCET), and Quiz Out.
 - e). The UMR degree granting department would have the final authority in accepting credit obtained by department examination at UMR.

Curricula Committee
Consideration of Statement
on CLEP credit

Page -2-

- 3). The UMR degree granting department would have the final authority in granting any CLEP credit offered for satisfying degree requirements.

The Committee has not completed yet, its consideration of CLEP Credit. The Committee offers only a status report at this time and will present its recommendations to the Academic Council after all facets have been considered and a posture developed.

MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
RE: Curricula Committee (1976-77)

The following requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. Chemistry 301, Special Topics in Chemistry.
Variable credit.
Prerequisites: None Requested
Justification: By some oversight the chemistry department has no mechanism by which we introduce experimental courses to attempt to meet new and changing needs at the 300 level. Such an entry does exist at the 400 level.
2. Engineering Management 373, The Political Environment of the Manager.
Lecture, 3 credit hours
Prerequisites: None requested
Justification: Our public works option trains engineers for public service and is one of only four such programs in the United States. This course is one of five core courses required in the option.
HEW, in reviewing our program last year in connection with a grant application, strongly urged the inclusion of some public administration courses in the option. This course and Engineering Management 371 (Public Works I) fill this gap in our curriculum by exposing engineers -- for the first time -- to an examination of the political variables that they will have to deal with as public servants. The option is now endorsed by HEW as attested by their second year funding of our efforts, and it has the full support of all key public works practitioners in Missouri.
Both Engineering Management 371 and 373 are considered basic and introductory courses. No additional courses are anticipated in the future.

3. Chemistry 349, The Chemistry of Colloids.
Lecture, 3 credit hours
Prerequisites: Chemistry 243
Justification: This course represents the core of the new thrust of the chemistry department with its new chairman. The department intends to increase its efforts in the areas of colloids, coatings and polymers and attempt to increase its industrial base and MS programs in these areas. The department has a long history in the areas of paints and polymers which slipped with the retirement of Professor Bosch. It has maintained an active extension program in this area drawing a large number of students from throughout the world.

4. English 144, The Bible as Literature.
Lecture, 3 credit hours.
Prerequisites: English I
Justification: Need for this course based on a student survey made in the Fall of 1975. There was wide interest in this course, and it was successfully offered as an experimental course in the Summer of 1976. Bible as literature courses are being widely taught in other colleges and universities; since the Bible is a fundamental document of our culture, an understanding of its literature is very useful to students studying European, American, and British literatures.

5. Nuclear Engineering/Physics 365, Introduction to Plasma Physics.
Lecture, 3 credit hours.
Prerequisites: Math 201 and Physics 107
Justification: Substantiation of Need:
 - 1). This course will serve as an introduction to the graduate - level plasma physics course Physics 425/Nuclear Engineering 425.

 - 2). An introductory course in plasma physics is needed because the field of plasma physics is rapidly increasing in importance. For example:
 - a). The number of papers presented at the annual plasma physics conference of the American Physical Society has increased from 516 in 1970 to over 1000 in 1975.

 - b). The annual budget of ERDA for plasma physics and controlled thermonuclear research is increasing from 3M\$ in 1972 to over 300 M\$ in 1979.

- 3). UMR has the potential to become an important center of teaching and research in the area of plasma physics and nuclear fusion. The proposed course has been taught successfully in the Fall of 1975 as Nuclear Engineering 301. It will complement other courses in the fusion research area (Nuclear Engineering 361, Introduction to Fusion; Nuclear Engineering 363, Fusion Engineering) and also help prepare students to work on our plasma physics research experiments.

- 4). Nuclear Engineering 333, Radiation Protection.
Lecture, 1 credit hour
Prerequisites: Physics 25 and 26 or consent of instructor.
Justification: All students who handle radioisotopes or work around radiation areas should know the subject of this course. Will be offered to upper classmen and graduates of all related disciplines. Has been offered 3 times under Nuclear Engineering 301.

- 5). Engineering Mechanics 305, Numerical Methods in Elementary Mechanics.
Lecture, 3 credit hours.
Prerequisites: Engineering Mechanics 50, 110, and 150.
Justification: The course will be used to present background information needed to study finite element methods for analyzing continuous structures. Basic numerical and programming techniques applicable to the solution of problems in solid mechanics will be taught. This knowledge is required for a person to correctly and efficiently use existing finite element codes. **The course has been taught under a 301 number twice. Eight and eleven students were enrolled in the course during the fall semesters 1975 and 1976, respectively.**

- 6). Engineering Management, 345, Energy Management Engineering
Lecture, 2 credit hours
Laboratory, 2 credit hours
Prerequisites: Engineering Management 201
Justification: The management of energy resources requires special attention because they are non-renewable. Consequently, special Engineering Management concepts must be set forth.

- 7). Chemistry 491, Theory of Chemical Research.
Variable credit
Prerequisites: None Requested
Justification: At present students are presented this material on an individual 1 to 1 basis by research supervisors as pertains directly to their thesis work. Formalization will centralize responsibility and expand the exposure of students to the various areas of Chemical Research.

- 8). Electrical Engineering 431, Stability of Nonlinear Systems.
Lecture, 3 credit hours
Prerequisites: Electrical Engineering 231 or consent of instructor.
Justification: There is at present no regularly offered in-depth treatment of stability of nonlinear systems offered on this campus. The topic is extremely important from a control and systems point of view, since non-linear elements are increasingly used in a variety of systems to provide optimum control or because of size-weight-reliability considerations.

- 9). Civil Engineering 466, Wastewater Treatment II.
Lecture, 3 credit hours.
Prerequisites: None Requested
Justification: The proposed CE 466 will complement the existing CE 464 which is also titled Wastewater Treatment II and covers the same subject matter; however, CE 464 includes 1 hour laboratory period, and this precludes its being offered at the UMR-GEC. CE 401 Special Topics - Industrial Waste has been offered twice in St. Louis and was well received (Fall 1973 with 15 students and Fall 1976 with 21 students); an industrial waste course is an essential part of the graduate program in environmental and sanitary engineering at the UMR-GEC. CE 466 will cover the same lecture material as CE 464 with additional emphasis on case studies to replace the laboratory pilot plant investigations.

- 10). Electrical Engineering 355, High-Frequency Amplifiers.
Lecture, 3 credit hours
Prerequisites: Electrical Engineering 253
Justification: This material has been taught as EE 301 at least 4 times and it is anticipated that student interest in this elective will continue as the course itself continues to develop.

11). Geology/Geophysics 301, Special Topics in Geology & Geophysics.

Variable credit

Prerequisites: None Requested

Justification: Apparently, this department has never formally requested a 301 course action request. We are presently changing our offerings and need to have formal approval for senior and graduate level credit.

B. Deletions:

A. English 50, Introduction to Literature.

Justification: Lack of student interest.

C. Course Changes: Credit Hours (CH); Prerequisites (P): Course Title (CT); Catalogue Description (CD); Course Number (CN).

1). Chemistry 328, Organic Qualitative Analysis.

CT to Organic Qualitative and Quantitative Analysis.

CH to Lecture 0, Laboratory 2 or 3, and Total 2 or 3.

CD to A study of the theory and practice of the characterization of organic compounds.

2). Art 207, Study of Film

CN to Art 85

3). Geology 211, Optical Mineralogy.

CH to Lecture 1, Laboratory 2 and Total 3.

4). Engineering Management 410, Engineering Management Graduate Seminar.

CH to Lecture 0, Laboratory 0, Total 0

5). Engineering Management 208, Engineering Economics.

CT to Engineering Economy.

- 6). Engineering Management 366, Sales Management: Control and Research.

CT to Business Logistics Systems Analysis

P from None to Math 115 or 215

CD to An analysis of logistics function as a total system including inventory, transportation, order processing, warehousing, materials handling, location of facilities, customer service, and packaging with trade-off and interaction.

- 7). Electrical Engineering 435, State Variable Methods in System Theory.

CT to Modern Control Theory I

CD to State variable formulation, transformation and solution of system equation, controllability and observability of continuous and discrete systems, system modeling, bond graphs, multi-variable control systems.

- 8). Electrical Engineering 437, Discrete Time Systems.

CT to Modern Control Theory II

CD to Linear digital control, minimum time control of discrete time systems, introduction to nonlinear control, linear stochastic systems, optimum filtering, introduction to optimal control of continuous and discrete time systems.

- 9). Electrical Engineering 441, Optimum Linear and Nonlinear Filtering Theory.

CT to Digital Signal Processing, II

P from Electrical Engineering 435 or 443 to Electrical Engineering 341 and 343 or 443 or Math 343

CD to Continuation of Electrical Engineering 341. Effects discrete noise sources in digital signal processing; Discrete spectral analysis of random signals; Discrete time signal detection, estimation, and filtering algorithms.

- 10). Environmental Engineering 465, Water Resources and Waste Management.

CN to Environmental Engineering 366.

P from Civil Engineering 233, 265, or Consent of instructor to Consent of instructor.

- 11). Mechanical and Aerospace Engineering 307, Mechanical Vibrations.

P from Math 201 to Math 201 and Engineering Mechanics 110.

- 12). Engineering Technology 25, Graphical Design.

P from Engineering Technology 10 to Engineering Technology 10 and Math 8.

- 13). Mechanical Engineering 53, Introduction to Manufacturing Processes.

P from accompanied or preceded by Engineering Technology 10 or Engineering Technology 11 to Engineering Technology 10 or 11.

- 14). Mechanical Engineering 203, Kinematics.

P from Math 22, Physics 23 to Physics 23, Engineering Technology 25, accompanied or preceded by Engineering Mechanics 150.

- 15). Mechanical Engineering 204, Dynamics of Machinery.

P from Mechanical Engineering 203 to Mechanical Engineering 203, accompanied or preceded by Engineering Mechanics 110.

- 16). Mechanical Engineering 205, Machine Design I.

P from Engineering Mechanics 110 to Engineering Mechanics 110, Mechanical Engineering 53, and Metallurgical Engineering 121.

- 17). Mechanical Engineering 219, Thermodynamics.
P from Math 22 and Physics 23 to Math 22,
Physics 23 and Computer Science 73.
- 18). Mechanical Engineering 221, Applied Thermodynamics.
P from Mechanical Engineering 219 to Mechanical
Engineering 219 and Computer Science 73.
- 19). Mechanical Engineering 225, Heat Transfer.
P from Math 201 and Mechanical Engineering 225 to
Math 201, Mechanical Engineering 219, and Computer
Science 73.
- 20). Mechanical Engineering 229, Energy Conversion.
P from Mechanical Engineering 219 and 225 to
Mechanical Engineering 221.
- 21). Mechanical Engineering 233, Internal Combustion
Engines.
P from Mechanical Engineering 219 to Mechanical
Engineering 221.
- 22). Mechanical Engineering 242, Mechanical Engineering
Systems.
P from Mechanical Engineering 240 to Mechanical
Engineering 204, Mechanical Engineering 221, accompanied
or preceded by Mechanical Engineering 231 and
Mechanics 204.
- 23). Mechanical Engineering 273, Engineering Analysis
& Synthesis.
P from Mechanical Engineering 229 to Mechanical
Engineering 221.

D. Other Action Requests:

(NOTE: Some of the following action requests are of such length as to preclude their reproduction in full in this report. Complete copies are available for your review in the Provost's Office, 212 Parker Hall).

1. Curriculum Change for Electrical Engineering.

Justification: Changes in the content of Electrical Engineering 265 and 267, approved Spring 1976, have made Math 258 no longer necessary.

Respectfully submitted,



Dudley Thompson
UMR Curricula Committee

- 100 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit.
- 101 Special Topics - _____ - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit.
- 199 *Co-op Engineering Training - This course will provide continuous registration for cooperative work periods. Credit variable.*
- 200 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit.
- 201 Special Topics - _____ - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit.
- 202 Co-op Engineering Training - *ON-THE-JOB ENGINEERING EXPERIENCE GAINED THROUGH COOPERATIVE EDUCATION WITH INDUSTRY, WITH CREDIT ARRANGED THROUGH DEPARTMENTAL registration for co-operative work periods. Variable credit. CO-OPERATIVE ADVISOR. GRADE RECEIVED DEPENDS ON QUALITY OF ENGINEERING REPORT. SUBMITTED AND WORK SUPERVISORS EVALUATION. VARIABLE CREDIT*
- 210 Seminar - Discussion of current topics. Variable credit.
- 300 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit. (This course may be used by all bachelor degree granting curricular designations.)
- 301 Special Topics - _____ - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit. (This course may be used by all bachelor degree granting curricular designations.)
- 310 Seminar - Discussion of current topics. Prerequisite: senior standing. Variable credit. (This course may be used by all bachelor degree granting curricular designations.)
- 400 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit. (This course may be used by all graduate degree granting curricular designations.)

- 401 Special Topics - _____ - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit. (This course may be used by all graduate degree granting curricular designations.)
- 410 Seminars - Discussion of current topics. Variable credit. (This course may be used by all graduate degree granting curricular designations.)

wants a major revision, he will return the document to the committee.

Chuck Johnson moved that the Academic Council hold a special meeting called by the chairman of the Council to consider the proposed tenure regulations; Phil Leighly seconded the motion. Chairman Ownby commented that he thought the proposed changes were positive ones. The motion carried. Responding to a question from the floor about each person being under a contractual relationship, Jim Pogue cited the grandfather clause in the proposed regulations as placing a faculty member under the tenure regulations operative at the date of hiring.

The meeting adjourned at 3:59 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue
Secretary

*Complete document on file with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.

March 31, 1977

MEMORANDUM TO: Academic Council

FROM: Dudley Thompson

RE: UMR Curricula Committee's Consideration
(and Divergent Opinions) on Credit by Examination

At the March 25, 1977 meeting of the UMR Curricula Committee, policy was discussed and the following recommendations were considered concerning credit by examination, including CLEP:

- 1). Dr. Thompson's, Dr. Wulfman's and Dr. Warner's
Opinion:

In favor of COPHE encouraging a moratorium on CLEP credit until review of CLEP credit was completed and recommendations developed.

Dr. Culp's Opinion:

In favor of COPHE encouraging a moratorium on CLEP *General* credit until review of CLEP *General* credit was completed and recommendations developed.

- 2). All members agreed that:

- a). The UMR Department teaching a course should make the decision as to the equivalence of the CLEP credit offered for an established course at UMR.

Dr. Thompson's, Dr. Warner's, and Dr. Wulfman's
Opinion:

- b). The UMR degree granting department would have the final authority of credit offered for degree requirements.

Dr. Culp's opinion:

The UMR degree granting department would have the final authority of credit *required for their degree.*

- 2). All members agreed that:
- c). The UMR degree granting department would have the final authority in determining the courses substituted for degree requirements.
 - d). Dr. Thompson's, Dr. Warner's and Dr. Culp's Opinion:

The UMR degree granting department would have the final authority in accepting credit for Missouri Math Placement Test (MMPT), Missouri College English Test (MCET), and Quiz Out.

Dr. Wulfman's Opinion:

He agrees with this statement only if the tests have met with equivalency standards as outlined in 2.a. He mentioned that the title of the Memo dated the 29th was CLEP and that 2.d & 2.e discussed other subjects. He feels this is appropriate but the controls for CLEP should apply across the board.

Dr. Pogue's and Mr. Johnston's Opinion:

They feel it would have a severe impact upon existing procedures for granting credit by examination to students in areas such as MMPT, MCET, and department quiz outs if 2.d and 2.e were implemented per the opinions of Dr. Warner, Dr. Thompson, and Dr. Culp as cited above.

- e). Dr. Thompson's, Dr. Warner's and Dr. Culp's Opinion:

The UMR degree granting department would have the final authority in accepting credit obtained by department examination at UMR.

Dr. Wulfman's, Dr. Pogue's and Mr. Johnston's Opinion for 2.e is cited in 2.d above.

3). Dr. Thompson's and Dr. Warner's Opinion:

The UMR degree granting department would have the final authority in granting any CLEP credit offered for satisfying degree requirements.

Dr. Culp's Opinion:

The UMR degree granting department would have the final authority in granting any CLEP *General* credit offered for satisfying degree requirements.

This does not mean that the degree granting department can give credit for a course in another department without approval of that department. Substitution of CLEP for that course will have to be specifically outlined in their curriculum.

Dr. Wulfman's Opinion:

He agrees with the opinions of Dr. Thompson and Dr. Warner with the stipulation that *the CLEP examination is certified as a reasonable and valid examination.*

Dr. Wulfman believes that these points must be added to the list:

- 4). *The minimum allowable passing score will be the 50th percentile on sophomore norms but the controlling department may establish a passing grade higher than the 50th percentile. This pertains to all CLEP examinations, not just the General Examination.*
- 5). *All use of these examinations by departments is subject to approval by various Curricula Committee's, Academic Council, and the General Faculty.*

The Committee has not completed yet, its consideration of Credit by Examination. The Committee offers only a status report at this time and will present its recommendations to the Academic Council after all facets have been considered and a posture developed.

MEMORIAL RESOLUTION: Aaron Jefferson Miles

Aaron Jefferson Miles was born on December 28, 1901 at Caruthersville, Missouri. He received his Bachelor of Science degree in Mechanical Engineering in 1930 and his Master of Science degree in Mathematics in 1931 from the University of Missouri School of Mines and Metallurgy, and served as an Instructor of Mathematics from 1930 to 1933. After completing his Doctor of Science degree in Engineering Mechanics in 1935, at the University of Michigan, he served as Professor of Physics and Mathematics at Shurtleff College and Instructor of Mathematics at Albion College. He returned to the Missouri School of Mines and Metallurgy in 1937 and served on the faculty as Assistant Professor and Associate Professor of Mechanical Engineering. In 1942 Dr. Miles became the Chairman of the Department of Mechanical Engineering and served in this capacity until 1965 when he was named the first Dean of the School of Engineering at the newly designated University of Missouri at Rolla. In 1967 he was named Dean Emeritus of the School of Engineering. Following this and prior to his retirement as Professor Emeritus in 1972, he served in the Development Office of the University. After retiring he continued teaching extension classes until he was stricken with a heart attack while conducting a course at Fort Leonard Wood. After a year of illness he died on February 11, 1977.

Dr. Miles is survived by his wife, Anna Belle Miles, and three children: Mary Ann, John, and Ruth. John is a graduate of this campus now serving on the faculty of the University of Missouri at Columbia.

"Doc" Miles, as he was fondly referred to by all who knew him, was characterized by a kindly manner, a jovial wit, and a keen analytical mind. Integrity and sincere concern for others endeared him to countless students who now as alumni strive to emulate his many fine traits.

Dr. Miles played an important role in the eminence which the University of Missouri - Rolla has achieved. His devotion to the institution and to the highest academic principles continue to serve as an inspiration to his many friends and colleagues.

- - - - -

Prepared on behalf of the faculty of the University of Missouri - Rolla in general meeting, March 31, 1977.

C. R. Remington, Chairman,
T. R. Faucett,
J. Stuart Johnson

The committee requests that copies of this memorial resolution be incorporated in the minutes of the Academic Council and the minutes of the General Faculty and that copies be forwarded to Mrs. Anna Belle Miles, Mrs. Mary Ann Wundrack, Dr. John Miles, and Mrs. Ruth Scharg.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

March 25, 1977

MEMORANDUM TO: UMR Faculty
From: Wayne Cogell

We are requesting that the faculty express their opinion on the openness of the procedure used by the Chancellor's Search Committee. Please indicate your positive opinion by placing a check in the space opposite "yes" and your negative opinion by placing a check in the space opposite "no." The results of this survey will be presented as an announcement at the March 31, 1977, meeting of the Academic Council.

Since the UMR Chancellor determines every policy and action that affects the UMR faculty, the position of Chancellor is viewed by the faculty as the most significant administrative position in the UM system. The UMR faculty believes that only the most responsible individuals, and only those individuals responsive to faculty concerns, should be considered by the Committee for the position of Chancellor at UMR. For these reasons, the following recommendations are respectfully submitted to the Committee:

- 60 NO 98 YES
34.1% 55.7%

1. That, once the list of candidates has been reduced by the Committee to ten or less, the Committee announce to all faculty members the names of these candidates for Chancellor at UMR.
- 58 NO 102 YES
33% 58%

2. That, once the list of candidates has been reduced by the Committee to ten or less and the Committee has announced the names of these candidates for Chancellor to all faculty members, the Committee consider all faculty input on these candidates before it gives any list of candidates to President Olson for his consideration.
- 71 NO 87 YES
40.3% 49.5%

3. That, once the list of candidates has been reduced by the Committee to ten or less, the Committee schedule these candidates to meet with the Academic Council before any list of candidates is sent to President Olson for his consideration.
- 64 NO 99 YES
36.4% 56.3%

4. That, once the Committee selects the candidates to be submitted to President Olson, the Committee announce to all faculty members the names of these candidates for Chancellor at UMR, and that the Committee consider all faculty input on these candidates before it gives the names of these candidates to President Olson for his consideration.
- 75 NO 82 YES
42.6% 46.6%

5. It is my opinion that the Committee should decide which procedures are appropriate for the selection of the Chancellor.

Response: 176/360 48.9%

mhs



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

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April 29, 1977

MEMORANDUM TO: Interim Chancellor Jim C. Pogue
FROM: P. Darrell Ownby, Chairman *P. Darrell Ownby*
Academic Council
RE: Academic Council motion, March 31, 1977

At the March 31, 1977, meeting the Academic Council approved the following motion: "The Academic Council of UMR strongly urges that the Board of Curators retain the authority to set fee structures."

Pursuant to our conversation yesterday, I respectfully request that you convey this action to the Board of Curators.

mhs

THE UNIVERSITY OF MISSOURI AT ROLLA
ROLLA, MISSOURI 65401

Memorandum To: *Secretary, Academic Council*
From: *Marilyn Pogue*
RE *meeting on March 31, 1977*

*Clyde Wade will be my substitute
at the March 31, 1977, meeting
of the Academic Council.*

Marilyn Pogue

Haddock for Duane



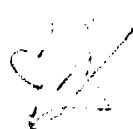
UNIVERSITY OF MISSOURI-ROLLA

School of Engineering

Office of the Dean

101 Engineering Research
Rolla, Missouri 65401
Telephone (314) 341-4151

March 30, 1977

MEMORANDUM TO: Dr. Darrell P. Ownby
FROM: Dean J. Stuart Johnson 
SUBJECT: Academic Council Meeting March 31

I will not be able to attend the Academic Council meeting on March 31. Professor J. Kent Roberts is designated as my representative to this meeting for purposes of discussion and vote.

JSJ/clm
XC: Professor J. Kent Roberts

April 21, 1977

MEMORANDUM TO: UMR Faculty
RE: AGENDA for the Academic Council meeting Thursday, April 28, 1977,
at 1:30 p.m. in G-5, Humanities-Social Sciences Building.

- I. Approval of the minutes of the February 24, March 24 (Special), and March 31, 1977, meetings of the Academic Council.
- II. Unfinished business.
- III. Administrative reports and responses to actions approved by the Council.
 - A. Administrative reports.
 1. Report from the Resources Management & Planning Council. J. Pogue
 2. Report on the current status of three new degree programs as approved by the Academic Council. J. Pogue
- IV. Reports from standing and special committees.
 - A. 4.521 Rules, Procedures, and Agenda R. Schowalter
 - *1. Academic Council elections.
 - B. 4.512 Admissions & Academic Standards S. Hanna
 1. Admission requirements (January 29, 1976; V,7.3c).
 2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10,3).
 3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
 4. Need for mid-term grades (March 31, 1977; VI,9.6).
 - C. 4.515 Computer Committee B. Plummer
 1. Study of computer facilities usage limits.
 - D. 4.516 Curricula Committee D. Thompson
 - *1. Course actions taken at March 25 and April 15, 1977, meetings of UMR Curricula Committee.
 - *2. Credit by Examination: CLEP General and Subject Examinations - Recommendation of UMR Curricula Committee.
 3. Resolutions on CLEP.
 - *a. Epstein & Knight.
 - *b. Wade.
 - E. 4.519 Personnel Committee W. Cogell
 1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
 2. Plans for faculty discussion of impact of unionization on the campus.
 3. Report on tenure and promotion procedures.
 - F. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson
 - G. Report from Intercampus Faculty Council. D. Day
- V. New business.
- VI. Announcements.

*Supplementary material sent to Academic Council members.



UNIVERSITY OF MISSOURI-ROLLA

Graduate School

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ADMISSIONS STANDARDS

Draft: April 7, 1977

Recommendations to the Graduate Council
and Graduate Faculty by the Advisory Committee

The recommendations that follow are proposed as a minimum for the campus. Each department may impose additional criteria and/or higher standards.

Regular Graduate Students

- 1) A student with a bachelor's or master's degree or equivalent recipient from a college of good standing (accredited) will be admitted as a regular student if he satisfies at least one of the following criteria:
 - a) Upper 1/3 of graduating class or equivalent shown by nationally normalized test scores. (GRE or equivalent.)
 - b) 3.00 undergraduate grade point average.
 - c) 3.25 grade point in the last four semesters prior to admission.
- 2) All incoming regular graduate students should have completed GRE admissions requirements before entering UMR. Regular students not having done so must take it at the first opportunity to retain regular student status. GRE scores will become a part of each student's permanent record.

Special Student Status

- 3) A student who may not satisfy 1) a, b, or c above but who:
 - a) has at least a 2.75 UGPA, or
 - b) is in the upper 1/2 of his graduating class in terms of either UGPA or nationally normalized test scores (GRE or equivalent) may be admitted as a special graduate student.

ADMISSIONS STANDARDS

April 7, 1977

Page 2

- 4) All special students under item 3) have the same responsibilities toward the GRE as do those students under item 2).
 - *5) A student who does not satisfy 1), 2), or 3) above may be recommended to the Graduate Dean for admission by departments based upon a reasonable combination of UGPA's, GRE's, recommendations, and work experience. GRE's are a prerequisite for this level of admission.
 - **6) All special graduate students will be provided by their department a trial program of 12 hours of work to be applied toward their M.S. degree. After successful completion of at least these 12 hours with a 3.00 or better GPA while acquiring a cumulative 3.00 GPA in all courses attempted past the B.S., the student's status will be changed to regular.
 - 7) Students satisfying the regular student admissions standards may be admitted as special graduate non-degree students and take courses leading to degrees not offered at UMR.
 - ***8) Other students not eligible by academic measures for admission to Graduate School may improve themselves by continuing their education as post baccalaureate students in 200 and 300 level courses leading where applicable to the Professional Development Degree.
- * *It is the intent of 5) that Departments will assume greater responsibility for student quality. As has been recommended by NCA the sum of all special students in a discipline should not exceed 25% of the student body. The Graduate Office will do semester by semester audits to maintain approximately this balance which we presently have.*
- ** *The mechanism for changing admission status from special to regular will continue as now with departments preparing a program of study. When approved it provides evidence to registrar, department committee, and student of change in status.*
- *** *This statement is not strictly a part of graduate admissions but completes information for both faculty and students as to what is available. Earlier, these were SAB's (admitted on a space available basis) and tended to haunt us as they accumulated courses without a defined status.*



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

April 14, 1977

SUMMARY of actions, announcements, and reports at the Academic Council meeting, March 31, 1977.

1. Memorial Resolution for Aaron Jefferson Miles presented by Kent Roberts.
2. Motion carried: that the UMR Academic Council go on record as supporting the Board of Curators authority to set fee structures.
3. Recommendation from the Admissions and Academic Standards Committee: that mid-term grades be retained.
4. Motion carried: to approve five requests for additions of new courses.
5. Motion carried: to approve one course deletion.
6. Motion carried: to approve fourteen course changes.
7. Motion carried: to approve a curriculum change for Electrical Engineering.
8. Credit by examination to be discussed at next Council meeting.
9. Report from the Missouri Assembly of Faculty in Higher Education.
10. Report from the Intercampus Faculty Council.
11. Motion carried: that the Curricula Committee be requested to reexamine the course numbering system within the next year.
12. Announcement: The April 28 meeting of the Academic Council will be for new Council members.
13. Announcement of the results of the faculty poll regarding openness of the Chancellor Search & Screening Committee.
14. Announcement of "rap session" with President Olson to be held April 29.
15. Announcement of meeting prior to "rap session" for the purpose of discussing the results of the evaluation of the Provost and Vice Chancellor.
16. Motion carried: that both the 1976-77 and 1977-78 non-administrative members of the Academic Council plus any administrator who is an elected departmental representative on the Council be invited to attend the meeting to discuss the evaluation of the Provost and Vice Chancellor. See p. 8



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

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Volume VI, No. 9

MINUTES of the Academic Council meeting, March 31, 1977.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, March 31, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, Glen Haddock for Adrian Daane, Clyde Wade for Marilyn Pogue, and Kent Roberts for Stuart Johnson, Dr. Ownby explained that Tom Baird would serve as secretary for the meeting since Marilyn Pogue had been excused to attend a meeting of the Committee on Higher Education.

Before proceeding with the agenda items, Dr. Ownby recognized Kent Roberts who presented a memorial for Dr. A. J. Miles (full copy*). Phil Leighly moved incorporation of the document into the minutes of the March 31, 1977, meeting. Bill Brooks seconded the motion, and it carried. Then Ken Robertson moved distribution of the document as stated therein; the motion was seconded and carried.

VI,9 Proceeding with the agenda items, Dr. Ownby announced that the first item under .1 unfinished business will be deleted from the next agenda since Randy Moore has informed the Council that the Student Council will not pursue the issue of approval of a form for faculty evaluations at this time.

VI,9 Relative to items II-B and II-C on the agenda, First Draft of the Report of the .2 Committee on Financial Exigency and Extra Compensation Policy, Ralph Schowalter was asked to collect any written comments; Dr. Ownby explained that the comments would be forwarded to Dr. Pogue for his presentation to the University Cabinet at its meeting on April 21. Dr. Ownby added that further input would be accepted until April 19, and that Dr. Pogue has been asked to report to the General Faculty at its meeting on April 26 concerning the disposition of the input. Dr. Ownby further stated that he has also asked Dr. Pogue to report on the final tenure regulations and the disposition of input that was submitted concerning that document. Dr. Pogue reported at a recent Chancellor's Council meeting, Dr. Ownby continued, that the Cabinet Review Committee, which is composed of the provosts and Jackson Wright, UM legal counsel, has arrived at a general consensus that the tenure document may be too extensive and require paring down prior to final acceptance by the University. Dr. Ownby commented that this might also apply to the Financial Exigency and Extra Compensation documents.

At this point, Lyle Pursell announced a meeting of the Missouri Conference of the American Association of University Professors to be held on April 16 in Jefferson City, Missouri. Dean Funk of Stephens College will speak at that meeting.

VI,9 Moving to administrative reports, Dr. Ownby presented the following information .3 concerning the status of the budget, the legislative appropriations, and their implications on the campus. This information was presented at an earlier meeting of the Resources Management and Planning Council.

The 1976-77 actual budget appropriation was \$128 million. The appropriations request for 1977-78 was \$148 million. The Coordinating Board for

Higher Education recommended \$136 million plus \$3.8 million in supplemental appropriations; the Governor endorsed this recommendation. The amount recommended by the Appropriations Sub-committee of the House of Representatives is \$134 million, minus \$2.3 million which represents an amount to be recovered by an increase in graduate and student fees. The President has indicated that he will allow this action to stand although it is within the University's authority to determine fee structure. The recommended appropriation would represent a \$6.4 million, or 5%, increase over the 1976-77 actual budget.

At this point, Dr. Thompson reported that, according to KTRR, the House has passed the \$131.7 million appropriation, which is the original recommended amount less the \$2.3 million attributed to an increase in fees.

Continuing with his report, Dr. Ownby said that \$1.6 million is required for an S&W increase of 1%; thus, an increase of approximately 4% will be possible if the appropriation holds.

To a question from Lyle Pursell about the increase in fees, Dr. Ownby replied that an increase of \$5 per credit hour for master's and doctoral candidates ~~and \$5 per credit hour for other student fees~~, as well as \$5 per credit hour for the professional schools and \$20 per credit hour for the medical and dental schools, has been recommended by the legislature.

To a question about whether the House had actually passed the fee increase, Dr. Thompson replied that the reporter from KTRR had not said, and that he had not yet seen the actual statement.

Ken Robertson expressed surprise that the University would allow the legislature to set fee structure, and several persons commented that this might be setting an undesirable precedent which could result in financial difficulties for the University. Dave Ruhland commented that not battling the legislature at this time was possibly a political move on the part of the President, but that perhaps the University should go on record as being opposed to this action. He so moved, and Ken Robertson seconded the motion. Lyle Pursell said there might be a political advantage to not interfering at this time, and Joe Wollard felt that going on record as being opposed to the fee increase at this early time might not be diplomatic. Instead, Wollard suggested that voicing dissatisfaction after the appropriation has been passed by the Senate might carry more weight.

After a question about whether the April meeting of the Council would be attended by the new Council members, Dr. Ruhland said the sense of his motion was not to mention specific figures but to go on record as being opposed to the legislature being allowed to set fee structure. Wollard said that possibly a more positive approach, such as supporting the Board of Curators authority to set fee structure would be better. Ruhland then reworded his motion to read "The Academic Council of UMR strongly urges that fee structures be determined by the Board of Curators." Glen Haddock commented that the Board would probably respond that they do indeed have authority to set fee structure and that such a motion might indicate a lack of confidence in the Board. Ruhland then amended his motion to read "...that the Board of Curators retain the authority to set fee structures." The motion was seconded, and it carried.

Continuing with the report from the RMPC, Dr. Ownby said that new emphasis is being placed on the use of forms UM UW 116 and UM UW 117, which are appointment forms. Such forms must be completed and have all required signatures prior to an employee being placed on the payroll.

Further, Dr. Ownby reported that the Hayes Study recommendations will be implemented in the fall, 1977, from the current budget. Asked for clarification, Dr. Ownby replied that Dr. Pogue would explain further at the General Faculty meeting on April 26, but that the Hayes Study refers to an increase in salaries for non-academic middle management people.

VI,9 .4 Next, Dr. Ownby reported on the status of the degree programs saying that the Chancellor has recommended that the BS degree in Life Sciences be advanced, and that the RMPC has approved this recommendation. The proposal has been returned to Dean Daane for updating, and, prior to actual implementation, any additional monies required will have to be approved by the RMPC.

VI,9 .5 Wayne Cogell, asked to comment on the status of the evaluation of administrative officers, said that the evaluation is moving according to schedule and that President Olson will be on campus on April 29 to visit with certain faculty members about the evaluation of the Provost and the Vice Chancellor. He clarified the attendees of this meeting as the faculty members of the Academic Council. Dr. Cogell further stated that letters relative to the evaluation of the Dean of Extension should reach the faculty soon, and that the deadline for their return was April 2. Following discussion concerning the deadline, Cogell said the date is arbitrary but that people should return the ballots as soon as possible after they are received. Irwin Epstein asked how results of the evaluation of deans would be disseminated; Cogell replied that this is explained in the original procedures which were circulated to the faculty.

Dr. Cogell then expressed his appreciation for the cooperation of the faculty, and commented that evaluating every administrator in one semester is an immense undertaking.

VI,9 .6 ADMISSIONS AND ACADEMIC STANDARDS COMMITTEE. Dr. Samir Hanna reported for the Admissions and Academic Standards Committee. Dr. Hanna said that items 2 and 3 on the Agenda, Guidelines for Admission & Employment of International Graduate Students and use of the Graduate Record Examination as an admission and graduation requirement for graduate students, have been referred to the Graduate Faculty for their action; to date no action has been taken by that body.

Relative to admission requirements, Dr. Hanna reported that much data has been collected and that the Committee is nearing completion of the study. He said charges of declining standards at UMR have been studied, SAT and MMPT scores have been collected, and the Committee will make a final report to the Council at its April 28 meeting.

Continuing with his reports, Dr. Hanna acknowledged receipt of a referral from the RP&A Committee, a request that mid-term grades be discontinued. After consideration of the issue, Dr. Hanna reported, the Committee decision is that both students and student advisors need to know the status of students' progress at mid-term; ~~therefore, he continued, the Committee recommends that mid-term grades be retained.~~

however, he continued, the Committee recommends that the departments submit opinions on the desirability of mid-term grades.

grades as \$1050.

Dr. Hanna then announced that a further issue concerning the administration of CLEP has been discussed by the A&AS Committee but, since this issue is being considered by the Curricula Committee, A&AS will make no recommendations at this time.

VI,9 COMPUTER COMMITTEE. There was no report presented from the Computer Committee.
.7

VI,9 CURRICULA COMMITTEE. After announcing that Dr. Modesitt had asked him to assume
.8 the chairmanship of the Curricula Committee, Dr. Dudley Thompson gave the following report. Referring to the detailed Curricula Committee Report which was circulated with the Agenda (full copy*), Dr. Thompson moved approval of five requests for additions of new courses. Dr. Pursell asked for the rationale of Engineering Management 373 being offered with no prerequisites. Bill Brooks replied that this course is part of the new public works option of the Engineering Management master's degree program, that it is an integral part of that degree program, and that the choice had been between numbering it at the 300 or 400 level. Pursell asked if a freshman could take the course. Ken Robertson said that 300 level courses are restricted to seniors and graduate students; several Council members disagreed with this statement. Dr. Pursell said that there should be prerequisites for 300 level courses, if only "approval of instructor" is added. Dr. Thompson identified two approaches to course numbering, the vertical approach used by engineers where one course follows another consecutively and the horizontal approach used by arts and science where a student may take a basic course and then several others not necessarily in sequence. Continuing, Dr. Thompson said that the prescribed procedures for adding new courses had been followed, but that the authority of the Curricula Committee with respect to course changes is ill defined. Phil Leighly said that since this course is a new part of the master's degree program, qualifications for that degree were in question. Dr. Thompson replied that he had assumed the duties of the chairman of the Curricula Committee in the middle of the issue and thus was not able to make a decision. Bill Brooks said that the public works option is directed toward those persons interested in or employed by public works offices, and the curriculum provides a core of work-oriented courses directed toward this career. Dr. Ownby commented that, if it is a graduate course only, a BS degree would be a prerequisite, and Dr. Brooks said it was his department's understanding that 300 level courses are restricted to seniors or graduate students.

After citing Dr. Pursell's earlier example of an underclassman who was allowed to take a 300 level course, Dean Planje commented that the prerequisite of 300 level courses being offered only to seniors and graduate students had been dropped from the catalog as an editorial change and was not voted on by the faculty. Dr. Pursell suggested that the use of 300 numbering should be reconsidered.

A comment from the floor was that going back to the previous policy would bring up the quiz-out policy, and also that, after a couple of years in a community college, a student may be ready for a 300 level course but not yet be classified as a senior. Bob Gerson commented that course offerings are not always practical, and that some courses must be taken at the junior instead of the senior level.

Bob Russell expressed concern about the justification of EM273 which mentions

HEW's request for the implementation of this course. He felt that since the Council had expressed indignation about the legislature setting fee structure, perhaps it should take exception to HEW being allowed to recommend course requirements. Dr. Brooks replied that HEW has funded this program.

Dr. Pursell noted an editorial change in the report; Math 201, listed several times as a prerequisite, should be Math 204.

The motion to approve the five course additions requests carried.

Thompson then moved approval of one course deletion. Leighly seconded the motion, and it carried.

Thompson then moved approval of fourteen course changes; Rhea seconded the motion, and it carried.

Thompson moved approval of the curriculum change for Electrical Engineering. Chuck Johnson asked for clarification of "no longer necessary" referring to Math 258, and Jim Tracey said that no option of Electrical Engineering now requires this course. The motion carried.

Pursell commented that several years ago there had been concern by U-wide over a balance between the number of course additions and course deletions. Dr. Thompson replied that this report represents only about one-fourth of the considerations for this year, and that the remainder will be presented for Academic Council action at its next meeting. He further stated that courses have been denied primarily on the basis of balance between additions and deletions.

Proceeding with the Curricula Committee report, Dr. Thompson reported that two requests from the Humanities Department had been approved: a request that students no longer be given credit for English Composition (6 hours) in the CLEP General Examination and a request that students no longer be given credit for Humanities 73, Literature (3 hours) in the CLEP General Examination. Explaining that he realizes that a "Pandora's box" has been opened and that the Curricula Committee is cognizant of the fact that the Committee has not taken, nor been requested to take, such action previously, yet, finding no implicit constraints upon such action, Dr. Thompson reported that the Committee has approved the two requests from the Humanities Department.

Dr. Thompson then read five sections from the UMR By-laws dealing with duties, responsibilities, and privileges afforded the faculty, and stated that the Committee had reached the conclusion that the Academic Council should be informed and asked for input concerning the problems related to CLEP which are now being considered. He noted two documents, a Rough Draft of the UMR Curricula Committee's Consideration of Statement on CLEP Credit (March 29, 1977) and the UMR Curricula Committee's Consideration (and Divergent Opinions) on Credit by Examination (March 31, 1977) (full copies*), which he distributed to Council members for their information.

Dr. Thompson clarified the issue as whether the department that grants the degree shall administer the degree and have final authority for acceptance of degree credits. He said the stand of the Curricula Committee, that the final authority rests with the degree granting department, assumes that there will be communication and agreement between the departments.

Dr. Ownby, noting that two of the pertinent documents had been distributed to Council members at this meeting, suggested that the issue should be continued on the Agenda and discussed further at the April Council meeting.

Dr. Thompson, continuing, mentioned the Minority Report (full copy*) distributed with the Agenda, saying that this report had been prepared without the knowledge of the Curricula Committee and that no Majority Report has been prepared.

Following several comments relative to the pros and cons of the final authority for acceptance of credit resting with the degree granting department, a point of order was made--that the issue was to be discussed at the April 28 meeting and no action could be taken at this time.

- VI,9 PERSONNEL COMMITTEE. Wayne Cogell reported that although originally the Personnel
.9 Committee had been charged with making arrangements for the evaluation of administrative officers, it has not acted on this charge since the current evaluations are being administered from the Chancellor's office.

Referring to item 2, plans for faculty discussion of the impact of unionization of this campus, Dr. Cogell said that the Committee has agreed that an early September meeting will be most desirable and asked for suggestions of names of possible participants to be submitted to him.

- VI,9 RULES, PROCEDURES, AND AGENDA COMMITTEE. Ralph Schowalter reported that the one
.10 item listed under RP&A, referral of the mid-term grades issue to A&AS, had already been discussed by Dr. Hanna earlier in the meeting.

- VI,9 MISSOURI ASSEMBLY OF FACULTY IN HIGHER EDUCATION. In summary, Ken Robertson
.11 reported that Dr. Bruce Robertson is the new commissioner of higher education, that a copy of the final report of the Technical Committee of the Master Planning Committee is available in the Chancellor's office, and that MAFHE will be studying this document carefully in the future. He then identified the schedule for the Master Planning Committee's report: final drafts now available will be assembled by April 4, an initial draft will be prepared by May 5, and there is a July 1 deadline for comments to be submitted. This draft will then be revised and made available for distribution in August. There will then be a public hearing, and a final draft will be prepared and presented to the Coordinating Board for Higher Education by late November. This final report will then go to the Governor for his approval and implementation.

- VI,9 INTERCAMPUS FACULTY COUNCIL. Glen Haddock, referring to an item discussed at the
.12 February 24 meeting of the Council, the cycling of externally generated funds through the legislature, reported that it was generally felt that UM would be exempt from this action but that the issue has not yet been settled. He also reported that a committee has met with Jackson Wright to discuss academic grievance procedures which at present are very similar to those for non-academic personnel. He announced that IFC has met with Vice President for Extension Carl Scheneman, and that there will be an evaluation of University Extension directed by persons outside of the University system. Dr. Haddock then listed two items of concern to the University which had been reported to IFC by Mel George, Vice President for Academic Affairs, and which concern the State Master Plan for Higher Education: 1) That the Department of Higher Education should assume responsibility for the development of a transfer policy and for obtaining

agreement to it by all segments of post-secondary education; and 2) That legislation be enacted to insure equal access as a goal for all Missouri residents to a junior college education.

VI,9 Relative to the questionnaire circulated to the faculty concerning the openness
.13 of the Search Committee for Chancellor, the following comments were made.

1. Dave Summers cited concern by his department about the use of Academic Council stationary for the poll; he felt such use implies endorsement by the Council.
2. Kent Roberts said he had assumed the questionnaire to be an Academic Council document.
3. Ruhland said that since Academic Council meetings are held infrequently, officers are charged with the responsibility and should have authority to implement such opinion polls and to decide whether or not to use the Academic Council letterhead.
4. Ed Lorey said the intent of the poll was not being questioned, but suggested clearer identification might serve to alleviate such confusion in the future.

Dr. Cogell, assuming responsibility for the decision to implement the opinion poll and for the use of Academic Council letterhead, said that several members as well as other officers of the Academic Council had signed the original letter requesting the Search Committee to proceed in an open manner, and that his intent in using only one name on the memorandum had been to insure that no bias would be inferred. Dr. Ownby, referring to an earlier conversation with President Olson, explained that the President had expressed the hope that the Search Committee would act in an open way; therefore, an indication of faculty opinion was desirable.

VI,9 Returning to the matter discussed earlier concerning course numbering, Lyle
.14 Pursell moved that the Curricula Committee be requested to reexamine the course numbering system within the next year. This, he commented, is particularly important in view of the financial implications related to student dwell time. The motion was seconded, and it carried.

ANNOUNCEMENTS. Ralph Schowalter asked Council members to study the UMR By-laws to ascertain whether additional changes should be included when the eliminating of certain committees, the addition of a campus exigency committee, etc., are considered.

Professor Schowalter also announced that the April Council meeting will be attended by the 1977-78 members, and that officers will be elected at that meeting. He said nominations are now in order and requested that the consent of the proposed candidate be obtained prior to nomination.

9.15 Cogell announced the results of the faculty poll regarding openness of the Search Committee for Chancellor (full copy*), and commented that his intent was to forward the information to Dr. Jim Tracey for the use of the committee.

At this point, Dr. Ownby assumed the prerogative of the chair and extended the meeting adjournment time until 4:00 p.m.

Schowalter suggested that 1976-77 Council members should forward pertinent information on continuing issues to the 1977-78 members.

9.16 Dr. Ownby announced that President Olson is scheduled to visit UMR on April 29 for a "rap session." Cogell suggested that this meeting should be open to anyone wishing to attend, and Dr. Ownby said the attendees would be announced at a later time. Ownby further announced that he has asked President Olson to meet with the faculty members of the Academic Council just prior to the rap session to discuss the results of the evaluation of the Provost and Vice Chancellor. Jim Johnson moved that both the 1976-77 and 1977-78 Council members be invited to participate in this meeting; this was amended to read the non-administrative faculty members of the Academic Council and then further amended to include any administrator elected as a departmental representative. The motion was seconded and carried.

9.17 *All Council members with academic appointments*
Dr. Ownby announced that the ballot which is to be sent to the faculty to determine approval or disapproval of the ad hoc committee report on merit salary increases (Vol. VI, No. 8, February 24, 1977); will be circulated on April 12.

After thanking the members of the Council for their cooperation and work during his year as chairman, Dr. Ownby entertained a motion for adjournment. The meeting adjourned at 3:40 p.m.

Respectfully submitted,

Tom Baird

Thomas B. Baird
Acting Secretary

*Complete document on file with smooth record.

Academic Council minutes are considered official notification and documentation of actions approved.

DR. P. DARRRELL OWNBY
CERAMIC ENGR
FULTON HALL



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

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Volume VI, No. 10

MINUTES of the Academic Council meeting, April 28, 1977.

Chairman Darrell Ownby called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, April 28, 1977, in G-5 of the Humanities-Social Sciences Building. Chairman Ownby first introduced the new members of the Council, indicating also the substitutes for the meeting (in parentheses):

Chemistry--Louis Biolsi (Samir Hanna) and Vince Roach (Dave Wulfman); Computer Science--Tom Baird; Geology & Geophysics--Sheldon Grant; Humanities--Wayne Cogell and Doug Wixson; Math--Charles Johnson, John Kieffer (Troy Hicks), and Lyle Pursell; Physics--Bill Parks, Franklin Pauls, and Don Sparlin; Social Sciences--Wayne Bledsoe, William Desvousges, and David Ruhland; Military Science--Charles Marvin; Physical Education--Robert Pease; Chemical Engineering--Efton Park; Civil Engineering--Ivon Lowsley, Don Modesitt, and Clifford Muir; Electrical Engineering--Ed Bertnolli, Ron Fannin, and Paul Stigall; Engineering Management--Dan Babcock and Bill Brooks (Henry Sineath); Engineering Mechanics--Myron Parry and Rod Schaefer; Mechanical and Aerospace Engineering--Lyle Rhea, Ralph Schowalter, and Bruce Selberg; Ceramic Engineering--Del Day; Metallurgical & Nuclear Engineering--Ray Edwards (Nicholas Tsoulfanidis) and Bob Wolf; Mining, Petroleum, & Geological Engineering--Richard Ash (Ernie Spokes) and Herbert Harvey; Graduate Student--Thomas Kvale; Undergraduate Students--Elaine Ann Christian, Steven Treis, Jim Posey, Paul Andrew, and Steve Bay; ex-officio members--Jim Pogue, Dudley Thompson, Adrian Daane, Stuart Johnson (Gordon Weiss), Ed Lorey, Bob McFarland, Ted Planje, Paul Ponder, Joe Wollard, Ron Bohley, Bob Lewis, and Ralph Lee.

Chairman Ownby then asked for a motion to approve the minutes of the regular meetings on February 24 and March 31, 1977, and the special meeting on March 24, 1977. Ralph Schowalter moved to approve the minutes, and Dave Ruhland seconded the motion. The following corrections were made:

February 24, VI,7.5 (paragraph 3)

"To a question on self-generated funds, Pogue replied that they do include all student fees, housing income, etc., but that the bill is aimed primarily at income from student fees and grants and contracts." Change to the following: "To a question . . . etc.; however, it is our understanding that the bill was directed at other state agencies, and was not intended to include the University."

March 31, VI,9.6 (paragraph 3)

Change the Admissions and Academic Standards Committee recommendation from "therefore, he continued, ~~the~~ Committee recommends that mid-term grades be retained." to "however, he continued, the Committee recommends that the departments submit opinions on the desirability of mid-term grades."

March 31, VI,9.3 (paragraph 4)

Delete "and \$5 per credit hour for other student fees."

March 31, Announcements (paragraph 6)

The intent of the motion on members of the Council attending the meeting on the evaluation of the Provost and Vice Chancellor was clarified as "all Council members with academic appointments."

The motion to approve the minutes of the three meetings as amended carried.

Chairman Ownby then reminded Council members of the meeting on April 29 at 1:00 p.m., at which President Olson would discuss the evaluation of the Provost and the Vice-Chancellor; he said that all faculty members, that is, those persons who were eligible to participate in the evaluation, were invited to the meeting. He further announced that about forty persons had been invited to the rap session with President Olson at 2:30 p.m. on the same day. Finally, Chairman Ownby announced that resumes of the three candidates for Chancellor, with information gleaned from the library, were distributed before the meeting; he also indicated that additional copies were available from the Council secretary.

VI,10 Jim Pogue reported that the Resources Management and Planning Council has been
.1 inactive on budget pending action in the legislature. He then summarized the status of the University budget in the legislature, as follows: the House has approved the recommendation by the governor and Coordinating Board for Higher Education for an \$8.3 million increase; the Senate will probably approve a slightly different figure; a committee of both houses will then meet; if the governor takes the full period of 45 days after legislative action, it could be August 1 before the University appropriation is approved. Pogue indicated that, nevertheless, Central Administration will probably begin model planning soon. Continuing, Pogue reported that RMPC has been examining formulae for E&E apportionment to academic and non-academic units, but is not satisfied yet with the study.

Pogue then reported that RMPC has approved forwarding to President Olson the B.S. degree in Life Sciences for implementation in the fall of 1978. He further indicated that Dean Daane is working to update the degree proposal and that RMPC will consider whether UMR can finance the proposed degree in 1978. Hopefully, he said, the proposed degree can be forwarded from the campus this summer; then, he concluded, RMPC will consider the two remaining degree proposals, the bachelor's in Sociology and the Ph.D. in Engineering Mechanics, early in 1977-78.

VI,10 RULES, PROCEDURES, AND AGENDA. Reminding Council members that nominations
.2 for Council officers and standing committee members were distributed with the agenda, Ralph Schowalter announced that all nominees for Council offices had agreed to serve. Schowalter then placed in nomination the names of Delbert Day, Efton Park, and Bob Wolf for chairman-elect; the names of Bill Brooks and William Desvousges for secretary; and the names of Tom Baird, Wayne Bledsoe, and Bill Parks for parliamentarian. Since there were no additional nominations for the three offices, the ballots were distributed, collected, and counted. Having announced earlier that a majority vote would be necessary to elect an officer, Schowalter distributed and collected ballots again for a run-off between Bill Parks and Tom Baird for parliamentarian. Although Schowalter had said that all election results would be announced later in the meeting, it was moved and seconded to announce the newly elected officers before continuing with the election of members to committees. The motion carried. After announcing that Delbert Day was elected as chairman-elect, Bill Brooks as secretary, and Tom Baird as parliamentarian, Schowalter explained that the

nominees for the standing committees had identified those committees as their first preference or, in the case of insufficient number of first preferences, the nominees were those who identified the committees as their second preference. The ballots were then distributed and collected. Chairman Ownby returned to the agenda while the ballots were being counted.

- VI,10 .3 ADMISSIONS AND ACADEMIC STANDARDS. Samir Hanna reported first on two agenda items referred to the Graduate Faculty for its action: Guidelines for Admission and Employment of International Graduate Students (V,10.3) and use of the Graduate Record Examination as an admission and graduation requirement for graduate students (VI,9.6). Hanna reported that he had received from Dean McFarland a memo (full copy*) saying that the Guidelines had been approved by the Graduate Faculty by mail ballot by a margin of 3 to 1. Dean McFarland clarified the results of the ballot, saying that approximately 103 faculty (a typical number) responded with approval by about 2 to 1. Hanna continued by saying that the memo from Dean McFarland also included recommendations from the Association of Graduate Students on the use of the GRE and recommendations on admission of graduate students from the Advisory Committee (full copies*) -2. The memo, Hanna continued, notes that the admissions recommendations will be presented to the Graduate Faculty for approval at its next meeting. Concluding, Hanna noted that a report would be made to the Academic Council at a later date.

Hanna again referred to the amendment of the March 31, 1977, minutes of the Council, noting that the A&AS Committee thought that at least F and D grades should be reported at mid-term and repeating his request for departmental input on mid-term grades. Tom Baird commented that students have told him that they work harder after receiving the report of their poor grades at mid-term.

- VI,10 .4 COMPUTER COMMITTEE. Chairman Ownby announced that the campus Computer Committee is waiting for information from the University Computer Committee before making a report to the Council.
- VI,10 .5 CURRICULA COMMITTEE. Prior to Dr. Thompson's continuing the Curricula Committee report from the previous Council meeting, Chairman Ownby requested that each comment on CLEP be limited to five minutes.

Referring to a memo (full copy*) giving a summary of actions by the Curricula Committee, 1976-77, Dr. Thompson indicated that the Council would be asked to take action on the second part of the memo, which is a summary of actions detailed in an April 28, 1977, memo to the Council (full copy*). First, Dr. Thompson moved that 46 new courses be approved. Wayne Cogell seconded the motion; it carried. Second, Dr. Thompson moved that 72 course changes including changes in course title, course number, catalog descriptions, credit hours, and prerequisites, be approved. Cogell seconded the motion; it carried. Next, Dr. Thompson moved that the 5 course deletions be approved. Cogell seconded the motion; it carried. Finally, Dr. Thompson moved that the 5 other changes, including 1 change of semester offering, 2 combining of courses, and 2 deletions of CLEP participation, be approved. Cogell seconded the motion; it carried.

Then Dr. Thompson addressed himself to a memo to the Academic Council, dated April 15, 1977, and entitled "Credit by Examination: CLEP General and

Subject Examinations" (full copy*). He moved approval of points 1 and 2, recommendations that the Council reaffirm its action of September 2, 1976, (VI,1.2c): 1) a clarification of the level of student in regard to earning CLEP credit and 2) the establishment of procedures for departmental review of CLEP. Cogell seconded the motion. Wixson asked for a clarification of point 1, level of student, which reads as follows: "Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit)." Jim Pogue explained that the original statement, although applied in accord with the September 2 wording, had been ambiguous, allowing the interpretation that a student could earn 30 hours of CLEP credit at any level. Additional discussion concerned transfer credit, for instance, the fact that a student transferring 45 hours of credit to UMR may have earned CLEP General credit after he had reached 30 hours of credit

At this point Wixson moved as an amendment to the motion the deletion of sentence 1 in point 1. However, the amendment was not seconded. The question was called, seconded, and carried. However, when several Council members noted that a vote of reaffirmation of previous Council action is meaningless, Chairman Ownby ruled the motion to reaffirm points 1 and 2 out of order.

Dr. Thompson then introduced point 3, a definition of the degree-granting department and the subject department (full copy*), which includes the following statements of prerogatives:

Degree-granting department: "This department may substitute one course for another, within appropriate constraints, in certifying that the student has met all requirements for the degree. This department may accept some courses on the transcript as meeting degree requirements and reject others."

Subject department: "This department . . . has the prerogative of rendering judgment that a course offered for credit (within the academic discipline) is or is not equivalent to an established course in content and coverage of subject. Specifically, this department would enter an opinion as to the equivalency of a CLEP general or CLEP subject examination. The subject department would establish the minimal levels for CLEP credit offered for satisfying degree requirements (in terms of percentiles and norms)."

Dr. Thompson moved approval of point 3; the motion was seconded. Asked for a summary of the issue, Dr. Thompson made the following comments: the subject department judges whether an exam is equivalent to a course, but the degree-granting department determines requirements and accepts credit, including transfer credit. Ruhland cited an example of the key question: if English 1 is a requirement for a degree in physics, does the Physics Department or does English determine the acceptability of CLEP and the cut-off score. Wulfman endorsed the concept that a CLEP exam which is judged invalid by the subject department should not be accepted by another department. After questioning the force that the word opinion in point 3 under subject department would have, Irwin Epstein suggested that the resolution distributed with the agenda under IV,D.3a Epstein and Knight (full copy*) affirms the idea of the motion on the floor but avoids ambiguity. Wulfman then moved to substitute

the IV,D.3a resolution for point 3. The motion to substitute was seconded by Chuck Johnson. Discussion opened with an editorial suggestion by Bill Parks to use the term subject department throughout the IV,D.3a resolution and to correct the apostrophe in item 6. The secretary was asked to make the editorial changes. Ivon Lowsley questioned the appropriateness of substituting the resolution for point 3, since item 1 in the resolution calls for a moratorium on all General CLEP credit and point 3 is concerned only with definitions for degree-granting and subject departments. Jim Pogue questioned the relationship between item 1, calling for a moratorium, and the remaining items in the resolution; he also suggested that the moratorium could not be applied until after Fall, 1977, since recruiting for the fall is already in process. The suggestion was made that in point 3 from the Curricula Committee the word opinion be changed to decision and that "subject to equivalency given by the subject department" be added to the last sentence--"The use of academic credit for meeting degree requirements is a function of the degree-granting department." A motion on this suggestion was ruled out of order.

Discussion then returned to the motion to substitute the resolution in IV,D.3a. After some Council members noted that item 4 would allow the degree-granting department to use credit for a CLEP exam which had not been approved by the subject department, Efton Park recommended returning the resolution to the Curricula Committee for a clearer presentation. Chairman Ownby noted, however, that the substitute resolution was not proposed by the Curricula Committee. Then, when Chuck Johnson moved an amendment to the substitute resolution, the deletion of items 1 and 4, and was seconded by Ernie Spokes, the deletion of those two items was accepted by the proponents of the resolution. The question was called and carried. The motion to substitute the resolution in IV,D.3a for point 3 of the Curricula Committee report carried. Then, the resolution in IV,D.3a, with items 1 and 4 deleted and editorial changes made, was approved.

The Council then returned to the agenda with Doug Wixson moving to approve the resolution under IV,D.3b Wade: "No credit will be given or accepted for the CLEP General Examination at the University of Missouri-Rolla." The motion was seconded. Discussion included the following comments:

1. Referring to the article in Change (full copy*), Clyde Wade noted that the General CLEP exams are not equivalent to college credit and that most of the General exams have not been normed since 1963.
2. Jim Pogue mentioned that CLEP credit was originally intended not for college freshmen, but for adults who had reached a level of achievement outside of formal education.
3. Chuck Johnson suggested that General CLEP credit be accepted but not applied toward a degree.
4. Dave Wulfman said that the Arts and Science faculty had voted to eliminate General CLEP by approximately 5 to 1.

5. Lyle Pursell cited a letter distributed by Dr. Thompson (full copy*) and written by a student in the UMR College Preparatory Program at Fort Leonard Wood. The student referred to his earning CLEP credit; however, Pursell commented that the letter was irrelevant to the present issue.
6. Bob Lewis suggested that the Council might want to reconsider General CLEP credit after the exams are revised, January 1, 1978.

Discussion then centered on adding to the motion an effective date. Chairman Ownby read the procedure for departmental review of CLEP, as approved by the Academic Council on September 2, 1976: "Changes in CLEP that are approved in time to be included in the July printing of the annual Credit by Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering." Bob Lewis, however, noted that high school students planning to enter UMR in Fall, 1978, are already making plans on the basis of current policies. Thus, Adrian Daane suggested that the effective date be established as September 1, 1978, that is, after the fall class of 1978 has entered UMR. Marvin moved an amendment to the motion to include an effective date of the first day of classes in Fall, 1978. This amendment was seconded and carried. When Lewis questioned the effect of this date on transfer students, Ms. Christian, a student representative, suggested that the effective date apply to taking the exam. However, this interpretation of the amendment was not accepted, and the vote was taken on the motion as amended: No credit will be given or accepted for the CLEP General Examination at the University of Missouri - Rolla, effective the first day of classes, Fall, 1978. The motion carried.

After Chairman Ownby extended the meeting to 4:00 p.m., Ralph Schowalter distributed ballots to conduct a run-off vote for two standing committees: Admissions and Academic Standards--Bertnolli and Pauls; Curricula--Bledsoe and Modesitt.

- VI,10 PERSONNEL COMMITTEE. Wayne Cogell announced that items 1 and 2, procedures
- .6 for evaluation of administrative officers and plans for faculty discussion on impact of unionization, would be continued on the agenda. In regard to item 3, report on tenure and promotion procedures, he asked that Council members solicit comments from their departments on the Personnel Committee report, which was distributed prior to the meeting (full copy*). In answer to a question about the report, Cogell explained that the persons making appeals were included in the total figures listed in points 1-4 of the report.
- VI,10 MISSOURI ASSEMBLY OF FACULTY IN HIGHER EDUCATION. Reporting for Ken Robertson,
- .7 Chairman Ownby said that, although discussions are continuing in MAFHE, there was no substantive information to report.
- VI,10 INTERCAMPUS FACULTY COUNCIL. Earl Foster reported briefly on several items
- .8 discussed at the IFC meeting:
 1. President Olson discussed the University budget, referred to the desire of the Senate to budget by line items, and said that S&W information would be available within 60 days of the appropriation.

2. Since Extension has been criticized, there is a thorough review planned.
3. College enrollments will drop to two-thirds by 1983.
4. Mel George reported that the extra compensation document has engendered so much comment that it may be best to discontinue the revision.
5. Summer employment may be figured at 2/9ths instead of the present 2/10ths.
6. Under consideration is a plan to provide each person an annual summary of his retirement and staff benefits.

10.9 Ralph Schowalter announced the results of the election of Council members to standing committees:

4.512 Admissions and Academic Standards

Franklin Pauls
Douglas Wixson
Robert Wolf

4.514 Budgetary Affairs

William Parks
Vincent Roach

4.516 Curricula

Donald Modesitt

4.517 Facilities Planning

D. Ray Edwards
Bruce Selberg
Robert Wolf

4.519 Personnel

Charles Johnson
Efton Park

4.521 Rules, Procedures, and Agenda

Delbert Day, Mines & Metallurgy
Efton Park, Engineering
Vincent Roach, Arts and Science

4.522 Student Affairs

John Kieffer
Lyle Pursell
Thomas Kvale, student member

4.523 Student Awards & Financial Aids

Thomas Baird
Rodney Schaefer
Ralph Schowalter

4.524 Student Scholastic Appeals

Myron Parry
Franklin Pauls
Lyle Rhea

ANNOUNCEMENTS. Chairman Ownby announced that the Faculty Council at UMSL has endorsed a resolution calling for a new committee on extra compensation to be appointed--this time with faculty representation. After requesting the standing committees to submit their final reports to the Academic Council office, Chairman Ownby expressed his appreciation to the members of the standing committees and thanked the chairmen for their work:

Academic Freedom	Lance Williams
Admissions & Academic Standards	Samir Hanna
Public Occasions	Rodney Schaefer
Budgetary Affairs	Harold Fuller
Computer	Bill Plummer
Curricula	Don Modesitt and Dudley Thompson
Library	Lawrence Christensen
Facilities Planning	Bob McFarland
Personnel	Wayne Cogell
Publications	Liz Cogell
Student Affairs	David Hentzel
Student Awards & Financial Aids	Jerry Bayless
Student Scholastic Appeals	Jo Barr
Rules, Procedures, & Agenda	Ralph Schowalter

Chairman Ownby also thanked the ad hoc, the special committees, and the three search committees that functioned during the past year. He then congratulated the new members of the standing committees and the new officers of the Council: Wayne Cogell, chairman; Delbert Day, chairman-elect; Bill Brooks, secretary; and Tom Baird, parliamentarian.

Finally, Chairman Ownby turned the meeting over to Wayne Cogell, who recognized Lyle Rhea. Rhea read a statement of appreciation to Darrell Ownby (full copy*), after which Ralph Schowalter moved that the Council accept the statement and record it in the minutes of the meeting. The motion was seconded the carried. The statement of appreciation follows:

Dr. Ownby has served as Chairman of the Academic Council during a period of time in which the faculty has been severely frustrated. Although all of his efforts have not been observed by the council membership, it is my opinion, which results from my observations, that his continuous efforts have promoted some very significant achievements for the faculty and hence the University. He has applied a simple straight forward approach which encouraged open discussion of the issues before this body. Dr. Ownby has provided leadership with that extra something that was needed during these trying times. I wish to express my appreciation for a job well done.

Signed L. G. Rhea

The meeting adjourned at 3:47 p.m.

Respectfully submitted,

Marilyn Pogue
Marilyn Pogue, Secretary

*Full copy filed with the smooth record.
Minutes of the Academic Council are considered official notification and documentation of actions approved. Actions go into effect 30 days after communication to the faculty.



UNIVERSITY OF MISSOURI-ROLLA

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April 15, 1977

MEMORANDUM TO: Academic Council

FROM: Dudley Thompson, Chairman
UMR Curricula Committee

RE: Credit by Examination:
CLEP General and Subject Examinations

The Curricula Committee has reviewed actions germane to Credit by Examination during 1976 and 1977 (because of questions which have arisen concerning CLEP general and subject examinations) and wishes to share with Council the record of that review, as background information. This is attached as Appendix A.

In the Spring of 1976, Carol Ann Smith, invited attention to the fact that clarification was indicated in awarding CLEP credit and the reticence of one department to accept CLEP credit.

Council provided clarification at its September 2, 1976 meeting concerning (1) the level of student and (2) procedure for departmental review of CLEP.

On November 17, 1976, Pogue advised Curricula Committee of an informal advisory he had received from the President suggesting that all departments on campus should accept CLEP credit if a department grants it. Arising from this advisory was an explicit need for clarification of subject and degree-granting departments and their appropriate functions. On March 28, 1977, Dudley Thompson advised Council of the problem and invited inputs, through Curricula Committee representatives, so that a recommendation could be made to Council on April 28, 1977.

The Curricula Committee recommends reaffirmation of Council's September 2, 1976, action and that action be taken at this time to clarify the role and functions of subject and degree-granting departments with respect to granting and using credit via CLEP general and subject examinations.

R E C O M M E N D A T I O N S

of the

C U R R I C U L A C O M M I T T E E

to the

A C A D E M I C C O U N C I L ,

U N I V E R S I T Y O F M I S S O U R I - R O L L A

April 28, 1977

C O N C E R N I N G

C R E D I T B Y E X A M I N A T I O N

1. Reaffirming Academic Council action of September 2, 1976:

Level of Student. Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit).

2. Reaffirming Academic Council action of September 2, 1976:

E. Procedures for Departmental Review of CLEP

Changes in departmental participation, cut-off scores, and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula Committees. Changes in CLEP that are approved in time to be included in the July printing of the annual Credit by Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering the Credit by Examination leaflet shall contain a notice of the effective date.

3. For purposes of clarification, the Curricula Committee recommends to Academic Council that it favorably consider the following:

In matters dealing with credit by examination at UMR, references to departments will employ one of two terms, namely,

- 1). Degree-granting department, or
- 2). Subject department

Degree-granting department is to be used when referring to the department in which a student is enrolled as a major, the department responsible for administering the degree which the student seeks, the department authorized to admit

the student as a major seeking a degree, and the department which has the final authority to certify that the student has, in fact, completed all requirements for the degree. This department may substitute one course for another, within appropriate constraints, in certifying that the student has met all requirements for the degree. This department may accept some courses on the transcript as meeting degree requirements and reject others.

Subject Department is to be used when referring to the department in which a student is enrolled in a course for credit toward a degree at UMR. This department is authorized to give the student a grade in the course in which the student seeks academic credit and also has the prerogative of rendering judgment that a course offered for credit (within the academic discipline) is or is not equivalent to an established course in content and coverage of subject. Specifically, this department would enter an opinion as to the equivalency of a CLEP general or CLEP subject examination. The subject department would establish the minimal levels for CLEP credit offered for satisfying degree requirements (in terms of percentiles and norms).

The subject department may or may not be the degree-granting department.

The granting of academic credit or its equivalency is a function of the subject department.

The use of academic credit for meeting degree requirements is a function of the degree-granting department.

A P P E N D I X A

R E V I E W O F A C T I O N S

o n

C R E D I T B Y E X A M I N A T I O N

1976 - 77

On May 24, 1976, Carol Ann Smith, ex-chairperson of the A&AS Committee of the UMR Academic Council, wrote a memo to the new members of the Committee (Baird, Hanna, Hornsey, Lewis, Patterson, and Russell), transmitting two inquiries, regarding CLEP, which had been made by Jim Pogue.

On May 28, 1976, Jim Pogue, reported to the Curricula Committee on the clarification of CLEP. In essence, he stated that:

"The Academic Council has approved CLEP for campus credit. Last year one department did not want to accept CLEP. Carol Ann Smith reported that the campus still accepts CLEP and any changes should go before the Curricula Committee and the Academic Council. Also, the changes have to be made one year in advance, so that new students will not be misled by the booklets distributed describing the CLEP options."
(Minutes of Curricula Committee, May 28, 1976)

On September 2, 1976, Samir Hanna, chairman of the A&AS Committee, brought before the Academic Council the CLEP Credit Policy. The minutes of that meeting record:

"VI,1 Hanna then proceeded with item three, CLEP Credit Policy. Referring to a memorandum from the Admissions and Academic Standards Committee to Council members (Full copy*), Hanna explained that the A&AS Committee had had two inquiries about CLEP to consider:

1. Clarification of the CLEP regularion entitled "Level of Student": "Credit via CLEP General Examinations may be earned up to sophomore status (30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may be earned up to senior standing (90 or more semester hours of acceptable credit)."

2. Permission for changes in departmental participation in CLEP.

"Ken Robertson moved approval of Resolution I, as stated in the memorandum:

Paragraph A of the UMR "CLEP Credit Policy" shall be amended to read:

Level of Student. Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit).

"Wayne Cogell seconded the motion. Dr. Hanna stated that the committee considered this resolution to be only an editorial revision, clarifying that the "level of student" refers to sophomore status of the student and not to the amount of CLEP credit. Jim Pogue commented that the CLEP policy has been administered in accord with this editorial clarification. The motion carried.

"Ken Robertson then moved approval of Resolution II, as stated in the memorandum:

The "CLEP Credit Policy" shall be amended to include the following additional paragraph:

E. Procedures for Departmental Review of CLEP.

Changes in departmental participation, cut-off scores, and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula Committees. Changes in CLEP that are approved in time to be included in the

July printing of the annual Credit by Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering. The Credit by Examination leaflet shall contain a notice of the effective date.

"Wayne Cogell seconded the motion; it carried."

On October 27, 1976, Jim Pogue discussed with the Curricula Committee the fact that the Academic Council has approved CLEP for campus credit, and had been questioned about changes in the departmental participation in CLEP. It was decided by the Academic Council at their September 2, 1976, meeting, that departmental participation, course equivalence, and cut-off scores shall be handled by the individual department as a Curricula change.

On November 17, 1976, Jim Pogue advised the Curricula Committee that he had received an informal memorandum from President Olson saying that he felt the University should approve CLEP, but that it should be a departmental decision as to which courses would have an approved CLEP process. Dr. Pogue said that if an individual department decided to grant CLEP credit for a particular course, it must be accepted by all other departments on campus for that particular course. The addition or deletion of CLEP by a particular department should be handled as a curricula change.

On March 18, 1977, the Curricula Committee approved two requests:

1. "The Humanities Department requests that students no longer be given credit for Humanities "B" Literature (3 hours) in the CLEP General Examinations."

2. "The Humanities Department requests that students no longer be given credit for English Composition (6 hours) in the CLEP General Examinations."

On March 28, 1977, Dudley Thompson reported to the Academic Council, the actions which had been taken and were pending by the Curricula Committee. Attention was invited to the fact that while the Committee had approved the two requests of the Department of Humanities and was recommending them to the Academic Council for approval, that questions had been raised concerning clarification of the roles between the department offering a course and the department administering the degree

On the one hand, the Curricula Committee, considering the October 27 discussion (with Dr. Pogue), approved the requests of the Department of Humanities as being "within the spirit" of the September 2, 1976, action of the Academic Council.

On the other hand, considering the statement arising out of the informal memorandum from President Olson, "... if an individual department decided to grant CLEP credit for a particular course, it must be accepted by all other departments on campus for that particular course...", the committee members took cognizance of:

1. Possible confusion of departmental roles, i. e., between the departments (a). teaching a course and (b). administering the degree. In the same sense that the Academic Council had, on September 2, 1976, clarified the "level of student", clarification seemed called for in use of the term "department".

2. The fact that academic credit, applicable for a degree at UMR, could be obtained in a number of ways, in addition to taking the course for credit, for example:
 - a). Transfer of Academic Credit earned at another accredited institution of higher education and appropriately entered on an evaluated transcript.
 - b). Advanced Placement (AP) sponsored by the College Entrance Examination Board, Princeton, New Jersey 08540, and specifically listed in the leaflet "Credit By Examination", published by UMR, as AP tests for which UMR will allow credit (provided that passing scores have been made by the student).
 - c). College-Level Examination Program (CLEP) general and subject examinations itemized in "Credit by Examination" leaflet published by UMR, including explicit AP and CLEP regulations.
 - d). UMR Freshman Placement Program, including Missouri Mathematics Placement Test (MMPT), UMR Trigonometry Placement Test (TPT), Missouri College English Test (MCET), and the School and College Ability Test (SCAT).
 - e). Military Experience, in accordance with the recommendations of the Commission on Accreditation of Service Experiences of ACE and with caveat noted.
 - f). Departmental Examinations.

- g). Correspondence Courses, such as those offered by the University of Missouri and which are acceptable to the subject department as equivalent to courses offered at UMR.
 - h). Other, less frequently encountered methods which have prior approval at UMR and are acceptable to the subject and degree-granting departments, but do not call for specific consideration. Example: credit for language as cited on page 74, current UMR Bulletin and in a few cases credit by memo pending clarification or replacement of transcript.
3. The fact that the Missouri Council on Public Higher Education (COPHE) had taken a stand on CLEP General Educational Credit, several years ago in considering "Articulation", at variance with the University and now was reversing that stand.
 4. The fact that CLEP credit had been abused elsewhere and had been written on transcripts of students in such a manner that it was not clear that the academic credit had been given for a course actually taken or by use of CLEP.
 5. The fact that some superior students had been attracted to UMR because it would grant CLEP credit where appropriate and justified.
 6. The fact that UMR admissions personnel had requested clarification on CLEP credit so that they could properly advise prospective students, in accordance with the wishes of the faculty, who were responsible for establishing admission and degree requirements.

On April 8, 1977, Dudley Thompson, in a memo to the Curricula Committee (with copies to faculty members), reviewed facets of credit by examination and asked for broad inputs from faculty via representatives on the Curricula Committee to the end that a recommendation could be prepared by the Committee on April 15, for consideration by Academic Council on April 28, 1977.

Attention is invited to the fact that this memo was developed to reflect the practice currently in effect at UMR concerning credit by examination as understood by the Director of Admissions and Registrar. The office of the Director of Admissions and Registrar is implementing what it perceives and believes to be the policies and decisions of the University of Missouri-Rolla in the areas of requirements for admission and degrees.

The April 8 memo was written, in part, to reflect current admission and degree requirements for several reasons:

1. To inform the faculty of current implementation procedures which are believed to be consistent with policy established by the faculty.
2. To provide an opportunity for members of the faculty to discuss and suggest modifications which may enhance the current practices of the Director of Admissions and Registrar's office in implementing policies established by the faculty in the areas of requirements for admission and degrees.

The April 8 memo was also written with recognition of the fact that the faculty by-laws provides for a). the "right to be kept informed" (section 11.0301.0303.05); b). charged the Academic and Admission Standards Committee, in part: "... it recommends and reviews policies concerning requirements for admission, graduation, and academic standards." (section 11.0301.0406.0201); and c). charged the Curricula Committee, in part, "... acts as advisor and coordinator

in regard to curricula proposals and course offerings...
curricula and course changes shall be submitted to the
Curricula Committee... Committee shall distribute copies ...
counter proposals shall be considered in joint sessions of
representatives of the concerned departments and the Curricula
Committee... the Committee shall forward its recommendations
to the Academic Council." (Section 11.0301.0406.0601)

April 28, 1977

MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
RE: Curricula Committee (1976-77)

The following requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

New Course Additions:

1. Metallurgy 313, Electron Microscopy
Lecture 3 hours, Laboratory 1 hour
Prerequisite: Metallurgy 213 or course in optical microscopy.

Justification: Optical microscopy is severely limited in resolution to about 15000A. Electron microscopy, both transmission and scanning, provides a much greater resolving power, thus finer surface and internal structure can be observed. The behavior of solids in Metallurgical Engineering and related disciplines, they need an understanding of the theory of electron microscope images.

2. Political Science 100, Special Problems
Variable Credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

3. Chemistry 100, Special Problems
Lecture, variable
Prerequisites: Permission of instructor

Justification: None listed on CCl form

4. Political Science 300, Special Problems and Readings
Variable Credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

5. Chemistry 200, Special Problems
Variable Lecture credit
Prerequisite: Permission of instructor

Justification: None listed on CCl form

6. Political Science 210, Seminar
Variable credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

7. Chemistry 210, Seminar
Lecture - Variable credit
Prerequisite: Permission of instructor

Justification: None listed on CCl form

8. Military Science M-50, Fundamentals of Military
Leadership and Management
Lecture, 2 hours; Laboratory, 1 hour; Total 3 credit hours
Prerequisite: None listed

Justification: With the increasing need for commissioned officers, the Army has authorized Instructor Groups to offer a comprehensive 90 hour summer program. This program will provide a way for college students with at least four semesters remaining prior to graduation but who did not participate in the Basic Course to earn a commission. This course will ultimately provide one additional route for students to obtain a commission and will thus assist this Instructor Group and the Army achieve its goals.

9. History 255, The Recent South
Lecture 3 hours
Prerequisite: History 60 or 176

Justification: Elevent students enrolled in an experimental version of this course in the Fall 1975 -- nine history majors, two engineering majors. The course is a sequence offering to History 254 (Antebellum South, 1607-1861). It will strengthen 20th century offerings in American History, a time period many students desire.

10. Sociology 265, Sociology of Education
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course will be one of the standard offerings in the sociology/anthropology curriculum, as it is at most universities. This course will appeal to a wide variety of students, especially those preparing for careers in education.

11. Sociology 225, Culture and Personality
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course has already been taught at Sociology 199 and was favorably received by students (especially by Psychology majors, to who it is particularly relevent). This course forms an integral part of the revised sociology/anthropology curriculum and is an important component of the Sociology Degree Program (anticipated implementation date: Fall 1977).

12. Sociology 235, Industrial Sociology
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course represents part of this department's attempt to relate the social sciences to the technical professions. It will form an integral part of both the Sociology Degree Program (anticipated implementation date: Fall 1977) and the Social Factor in Technology preference program.

13. History 200, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

14. Nuclear Engineering 201, Special Topics (Lecture)
Variable credit
Prerequisites: None listed on CCl form

Justification: To implement the new numbering scheme of the spring of 1976 which was to have made possible this type of course.

15. Nuclear Engineering 200, Special Problems
Variable credit
Prerequisites: None listed on CCl form

Justification: To allow for credit for individualized study or research at a level which would not merit 300 Special Problems credit.

16. Electrical Engineering 313, Microcomputer System Design
Lecture, 3 hours
Prerequisites: Electrical Engineering 211

Justification: Currently this course is being taught as Electrical Engineering 301 with an enrollment of approximately 20 students per semester. The recent technological development of microprocessors has opened the new field of microcomputer system design.

17. Engineering Management 401, Special Topics
Lecture, 1-3 hours, Laboratory, 0-1 hour
Prerequisite: Graduate Standing

Justification: Required for trial semester of proposed new 400-level course.

18. Computer Science 349, Data Base System
Lecture, 3 hours
Prerequisites: Computer Science 253 or 303

Justification: Data base systems are rapidly being adopted by large data processing centers where voluminous data is being stored and retrieved. A computer science major seeking employment in a non-numeric application area is expected to be conversant with the fundamentals in data base systems. This course also represents one of the core courses for a masters level student wishing to emphasize the area of information systems.

19. History 100, Special Problems
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

20. History 210, Seminar
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

21. Psychology 342, Comparative Psychology
Lecture, 3 hours
Prerequisites: None

Justification: This is a traditional course of a well-rounded psychology curriculum that is usually quite popular even among non-psychology majors. It would serve an important function at UMR in complementing the physiological psychology program and the Life Sciences curriculum as well as offering additional opportunity for the students to gain laboratory and research experience (options as part of course requirements).

22. History 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

23. History 300, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

24. History 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

25. Economics 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

26. Economics 300, Special Problems and Readings
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

27. Economics 210, Seminar
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

28. Economics 200, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

29. Economics 100, Special Problems
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

30. Psychology 100, Sepcial Problems
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

31. Psychology 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

32. Psychology 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

33. Sociology 200, Special Problems and Readings
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

34. Sociology 310, Seminar
Variable Credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

35. Sociology 210, Seminar
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

36. Political Science 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

37. Political Science 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

38. German 300, Special Problems and Readings
Variable credit
Prerequisites: Consent of Instructor

Justification: The foreign language section requests the institution of a 300 course for each of the languages offered at UMR (Spanish, French, Russian, German) and a specially designated course Foreign Language 300 to cover other languages (all to be taught as overloads).

38. German 300 (cont'd)

Justification: These courses are for independent study, under the guidance of a UMR instructor, and are of special importance because of the limited number of classes offered in each of the foreign languages at UMR. Students obtaining a teaching degree and wishing to get enough credits to teach a foreign language can only do so here by taking at least one independent study course. And other students who simply wish to continue after two years of e.g. French can have the opportunity to pursue the study of the language in greater depth.

The listing of a 300 independent-study course would represent not an innovation but rather the reintroduction of a course that was unintentionally eliminated when the new administrative computer was brought in. Prior to this time, independent-study courses in French, Spanish, etc. were offered here, as well as occasional so-called exotic languages like Latin and Hebrew. The foreign language section was caught by surprise when we learned that these courses could no longer be offered, and we are therefore requesting their reinstatement.

The only change involved here is the number of this course: 300 rather than the old 200 (the numbering 300 jibes with the advanced nature of the work and permits juniors and seniors to get upper credit for the course). And the justification for offering eg. Hebrew 300 is that the language section is thereby given greater flexibility in meeting the legitimate requests of some students. For example, I once taught Greek for a year to a student who was planning to enter the ministry and I taught Hebrew to several religiously oriented students who wished to read the Old Testament in the original.

39. Russian 300, Special Problems and Readings.

Variable credit

Prerequisites: Consent of instructor

Justification: Same as German 300 above.

40. Spanish 300, Special Problems and Readings

Variable credit

Prerequisites: Consenst of Instructor

Justification: Same as German 300 above

41. French 300, Special Problems and Readings
Variable Credit
Prerequisite: Consent of Instructor

Justification: Same as German 300 above.

42. History 274, Recent American Art and Technology
Lecture, 3 hours
Prerequisite: None

Justification: This course is one of the attempts by the liberal arts faculty to design new courses treating the connections between the liberal arts and technology. The course was given as an experimental offering (History 99) during the 1976 Spring Semester to 20 students--a mixture of liberal arts and engineering majors. Their response was quite favorable and they expressed the hope that the course would be a permanent offering.

43. Sociology 383, Social Science Foreign Area Field Study
Total of 3 hours credit
Prerequisites: Any 200 level Sociology course and consent of instructor

Justification: This course has two primary objectives: to provide students with firsthand experience in social research by taking them out of the classroom and into an actual field situation, and to help make their language requirement a relevant part of their education through its practical application.

44. Sociology 121, Human Ecology
Lecture, 3 hours
Prerequisites: Sociology 81 or 85

Justification: This course is in keeping with the man-environment emphasis being developed by this department. It will form an integral part of both the Sociology Degree Program and the Social Factors in Technology preference program presently under deliberation.

45. History 322, Ancient Rome
Lecture, 3 hours
Prerequisites: History 111

Justification: Sequence course to the Ancient Greece proposal. It is a standard, traditional offering in undergraduate curriculums, although many institutions have trouble providing qualified staffing. It is a course that existed at UMR prior to 1973 and had acceptable levels of enrollment when taught previously.

46. History 321, Ancient Greece
Lecture, 3 hours
Prerequisites: History 111

Justification: Prior to Fall 1973 this was a regular course offering in history. That Spring it was taught with an enrollment of 51 students. It was taught as an experimental course in the Summer 1975 when fourteen students enrolled. It is a standard traditional course in undergraduate history curriculums, although many institutions do not have qualified staff for its offering. A general survey of Greece & Rome (History 201) was dropped in May 1976.

B. Deletions:

1. Engineering Management 324, Consumer Behavior

Justification: Course has not been taught in some time and is not needed in our program.

2. Engineering Management 336, Labor Management Relations II

Justification: Course has not been taught in some time and is not needed in our program.

3. Sociology 270, Sociology Theory I

Justification: Superseded by Sociology 321, 342, and 388 (Proposed courses)

4. Sociology 290, Social Systems

Justification: Superseded by Sociology 101 and parts of many other sociology/anthropology courses.

5. Sociology 285, Population and Society

Justification: Superseded by Sociology 121, Human Ecology

C. Course Changes: Credit Hours (CH), Prerequisites (P);
Course Title (CT); Catalogue Description (CD);
Course Number (CN)

1. Engineering Management 351, Product Distribution Management

CT to Industrial Marketing Systems Analysis

2. Chemical Engineering 131, Principles of Chemical Engineering I

CN from 131 to 231

CD to Mass, energy, and momentum balance concepts in fluid flow are studied to provide a basis for study of flow measurement, fluid behavior, turbulent flow, dimensional analysis of fluid flows, and the study of some practical flow processes - filtration, fluidization, compressible flow, pipe networks.

3. Chemical Engineering 134, Chemical Engineering Lab I

CN from 134 to 234

P to Chemical Engineering 231 and 233

4. Chemical Engineering 135, Principles of Chemical Engineering III

CN from 135 to 235

P to Chemical Engineering 231, 233, and 143

5. Chemical Engineering 136, Chemical Engineering Lab II

CN from 136 to 236

P to Chemical Engineering 235, 237

6. Chemical Engineering 133, Principles of Chemical Engineering II

CN from 133 to 237

CT to Principles of Chemical Engineering IV

P to Chemical Engineering 143, 231, 233

7. Chemical Engineering 253, Chemical Engineering Economics
P to Chemical Engineering 235, 237
8. Chemical Engineering 331, Principles of Chemical Engineering
P to Chemical Engineering 235, 237
9. Chemical Engineering 333, Septic Process - Product Purification
P to Chemical Engineering 235, 237
10. Chemical Engineering 335, Momentum, Heat and Mass Transfer
P to Chemical Engineering 235, 237, Math 204
11. Chemical Engineering 357, Industrial Pollution Control
P to Chemical Engineering 235, 237
12. Chemistry 245, Physical Chemistry
CD to An in depth discussion of the experimental aspects of chemical kinetics with laboratory experiments coordinated with the lectures.
P to Sophomore standing
13. Nuclear Engineering 205, Interactions of Radiation with Matter
P to Accompanied by Math 22 and Physics 25
CN from 205 to 203
14. Nuclear Engineering 203, Principles of Nuclear Engineering.
CN from 203 to 205
P to Nuclear Engineering 203, or consent of instructor

15. Engineering Management 130, Accounting I
P to None
16. Engineering Management 256, Personnel Management
P to Engineering Management 211, or consent of instructor.
17. Engineering Management 335, Labor Management Relations I
CT to Labor Management Relations

CD to Orientation on labor law. Emphasizes history and development of the federal labor statutes. Gives basic understanding of organizational and operational procedures of unions in conjunction with the legal techniques employed by labor and management (Senior and graduate standing).
18. Engineering Management 451, Advanced Marketing Management.

P to Engineering Management 314, Economics 110, or equivalent
19. Engineering Management 454, Advanced Production Management

P to Math 314, Computer Science 73, Math 215, or consent of instructor
20. Engineering Management 456, Advanced Personnel Management

P to Engineering Management 314, or consent of instructor.
21. Psychology 210, Industrial Psychology

CN from 210 to 212

22. Spanish 105, Literature in translation (Spanish)
CN from 105 to 277

23. Sociology 395, Contemporary Theory and Research
Design in Sociology
CN from 395 to 321
CT to Social Theory
CD to Examination of propositions about society
and how and why it functions.
P to Any 200-level Sociology course

4. Sociology 382, Urban Sociology
CN from 382 to 251
CT to Urban and Rural Sociology
CD to Study of urban society, including occupational
structure, class and status systems, racial and
cultural relations, and mass transportation and communication;
and of rural society, with an emphasis on the adaptations
or rural people to a primarily urban mass society.
P to Any 100-level Sociology course

25. Sociology 245, Racial and Cultural Minorities
CT to Ethnicity and Nationality
CD to Ethnic and national group identity and inter-
relationships within the context of prevailing ideology.

26. Sociology 380, Social Organization
CN from 380 to 105
CD to Analysis of the concept of social organizational
structure and functioning of social institutions and
the processes of integration and social change; some
focus on how people organize themselves in different
societies, from simple hunting-gathering levels of
adaptation to modern industrial states.

27. Sociology 220, The Community

CD to Origins and structure of communities, their boundaries, components, and action processes.

28. Sociology 340, Social Stratification

CN from 340 to 231

CD to Caste and class structure and its relation to other aspects of social organization, such as power and authority, access to resources, socialization, self-concept.

29. Sociology 390, Research Methods

CN from 390 to 342

CT to Social Investigation

CD to Research methods and their applications in the analysis of society.

30. Sociology 260, Sociology of Deviant Behavior

CT to Deviant Behavior

CD to Examination of various types of deviant behavior and their relationship to the social order.

31. Sociology 381 & 281, The Family (281) and Comparative Family Systems (282)

CN to 281

CT to Family and Marriage

CD to Variations, organization, and operation of family systems.

32. Sociology 81, General Sociology

CD to Broad, general introduction to sociology, the purpose of which is to acquaint the student with what sociology is, what sociologists do, and why; to familiarize the student with the outlines of the history of sociology, the concepts and tools of the discipline, its investigatory procedures, theoretical position, subject matter and aims and achievements.

33. Electrical Engineering 273, Fields and Waves II

P to Electrical Engineering 271

34. Engineering Management 314, Organizational Theory and Corporate Structure

CT to Organizational Theory & Management Systems

CD to An in-depth treatment of the theories and practices of management with emphasis on organization theory and structure, principles of management, and management systems. (Graduate Standing)

35. Engineering Management 211, Industrial Organization and Management

CD to Provides an introductory understanding of the fundamental principles of management with emphasis on the basic functions of planning, organizing, directing, and controlling and their application to high technology enterprise.

36. Civil Engineering 241, Engineering Economy

CT to Economy of Engineering Design

CD to A study of the economic relationships between engineering design alternatives and economic factors such as the time value of money, risk, uncertainty, and allowable depreciation methods.

37. Chemistry 227, Organic Chemistry II
CN from 227 to 228
CH to Laboratory 2 hours
38. Chemistry 225, Organic Chemistry I
CN from 225 to 226
CH to Laboratory 2 hours
39. Chemistry 223, Organic Chemistry II
CN from 223 to 224
CH to Laboratory 1 hour
40. Chemistry 221, Organic Chemistry I
CN from 221 to 222
CT to Organic Chemistry I Laboratory
CH to Laboratory 1 hour
41. Chemistry 221, Organic Chemistry I
CH to Lecture 3 hours

C. Other Action Requests:

(Note: Some of the following action requests are of such length as to preclude their reproduction in full length in this report. Complete copies are available for your review in the Provost's Office, 212 Parker Hall).

1. Petroleum Engineering 257, Petroleum Valuation and Economy. Change from offering first semester only to offering either semester.
2. CLEP Participation, Humanities Department requests that students no longer be given credit for English Composition (6 hours) in the CLEP General Examinations.

Justification: In July, 1976, a committee of English faculty examined the English Composition portion of the CLEP General Examinations. The committee members found that this CLEP exam tests some knowledge of grammatical structure, appropriate work choice, effective sentence structure, and correct phrasing. However, the ability tested in these areas is only multiple-choice recognition. The exam does not test ability in the actual writing of effective sentences with correct grammar and appropriate word choice. Furthermore, since the CLEP exam does not test beyond the sentence, the following aspects of college-level composition courses are not covered: paragraph development and sequence; thesis idea, development, organization, and coherence in the whole theme; the outline; the essay exam; techniques of argumentation; rhetorical types; dictionary study; use of the library and research methods. In short, the CLEP exam does not adequately test ability to develop an idea logically and coherently with effective organization, diction, and sentence structure. As a result, the English faculty considers the English Composition portion of the CLEP General Examinations to be deficient as an equivalency to courses that teach the writing of themes as well as library and research methods. A final consideration is the fact that some students who have quizzed out of composition at UMR and later transferred to other universities have encountered requirements that one or more composition courses must be taken in the classroom.

3. CLEP Participation, Humanities Department requests that students no longer be given credit for Humanities B. Literature (3 hours) in the CLEP General Examinations.

Justification: In July, 1976, a committee of English faculty examined the Humanities B. Literature portion of the CLEP General Examinations. Although the stated purpose of the exam claimed to test a person's skill as an observer of literature and a person's ability to understand passages of literature, the members of the committee found the questions too superficial and limited in number (only 38 questions on literature) to provide a reliable indication of college-level achievement. More specifically, the committee members found the CLEP General exam deficient in revealing any substantive knowledge of literature, such as literary techniques, the traditions and genres of literature, and the history of literature, as well as in ascertaining real ability to analyze literary works. As a result of the committee's investigation, the English faculty considers this CLEP General Examination to be academically unsound.

4. Humanities/Spanish 371 & 376, combining courses to Spanish 371, Survey of Spanish American Literature.

Justification: To bring UMR course offerings more in line with those at surrounding universities: Univ. of Arkansas, Missouri-Columbia, UMKC, Washington University, and St. Louis University. There has been more success in introducing the beginning literature student to a more broad and less-detailed survey, and then following up in subsequent courses with more detail of a certain period, genre, or author. There are over 100 native Spanish-speaking students at UMR, many of whom would take this course. I have taught this course experimentally this Fall semester (1976) with much greater success than the previously structured courses.


5. Humanities/Spanish 370 & 375, combining courses to Spanish 370, Survey of Spanish Literature.

Justification: To bring UMR course offerings more in line with those at surrounding universities: Univ. of Arkansas, Missouri-Columbia, UMKC, Washington University, and St. Louis University. There has been more success in introducing the beginning literature student to a more broad and less-detailed survey, and

5. Spanish 370 (cont'd)

then following up in subsequent courses with more detail of a certain period, genre, or author. There are over 100 native Spanish-speaking students at UMR, many of whom would take this course to fulfill their literature requirements.

Respectfully submitted,



Dudley Thompson
UMR Curricula Committee



UNIVERSITY OF MISSOURI-ROLLA

Provost and Dean of Faculties

212 Parker Hall
Rolla, Missouri 65401
Telephone (314) 341 4138

April 15, 1977

MEMORANDUM TO: Academic Council

FROM: Dudley Thompson, Chairman
UMR Curricula CommitteeRE: Credit by Examination:
CLEP General and Subject Examinations

The Curricula Committee has reviewed actions germane to Credit by Examination during 1976 and 1977 (because of questions which have arisen concerning CLEP general and subject examinations) and wishes to share with Council the record of that review, as background information. This is attached as Appendix A.

In the Spring of 1976, Carol Ann Smith, invited attention to the fact that clarification was indicated in awarding CLEP credit and the reticence of one department to accept CLEP credit.

Council provided clarification at its September 2, 1976 meeting concerning (1) the level of student and (2) procedure for departmental review of CLEP.

On November 17, 1976, Pogue advised Curricula Committee of an informal advisory he had received from the President suggesting that all departments on campus should accept CLEP credit if a department grants it. Arising from this advisory was an explicit need for clarification of subject and degree-granting departments and their appropriate functions. On March 28, 1977, Dudley Thompson advised Council of the problem and invited inputs, through Curricula Committee representatives, so that a recommendation could be made to Council on April 28, 1977.

The Curricula Committee recommends reaffirmation of Council's September 2, 1976, action and that action be taken at this time to clarify the role and functions of subject and degree-granting departments with respect to granting and using credit via CLEP general and subject examinations.

R E C O M M E N D A T I O N S

of the

C U R R I C U L A C O M M I T T E E

to the

A C A D E M I C C O U N C I L ,

U N I V E R S I T Y O F M I S S O U R I - R O L L A

April 28, 1977

C O N C E R N I N G

C R E D I T B Y E X A M I N A T I O N

1. Reaffirming Academic Council action of September 2, 1976:

Level of Student. Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit).

2. Reaffirming Academic Council action of September 2, 1976:

E. Procedures for Departmental Review of CLEP

Changes in departmental participation, cut-off scores, and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula Committees. Changes in CLEP that are approved in time to be included in the July printing of the annual Credit by Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering the Credit by Examination leaflet shall contain a notice of the effective date.

3. For purposes of clarification, the Curricula Committee recommends to Academic Council that it favorably consider the following:

In matters dealing with credit by examination at UMR, references to departments will employ one of two terms, namely,

- 1). Degree-granting department, or
- 2). Subject department

Degree-granting department is to be used when referring to the department in which a student is enrolled as a major, the department responsible for administering the degree which the student seeks, the department authorized to admit

Point 3 referred to in minutes.

the student as a major seeking a degree, and the department which has the final authority to certify that the student has, in fact, completed all requirements for the degree. This department may substitute one course for another, within appropriate constraints, in certifying that the student has met all requirements for the degree. This department may accept some courses on the transcript as meeting degree requirements and reject others.

Subject Department is to be used when referring to the department in which a student is enrolled in a course for credit toward a degree at UMR. This department is authorized to give the student a grade in the course in which the student seeks academic credit and also has the prerogative of rendering judgment that a course offered for credit (within the academic discipline) is or is not equivalent to an established course in content and coverage of subject. Specifically, this department would enter an opinion as to the equivalency of a CLEP general or CLEP subject examination. The subject department would establish the minimal levels for CLEP credit offered for satisfying degree requirements (in terms of percentiles and norms).

The subject department may or may not be the degree-granting department.

The granting of academic credit or its equivalency is a function of the subject department.

The use of academic credit for meeting degree requirements is a function of the degree-granting department.

A P P E N D I X A

R E V I E W O F A C T I O N S

o n

C R E D I T B Y E X A M I N A T I O N

1976 - 77

On May 24, 1976, Carol Ann Smith, ex-chairperson of the A&AS Committee of the UMR Academic Council, wrote a memo to the new members of the Committee (Baird, Hanna, Hornsey, Lewis, Patterson, and Russell), transmitting two inquiries, regarding CLEP, which had been made by Jim Pogue.

On May 28, 1976, Jim Pogue, reported to the Curricula Committee on the clarification of CLEP. In essence, he stated that:

"The Academic Council has approved CLEP for campus credit. Last year one department did not want to accept CLEP. Carol Ann Smith reported that the campus still accepts CLEP and any changes should go before the Curricula Committee and the Academic Council. Also, the changes have to be made one year in advance, so that new students will not be misled by the booklets distributed describing the CLEP options."
(Minutes of Curricula Committee, May 28, 1976)

On September 2, 1976, Samir Hanna, chairman of the A&AS Committee, brought before the Academic Council the CLEP Credit Policy. The minutes of that meeting record:

"VI,1 Hanna then proceeded with item three, CLEP Credit Policy. Referring to a memorandum from the Admissions and Academic Standards Committee to Council members (Full copy*), Hanna explained that the A&AS Committee had had two inquiries about CLEP to consider:

1. Clarification of the CLEP regularion entitled "Level of Student": "Credit via CLEP General Examinations may be earned up to sophomore status (30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may be earned up to senior standing (90 or more semester hours of acceptable credit)."

2. Permission for changes in departmental participation in CLEP.

"Ken Robertson moved approval of Resolution I, as stated in the memorandum:

Paragraph A of the UMR "CLEP Credit Policy" shall be amended to read:

Level of Student. Credit via the CLEP General Examinations may not be earned after the student has reached sophomore status (after 30 or more semester hours of acceptable credit). Credit via the CLEP Subject Examinations may not be earned after the student has reached senior standing (after 90 or more semester hours of acceptable credit).

"Wayne Cogell seconded the motion. Dr. Hanna stated that the committee considered this resolution to be only an editorial revision, clarifying that the "level of student" refers to sophomore status of the student and not to the amount of CLEP credit. Jim Pogue commented that the CLEP policy has been administered in accord with this editorial clarification. The motion carried.

"Ken Robertson then moved approval of Resolution II, as stated in the memorandum:

The "CLEP Credit Policy" shall be amended to include the following additional paragraph:

E. Procedures for Departmental Review of CLEP.

Changes in departmental participation, cut-off scores, and course equivalences shall be treated as curricula changes and be forwarded to Academic Council via the appropriate Curricula Committees. Changes in CLEP that are approved in time to be included in the

July printing of the annual Credit by Examination leaflet that is distributed to high school seniors in the Fall will not become effective on campus until June of the following year, i.e., at the earliest time such seniors would be entering. The Credit by Examination leaflet shall contain a notice of the effective date.

"Wayne Cogell seconded the motion; it carried."

On October 27, 1976, Jim Pogue discussed with the Curricula Committee the fact that the Academic Council has approved CLEP for campus credit, and had been questioned about changes in the departmental participation in CLEP. It was decided by the Academic Council at their September 2, 1976, meeting, that departmental participation, course equivalence, and cut-off scores shall be handled by the individual department as a Curricula change.

On November 17, 1976, Jim Pogue advised the Curricula Committee that he had received an informal memorandum from President Olson saying that he felt the University should approve CLEP, but that it should be a departmental decision as to which courses would have an approved CLEP process. Dr. Pogue said that if an individual department decided to grant CLEP credit for a particular course, it must be accepted by all other departments on campus for that particular course. The addition or deletion of CLEP by a particular department should be handled as a curricula change.

On March 18, 1977, the Curricula Committee approved two requests:

1. "The Humanities Department requests that students no longer be given credit for Humanities "B" Literature (3 hours) in the CLEP General Examinations."

2. "The Humanities Department requests that students no longer be given credit for English Composition (6 hours) in the CLEP General Examinations."

On March 28, 1977, Dudley Thompson reported to the Academic Council, the actions which had been taken and were pending by the Curricula Committee. Attention was invited to the fact that while the Committee had approved the two requests of the Department of Humanities and was recommending them to the Academic Council for approval, that questions had been raised concerning clarification of the roles between the department offering a course and the department administering the degree

On the one hand, the Curricula Committee, considering the October 27 discussion (with Dr. Pogue), approved the requests of the Department of Humanities as being "within the spirit" of the September 2, 1976, action of the Academic Council.

On the other hand, considering the statement arising out of the informal memorandum from President Olson, "... if an individual department decided to grant CLEP credit for a particular course, it must be accepted by all other departments on campus for that particular course...", the committee members took cognizance of:

1. Possible confusion of departmental roles, i. e., between the departments (a). teaching a course and (b). administering the degree. In the same sense that the Academic Council had, on September 2, 1976, clarified the "level of student", clarification seemed called for in use of the term "department".

2. The fact that academic credit, applicable for a degree at UMR, could be obtained in a number of ways, in addition to taking the course for credit, for example:
 - a). Transfer of Academic Credit earned at another accredited institution of higher education and appropriately entered on an evaluated transcript.
 - b). Advanced Placement (AP) sponsored by the College Entrance Examination Board, Princeton, New Jersey 08540, and specifically listed in the leaflet "Credit By Examination", published by UMR, as AP tests for which UMR will allow credit (provided that passing scores have been made by the student).
 - c). College-Level Examination Program (CLEP) general and subject examinations itemized in "Credit by Examination" leaflet published by UMR, including explicit AP and CLEP regulations.
 - d). UMR Freshman Placement Program, including Missouri Mathematics Placement Test (MMPT), UMR Trigonometry Placement Test (TPT), Missouri College English Test (MCET), and the School and College Ability Test (SCAT).
 - e). Military Experience, in accordance with the recommendations of the Commission on Accreditation of Service Experiences of ACE and with caveat noted.
 - f). Departmental Examinations.

- g). Correspondence Courses, such as those offered by the University of Missouri and which are acceptable to the subject department as equivalent to courses offered at UMR.
 - h). Other, less frequently encountered methods which have prior approval at UMR and are acceptable to the subject and degree-granting departments, but do not call for specific consideration. Example: credit for language as cited on page 74, current UMR Bulletin and in a few cases credit by memo pending clarification or replacement of transcript.
3. The fact that the Missouri Council on Public Higher Education (COPHE) had taken a stand on CLEP General Educational Credit, several years ago in considering "Articulation", at variance with the University and now was reversing that stand.
 4. The fact that CLEP credit had been abused elsewhere and had been written on transcripts of students in such a manner that it was not clear that the academic credit had been given for a course actually taken or by use of CLEP.
 5. The fact that some superior students had been attracted to UMR because it would grant CLEP credit where appropriate and justified.
 6. The fact that UMR admissions personnel had requested clarification on CLEP credit so that they could properly advise prospective students, in accordance with the wishes of the faculty, who were responsible for establishing admission and degree requirements.

On April 8, 1977, Dudley Thompson, in a memo to the Curricula Committee (with copies to faculty members), reviewed facets of credit by examination and asked for broad inputs from faculty via representatives on the Curricula Committee to the end that a recommendation could be prepared by the Committee on April 15, for consideration by Academic Council on April 28, 1977.

Attention is invited to the fact that this memo was developed to reflect the practice currently in effect at UMR concerning credit by examination as understood by the Director of Admissions and Registrar. The office of the Director of Admissions and Registrar is implementing what it perceives and believes to be the policies and decisions of the University of Missouri-Rolla in the areas of requirements for admission and degrees.

The April 8 memo was written, in part, to reflect current admission and degree requirements for several reasons:

1. To inform the faculty of current implementation procedures which are believed to be consistent with policy established by the faculty.
2. To provide an opportunity for members of the faculty to discuss and suggest modifications which may enhance the current practices of the Director of Admissions and Registrar's office in implementing policies established by the faculty in the areas of requirements for admission and degrees.

The April 8 memo was also written with recognition of the fact that the faculty by-laws provides for a). the "right to be kept informed" (section 11.0301.0303.05); b). charged the Academic and Admission Standards Committee, in part: "... it recommends and reviews policies concerning requirements for admission, graduation, and academic standards." (section 11.0301.0406.0201); and c). charged the Curricula Committee, in part, "... acts as advisor and coordinator

in regard to curricula proposals and course offerings...
curricula and course changes shall be submitted to the
Curricula Committee... Committee shall distribute copies ...
counter proposals shall be considered in joint sessions of
representatives of the concerned departments and the Curricula
Committee... the Committee shall forward its recommendations
to the Academic Council." (Section 11.0301.0406.0601)

MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
RE: Curricula Committee (1976-77)

The following requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. Chemistry 301, Special Topics in Chemistry.
Variable credit.
Prerequisites: None Requested
Justification: By some oversight the chemistry department has no mechanism by which we introduce experimental courses to attempt to meet new and changing needs at the 300 level. Such an entry does exist at the 400 level.

2. Engineering Management 373, The Political Environment of the Manager.
Lecture, 3 credit hours
Prerequisites: None requested
Justification: Our public works option trains engineers for public service and is one of only four such programs in the United States. This course is one of five core courses required in the option.
HEW, in reviewing our program last year in connection with a grant application, strongly urged the inclusion of some public administration courses in the option. This course and Engineering Management 371 (Public Works I) fill this gap in our curriculum by exposing engineers -- for the first time -- to an examination of the political variables that they will have to deal with as public servants. The option is now endorsed by HEW as attested by their second year funding of our efforts, and it has the full support of all key public works practitioners in Missouri.
Both Engineering Management 371 and 373 are considered basic and introductory courses. No additional courses are anticipated in the future.

3. **Chemistry 349, The Chemistry of Colloids.**
Lecture, 3 credit hours
Prerequisites: Chemistry 243
Justification: This course represents the core of the new thrust of the chemistry department with its new chairman. The department intends to increase its efforts in the areas of colloids, coatings and polymers and attempt to increase its industrial base and MS programs in these areas. The department has a long history in the areas of paints and polymers which slipped with the retirement of Professor Bosch. It has maintained an active extension program in this area drawing a large number of students from throughout the world.

4. **English 144, The Bible as Literature.**
Lecture, 3 credit hours.
Prerequisites: English I
Justification: Need for this course based on a student survey made in the Fall of 1975. There was wide interest in this course, and it was successfully offered as an experimental course in the Summer of 1976. Bible as literature courses are being widely taught in other colleges and universities; since the Bible is a fundamental document of our culture, an understanding of its literature is very useful to students studying European, American, and British literatures.

5. **Nuclear Engineering/Physics 365, Introduction to Plasma Physics.**
Lecture, 3 credit hours.
Prerequisites: Math 201 and Physics 107
Justification: Substantiation of Need:
 - 1). This course will serve as an introduction to the graduate - level plasma physics course Physics 425/Nuclear Engineering 425.

 - 2). **An introductory course in plasma physics is needed because the field of plasma physics is rapidly increasing in importance. For example:**
 - a). The number of papers presented at the annual plasma physics conference of the American Physical Society has increased from 516 in 1970 to over 1000 in 1975.

 - b). The annual budget of ERDA for plasma physics and controlled thermonuclear research is increasing from 3M\$ in 1972 to over 300 M\$ in 1979.

- 3). UMR has the potential to become an important center of teaching and research in the area of plasma physics and nuclear fusion. The proposed course has been taught successfully in the Fall of 1975 as Nuclear Engineering 301. It will complement other courses in the fusion research area (Nuclear Engineering 361, Introduction to Fusion; Nuclear Engineering 363, Fusion Engineering) and also help prepare students to work on our plasma physics research experiments.

- 4). Nuclear Engineering 333, Radiation Protection.
Lecture, 1 credit hour
Prerequisites: Physics 25 and 26 or consent of instructor.
Justification: All students who handle radioisotopes or work around radiation areas should know the subject of this course. Will be offered to upper classmen and graduates of all related disciplines. Has been offered 3 times under Nuclear Engineering 301.

- 5). Engineering Mechanics 305, Numerical Methods in Elementary Mechanics.
Lecture, 3 credit hours.
Prerequisites: Engineering Mechanics 50, 110, and 150.
Justification: The course will be used to present background information needed to study finite element methods for analyzing continuous structures. Basic numerical and programming techniques applicable to the solution of problems in solid mechanics will be taught. This knowledge is required for a person to correctly and efficiently use existing finite element codes. The course has been taught under a 301 number twice. Eight and eleven students were enrolled in the course during the fall semesters 1975 and 1976, respectively.

- 6). Engineering Management, 345, Energy Management Engineering
Lecture, 2 credit hours
Laboratory, 2 credit hours
Prerequisites: Engineering Management 201
Justification: The management of energy resources requires special attention because they are non-renewable. Consequently, special Engineering Management concepts must be set forth.

- 7). Chemistry 491, Theory of Chemical Research.
Variable credit
Prerequisites: None Requested
Justification: At present students are presented this material on an individual 1 to 1 basis by research supervisors as pertains directly to their thesis work. Formalization will centralize responsibility and expand the exposure of students to the various areas of Chemical Research.

- 8). Electrical Engineering 431, Stability of Nonlinear Systems.
Lecture, 3 credit hours
Prerequisites: Electrical Engineering 231 or consent of instructor.
Justification: There is at present no regularly offered in-depth treatment of stability of nonlinear systems offered on this campus. The topic is extremely important from a control and systems point of view, since non-linear elements are increasingly used in a variety of systems to provide optimum control or because of size-weight-reliability considerations.

- 9). Civil Engineering 466, Wastewater Treatment II.
Lecture, 3 credit hours.
Prerequisites: None Requested
Justification: The proposed CE 466 will complement the existing CE 464 which is also titled Wastewater Treatment II and covers the same subject matter; however, CE 464 includes 1 hour laboratory period, and this precludes its being offered at the UMR-GEC. CE 401 Special Topics - Industrial Waste has been offered twice in St. Louis and was well received (Fall 1973 with 15 students and Fall 1976 with 21 students); an industrial waste course is an essential part of the graduate program in environmental and sanitary engineering at the UMR-GEC. CE 466 will cover the same lecture material as CE 464 with additional emphasis on case studies to replace the laboratory pilot plant investigations.

- 10). Electrical Engineering 355, High-Frequency Amplifiers.
Lecture, 3 credit hours
Prerequisites: Electrical Engineering 253
Justification: This material has been taught as EE 301 at least 4 times and it is anticipated that student interest in this elective will continue as the course itself continues to develop.

- 11). Geology/Geophysics 301, Special Topics in Geology & Geophysics.
Variable credit
Prerequisites: None Requested
Justification: Apparently, this department has never formally requested a 301 course action request. We are presently changing our offerings and need to have formal approval for senior and graduate level credit.

B. Deletions:

- A. English 50, Introduction to Literature.
Justification: Lack of student interest.

C. Course Changes: Credit Hours (CH); Prerequisites (P): Course Title (CT); Catalogue Description (CD); Course Number (CN).

- 1). Chemistry 328, Organic Qualitative Analysis.
CT to Organic Qualitative and Quantitative Analysis.
CH to Lecture 0, Laboratory 2 or 3, and Total 2 or 3.
CD to A study of the theory and practice of the characterization of organic compounds.
- 2). Art 207, Study of Film
CN to Art 85
- 3). Geology 211, Optical Mineralogy.
CH to Lecture 1, Laboratory 2 and Total 3.
- 4). Engineering Management 410, Engineering Management Graduate Seminar.
CH to Lecture 0, Laboratory 0, Total 0
- 5). Engineering Management 208, Engineering Economics.
CT to Engineering Economy.

- 6). Engineering Management 366, Sales Management: Control and Research.

CT to Business Logistics Systems Analysis

P from None to Math 115 or 215

CD to An analysis of logistics function as a total system including inventory, transportation, order processing, warehousing, materials handling, location of facilities, customer service, and packaging with trade-off and interaction.

- 7). Electrical Engineering 435, State Variable Methods in System Theory.

CT to Modern Control Theory I

CD to State variable formulation, transformation and solution of system equation, controllability and observability of continuous and discrete systems, system modeling, bond graphs, multi-variable control systems.

- 8). Electrical Engineering 437, Discrete Time Systems.

CT to Modern Control Theory II

CD to Linear digital control, minimum time control of discrete time systems, introduction to nonlinear control, linear stochastic systems, optimum filtering, introduction to optimal control of continuous and discrete time systems.

- 9). Electrical Engineering 441, Optimum Linear and Nonlinear Filtering Theory.

CT to Digital Signal Processing, II

P from Electrical Engineering 435 or 443 to Electrical Engineering 341 and 343 or 443 or Math 343

CD to Continuation of Electrical Engineering 341. Effects discrete noise sources in digital signal processing; Discrete spectral analysis of random signals; Discrete time signal detection, estimation, and filtering algorithms.

- 10). Environmental Engineering 465, Water Resources and Waste Management.

CN to Environmental Engineering 366.

P from Civil Engineering 233, 265, or Consent of instructor to Consent of instructor.

- 11). Mechanical and Aerospace Engineering 307, Mechanical Vibrations.

P from Math 201 to Math 201 and Engineering Mechanics 110.

- 12). Engineering Technology 25, Graphical Design.

P from Engineering Technology 10 to Engineering Technology 10 and Math 8.

- 13). Mechanical Engineering 53, Introduction to Manufacturing Processes.

P from accompanied or preceded by Engineering Technology 10 or Engineering Technology 11 to Engineering Technology 10 or 11.

- 14). Mechanical Engineering 203, Kinematics.

P from Math 22, Physics 23 to Physics 23, Engineering Technology 25, accompanied or preceded by Engineering Mechanics 150.

- 15). Mechanical Engineering 204, Dynamics of Machinery.

P from Mechanical Engineering 203 to Mechanical Engineering 203, accompanied or preceded by Engineering Mechanics 110.

- 16). Mechanical Engineering 205, Machine Design I.

P from Engineering Mechanics 110 to Engineering Mechanics 110, Mechanical Engineering 53, and Metallurgical Engineering 121.

17). Mechanical Engineering 219, Thermodynamics.

P from Math 22 and Physics 23 to Math 22, Physics 23 and Computer Science 73.

18). Mechanical Engineering 221, Applied Thermodynamics.

P from Mechanical Engineering 219 to Mechanical Engineering 219 and Computer Science 73.

19). Mechanical Engineering 225, Heat Transfer.

P from Math 201 and Mechanical Engineering 225 to Math 201, Mechanical Engineering 219, and Computer Science 73.

20). Mechanical Engineering 229, Energy Conversion.

P from Mechanical Engineering 219 and 225 to Mechanical Engineering 221.

21). Mechanical Engineering 233, Internal Combustion Engines.

P from Mechanical Engineering 219 to Mechanical Engineering 221.

22). Mechanical Engineering 242, Mechanical Engineering Systems.

P from Mechanical Engineering 240 to Mechanical Engineering 204, Mechanical Engineering 221, accompanied or preceded by Mechanical Engineering 231 and Mechanics 204.

23). Mechanical Engineering 273, Engineering Analysis & Synthesis.

P from Mechanical Engineering 229 to Mechanical Engineering 221.

D. Other Action Requests:

(NOTE: Some of the following action requests are of such length as to preclude their reproduction in full in this report. Complete copies are available for your review in the Provost's Office, 212 Parker Hall).

1. Curriculum Change for Electrical Engineering.

Justification: Changes in the content of Electrical Engineering 265 and 267, approved Spring 1976, have made Math 258 no longer necessary.

Respectfully submitted,



Dudley Thompson
UMR Curricula Committee

MINORITY REPORT--CLEP POLICY

Campus Curricula Committee

We take the following stand:

The use of CLEP examinations in lieu of any particular course should be the prerogative of the department in which the credit is formally awarded. The minimum allowable passing score will be the 50th percentile on sophomore norms but the controlling department may establish a passing grade higher than the 50th percentile.

The arguments against the control resting in the degree granting department appear below.

The concept that the decision whether CLEP meets a particular department's degree requirements should rest in the degree granting department, irrespective of the fact that the department offering the alleged equivalent course certifies that it is not equivalent, is nothing short of academic anarchy. A completely logical extension of this approach is giving the degree granting department the right to certify credits of transfer students. In each case there is no form of control over potential abuses. It is entirely conceivable that a department faced with severely falling enrollments could admit students from any accredited community college granting them credits to all requirements outside the department and then proceed to give cheap passing grades for the student's remaining hours.

The only form of faculty control under such a circumstance would be refusal to allow such students to graduate during the required faculty vote at the end of the semester. Such an action would be unfair to the students involved and penalize them for the fraudulent activity of a segment of the faculty.

The alternative form of control would rest with the school dean and ultimately the Provost and Chancellor. Thus it is clear that the proposed policy really is a move to deprive the faculty of control over curricular affairs as well as admissions and academic standards. This is contrary to the position of President Olson, Vice-President Unkelsby and U-Wide Policy.

Some purveyors of doom have argued that the loss of CLEP would harm our enrollment. There are no facts to support this claim. The only forecast is that college enrollments are going to fall. Whether this will affect science and engineering is extremely questionable since there will be a large demand for graduates in those areas whereas it is highly probable that the drops in enrollment will hit most severely those areas which have grossly over-produced in the past few years.

Since General CLEP is almost universally in disrepute in this state, our position to compete is not going to suffer. Since passing of CLEP in English at UMC requires taking a subsequent composition course, UMC engineering is not going to pick up any advantage over UMR.

Contrary to the view held by a sizeable minority, we have available three alternative paths available to students who possess a prior knowledge of a particular course: (1) the CLEP Subject Examinations, (2) Advanced Placement Examinations, and (3) Departmental Examinations.

One cannot help but suspect that many persons fighting so vigorously to maintain a General CLEP option unconsciously recognize it is a rip-off involving an atrocious lowering of standards and are afraid that the students could not pass the other tests. At a time when there is concern that "Johnny can't read" or even add, it seems to be completely inconsistent to further lower standards to possibly maintain enrollments which may not even be in danger. On the other hand, if a particular department's enrollment is going to disappear, the choice is clear, the program should be terminated and we should address our concern to how to best utilize the rest of our capabilities. None of us want to lose our jobs but destroying the university's good reputation by turning into a degree mill is a high price to pay for ill conceived plans to protect 30-40 faculty positions in 1985. Natural attrition will take care of most of those and the remainder could be adsorbed by a little judicious planning.

Since accreditation would appear to be based in part upon published curricula and not the level of standards involved in evaluating transfer students and CLEP credits, etc., any change to make CLEP a departmental prerogative should be construed as a curriculum matter and be considered by the appropriate committees with a statement of the level for passing and this should be placed in the catalog.

April 28, 1977

MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
RE: Curricula Committee (1976-77)

The following requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. Metallurgy 313, Electron Microscopy
Lecture 3 hours, Laboratory 1 hour
Prerequisite: Metallurgy 213 or course in optical microscopy.

Justification: Optical microscopy is severely limited in resolution to about 15000A. Electron microscopy, both transmission and scanning, provides a much greater resolving power, thus finer surface and internal structure can be observed. The behavior of solids in Metallurgical Engineering and related disciplines, they need an understanding of the theory of electron microscope images.

2. Political Science 100, Special Problems
Variable Credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

3. Chemistry 100, Special Problems
Lecture, variable
Prerequisites: Permission of instructor

Justification: None listed on CCl form

4. Political Science 300, Special Problems and Readings
Variable Credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

5. Chemistry 200, Special Problems
Variable Lecture credit
Prerequisite: Permission of instructor

Justification: None listed on CCl form

6. Political Science 210, Seminar
Variable credit
Prerequisite: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

7. Chemistry 210, Seminar
Lecture - Variable credit
Prerequisite: Permission of instructor

Justification: None listed on CCl form

8. Military Science M-50, Fundamentals of Military Leadership and Management
Lecture, 2 hours; Laboratory, 1 hour; Total 3 credit hours
Prerequisite: None listed

Justification: With the increasing need for commissioned officers, the Army has authorized Instructor Groups to offer a comprehensive 90 hour summer program. This program will provide a way for college students with at least four semesters remaining prior to graduation but who did not participate in the Basic Course to earn a commission. This course will ultimately provide one additional route for students to obtain a commission and will thus assist this Instructor Group and the Army achieve its goals.

9. History 255, The Recent South
Lecture 3 hours
Prerequisite: History 60 or 176

Justification: Eleven students enrolled in an experimental version of this course in the Fall 1975 -- nine history majors, two engineering majors. The course is a sequence offering to History 254 (Antebellum South, 1607-1861). It will strengthen 20th century offerings in American History, a time period many students desire.

10. Sociology 265, Sociology of Education
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course will be one of the standard offerings in the sociology/anthropology curriculum, as it is at most universities. This course will appeal to a wide variety of students, especially those preparing for careers in education.

11. Sociology 225, Culture and Personality
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course has already been taught at Sociology 199 and was favorably received by students (especially by Psychology majors, to who it is particularly relevant). This course forms an integral part of the revised sociology/anthropology curriculum and is an important component of the Sociology Degree Program (anticipated implementation date: Fall 1977).

12. Sociology 235, Industrial Sociology
Lecture, 3 hours
Prerequisites: Any 100-level Sociology course

Justification: This course represents part of this department's attempt to relate the social sciences to the technical professions. It will form an integral part of both the Sociology Degree Program (anticipated implementation date: Fall 1977) and the Social Factor in Technology preference program.

13. History 200, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

14. Nuclear Engineering 201, Special Topics (Lecture)
Variable credit
Prerequisites: None listed on CCl form

Justification: To implement the new numbering scheme of the spring of 1976 which was to have made possible this type of course.

15. Nuclear Engineering 200, Special Problems
Variable credit
Prerequisites: None listed on CCl form

Justification: To allow for credit for individualized study or research at a level which would not merit 300 Special Problems credit.

16. Electrical Engineering 313, Microcomputer System Design
Lecture, 3 hours
Prerequisites: Electrical Engineering 211

Justification: Currently this course is being taught as Electrical Engineering 301 with an enrollment of approximately 20 students per semester. The recent technological development of microprocessors has opened the new field of microcomputer system design.

17. Engineering Management 401, Special Topics
Lecture, 1-3 hours, Laboratory, 0-1 hour
Prerequisite: Graduate Standing

Justification: Required for trial semester of proposed new 400-level course.

18. Computer Science 349, Data Base System
Lecture, 3 hours
Prerequisites: Computer Science 253 or 303

Justification: Data base systems are rapidly being adopted by large data processing centers where voluminous data is being stored and retrieved. A computer science major seeking employment in a non-numeric application area is expected to be conversant with the fundamentals in data base systems. This course also represents one of the core courses for a masters level student wishing to emphasize the area of information systems.

19. History 100, Special Problems
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

20. History 210, Seminar
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

21. Psychology 342, Comparative Psychology
Lecture, 3 hours
Prerequisites: None

Justification: This is a traditional course of a well-rounded psychology curriculum that is usually quite popular even among non-psychology majors. It would serve an important function at UMR in complementing the physiological psychology program and the Life Sciences curriculum as well as offering additional opportunity for the students to gain laboratory and research experience (options as part of course requirements).

22. History 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

23. History 300, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

24. History 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

25. Economics 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

26. Economics 300, Special Problems and Readings
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

27. Economics 210, Seminar
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

28. Economics 200, Special Problems and Readings
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

29. Economics 100, Special Problems
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

30. Psychology 100, Special Problems
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

31. Psychology 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

32. Psychology 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

33. Sociology 200, Special Problems and Readings
Variable credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

34. Sociology 310, Seminar
Variable Credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

35. Sociology 210, Seminar
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

36. Political Science 301, Special Topics
Variable Credit
Prerequisites: None

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

37. Political Science 310, Seminar
Variable credit
Prerequisites: Senior Standing

Justification: To achieve uniform special problems and topics courses and numbering within the College of Arts and Sciences.

38. German 300, Special Problems and Readings
Variable credit
Prerequisites: Consent of Instructor

Justification: The foreign language section requests the institution of a 300 course for each of the languages offered at UMR (Spanish, French, Russian, German) and a specially designated course Foreign Language 300 to cover other languages (all to be taught as overloads).

38. German 300 (cont'd)

Justification: These courses are for independent study, under the guidance of a UMR instructor, and are of special importance because of the limited number of classes offered in each of the foreign languages at UMR. Students obtaining a teaching degree and wishing to get enough credits to teach a foreign language can only do so here by taking at least one independent study course. And other students who simply wish to continue after two years of e.g. French can have the opportunity to pursue the study of the language in greater depth.

The listing of a 300 independent-study course would represent not an innovation but rather the reintroduction of a course that was unintentionally eliminated when the new administrative computer was brought in. Prior to this time, independent-study courses in French, Spanish, etc. were offered here, as well as occasional so-called exotic languages like Latin and Hebrew. The foreign language section was caught by surprise when we learned that these courses could no longer be offered, and we are therefore requesting their reinstatement.

The only change involved here is the number of this course: 300 rather than the old 200 (the numbering 300 jibes with the advanced nature of the work and permits juniors and seniors to get upper credit for the course). And the justification for offering eg. Hebrew 300 is that the language section is thereby given greater flexibility in meeting the legitimate requests of some students. For example, I once taught Greek for a year to a student who was planning to enter the ministry and I taught Hebrew to several religiously oriented students who wished to read the Old Testament in the original.

39. Russian 300, Special Problems and Readings.

Variable credit

Prerequisites: Consent of instructor

Justification: Same as German 300 above.

40. Spanish 300, Special Problems and Readings

Variable credit

Prerequisites: Consenst of Instructor

Justification: Same as German 300 above

41. French 300, Special Problems and Readings
Variable Credit
Prerequisite: Consent of Instructor

Justification: Same as German 300 above.

42. History 274, Recent American Art and Technology
Lecture, 3 hours
Prerequisite: None

Justification: This course is one of the attempts by the liberal arts faculty to design new courses treating the connections between the liberal arts and technology. The course was given as an experimental offering (History 99) during the 1976 Spring Semester to 20 students--a mixture of liberal arts and engineering majors. Their response was quite favorable and they expressed the hope that the course would be a permanent offering.

43. Sociology 383, Social Science Foreign Area Field Study
Total of 3 hours credit
Prerequisites: Any 200 level Sociology course and consent of instructor

Justification: This course has two primary objectives: to provide students with firsthand experience in social research by taking them out of the classroom and into an actual field situation, and to help make their language requirement a relevant part of their education through its practical application.

44. Sociology 121, Human Ecology
Lecture, 3 hours
Prerequisites: Sociology 81 or 85

Justification: This course is in keeping with the man-environment emphasis being developed by this department. It will form an integral part of both the Sociology Degree Program and the Social Factors in Technology preference program presently under deliberation.

45. History 322, Ancient Rome
Lecture, 3 hours
Prerequisites: History 111

Justification: Sequence course to the Ancient Greece proposal. It is a standard, traditional offering in undergraduate curriculums, although many institutions have trouble providing qualified staffing. It is a course that existed at UMR prior to 1973 and had acceptable levels of enrollment when taught previously.

46. History 321, Ancient Greece
Lecture, 3 hours
Prerequisites: History 111

Justification: Prior to Fall 1973 this was a regular course offering in history. That Spring it was taught with an enrollment of 51 students. It was taught as an experimental course in the Summer 1975 when fourteen students enrolled. It is a standard traditional course in undergraduate history curriculums, although many institutions do not have qualified staff for its offering. A general survey of Greece & Rome (History 201) was dropped in May 1976.

B. Deletions:

1. Engineering Management 324, Consumer Behavior

Justification: Course has not been taught in some time and is not needed in our program.

2. Engineering Management 336, Labor Management Relations II

Justification: Course has not been taught in some time and is not needed in our program.

3. Sociology 270, Sociology Theory I

Justification: Superseded by Sociology 321, 342, and 388 (Proposed courses)

4. Sociology 290, Social Systems

Justification: Superseded by Sociology 101 and parts of many other sociology/anthropology courses.

5. Sociology 285, Population and Society

Justification: Superseded by Sociology 121, Human Ecology

C. Course Changes: Credit Hours (CH), Prerequisites (P);
Course Title (CT); Catalogue Description (CD);
Course Number (CN)

1. Engineering Management 351, Product Distribution Management

CT to Industrial Marketing Systems Analysis

2. Chemical Engineering 131, Principles of Chemical Engineering I

CN from 131 to 231

CD to Mass, energy, and momentum balance concepts in fluid flow are studied to provide a basis for study of flow measurement, fluid behavior, turbulent flow, dimensional analysis of fluid flows, and the study of some practical flow processes - filtration, fluidization, compressible flow, pipe networks.

3. Chemical Engineering 134, Chemical Engineering Lab I

CN from 134 to 234

P to Chemical Engineering 231 and 233

4. Chemical Engineering 135, Principles of Chemical Engineering III

CN from 135 to 235

P to Chemical Engineering 231, 233, and 143

5. Chemical Engineering 136, Chemical Engineering Lab II

CN from 136 to 236

P to Chemical Engineering 235, 237

6. Chemical Engineering 133, Principles of Chemical Engineering II

CN from 133 to 237

CT to Principles of Chemical Engineering IV

P to Chemical Engineering 143, 231, 233

7. Chemical Engineering 253, Chemical Engineering Economics
P to Chemical Engineering 235, 237
8. Chemical Engineering 331, Principles of Chemical Engineering
P to Chemical Engineering 235, 237
9. Chemical Engineering 333, Septic Process - Product Purification
P to Chemical Engineering 235, 237
10. Chemical Engineering 335, Momentum, Heat and Mass Transfer
P to Chemical Engineering 235, 237, Math 204
11. Chemical Engineering 357, Industrial Pollution Control
P to Chemical Engineering 235, 237
12. Chemistry 245, Physical Chemistry
CD to An in depth discussion of the experimental aspects of chemical kinetics with laboratory experiments coordinated with the lectures.
P to Sophomore standing
13. Nuclear Engineering 205, Interactions of Radiation with Matter
P to Accompanied by Math 22 and Physics 25
CN from 205 to 203
14. Nuclear Engineering 203, Principles of Nuclear Engineering.
CN from 203 to 205
P to Nuclear Engineering 203, or consent of instructor

15. Engineering Management 130, Accounting I
P to None
16. Engineering Management 256, Personnel Management
P to Engineering Management 211, or consent of instructor.
17. Engineering Management 335, Labor Management Relations I
CT to Labor Management Relations

CD to Orientation on labor law. Emphasizes history and development of the federal labor statutes. Gives basic understanding of organizational and operational procedures of unions in conjunction with the legal techniques employed by labor and management (Senior and graduate standing).
18. Engineering Management 451, Advanced Marketing Management.

P to Engineering Management 314, Economics 110, or equivalent
19. Engineering Management 454, Advanced Production Management

P to Math 314, Computer Science 73, Math 215, or consent of instructor
20. Engineering Management 456, Advanced Personnel Management

P to Engineering Management 314, or consent of instructor.
21. Psychology 210, Industrial Psychology

CN from 210 to 212

22. Spanish 105, Literature in translation (Spanish)
CN from 105 to 277

23. Sociology 395, Contemporary Theory and Research
Design in Sociology
CN from 395 to 321
CT to Social Theory
CD to Examination of propositions about society
and how and why it functions.
P to Any 200-level Sociology course

4. Sociology 382, Urban Sociology
CN from 382 to 251
CT to Urban and Rural Sociology
CD to Study of urban society, including occupational
structure, class and status systems, racial and
cultural relations, and mass transportation and communication;
and of rural society, with an emphasis on the adaptations
or rural people to a primarily urban mass society.
P to Any 100-level Sociology course

25. Sociology 245, Racial and Cultural Minorities
CT to Ethnicity and Nationality
CD to Ethnic and national group identity and inter-
relationships within the context of prevailing ideology.

26. Sociology 380, Social Organization
CN from 380 to 105
CD to Analysis of the concept of social organizational
structure and functioning of social institutions and
the processes of integration and social change; some
focus on how people organize themselves in different
societies, from simple hunting-gathering levels of
adaptation to modern industrial states.

27. Sociology 220, The Community

CD to Origins and structure of communities, their boundaries, components, and action processes.

28. Sociology 340, Social Stratification

CN from 340 to 231

CD to Caste and class structure and its relation to other aspects of social organization, such as power and authority, access to resources, socialization, self-concept.

29. Sociology 390, Research Methods

CN from 390 to 342

CT to Social Investigation

CD to Research methods and their applications in the analysis of society.

30. Sociology 260, Sociology of Deviant Behavior

CT to Deviant Behavior

CD to Examination of various types of deviant behavior and their relationship to the social order.

31. Sociology 381 & 281, The Family (281) and Comparative Family Systems (282)

CN to 281

CT to Family and Marriage

CD to Variations, organization, and operation of family systems.

32. Sociology 81, General Sociology

CD to Broad, general introduction to sociology, the purpose of which is to acquaint the student with what sociology is, what sociologists do, and why; to familiarize the student with the outlines of the history of sociology, the concepts and tools of the discipline, its investigatory procedures, theoretical position, subject matter and aims and achievements.

33. Electrical Engineering 273, Fields and Waves II

P to Electrical Engineering 271

34. Engineering Management 314, Organizational Theory and Corporate Structure

CT to Organizational Theory & Management Systems

CD to An in-depth treatment of the theories and practices of management with emphasis on organization theory and structure, principles of management, and management systems. (Graduate Standing)

35. Engineering Management 211, Industrial Organization and Management

CD to Provides an introductory understanding of the fundamental principles of management with emphasis on the basic functions of planning, organizing, directing, and controlling and their application to high technology enterprise.

36. Civil Engineering 241, Engineering Economy

CT to Economy of Engineering Design

CD to A study of the economic relationships between engineering design alternatives and economic factors such as the time value of money, risk, uncertainty, and allowable depreciation methods.

37. Chemistry 227, Organic Chemistry II
CN from 227 to 228
CH to Laboratory 2 hours

38. Chemistry 225, Organic Chemistry I
CN from 225 to 226
CH to Laboratory 2 hours

39. Chemistry 223, Organic Chemistry II
CN from 223 to 224
CH to Laboratory 1 hour

40. Chemistry 221, Organic Chemistry I
CN from 221 to 222
CT to Organic Chemistry I Laboratory
CH to Laboratory 1 hour

41. Chemistry 221, Organic Chemistry I
CH to Lecture 3 hours

C. Other Action Requests:

(Note: Some of the following action requests are of such length as to preclude their reproduction in full length in this report. Complete copies are available for your review in the Provost's Office, 212 Parker Hall).

1. Petroleum Engineering 257, Petroleum Valuation and Economy. Change from offering first semester only to offering either semester.
2. CLEP Participation, Humanities Department requests that students no longer be given credit for English Composition (6 hours) in the CLEP General Examinations.

Justification: In July, 1976, a committee of English faculty examined the English Composition portion of the CLEP General Examinations. The committee members found that this CLEP exam tests some knowledge of grammatical structure, appropriate work choice, effective sentence structure, and correct phrasing. However, the ability tested in these areas is only multiple-choice recognition. The exam does not test ability in the actual writing of effective sentences with correct grammar and appropriate word choice. Furthermore, since the CLEP exam does not test beyond the sentence, the following aspects of college-level composition courses are not covered: paragraph development and sequence; thesis idea, development, organization, and coherence in the whole theme; the outline; the essay exam; techniques of argumentation; rhetorical types; dictionary study; use of the library and research methods. In short, the CLEP exam does not adequately test ability to develop an idea logically and coherently with effective organization, diction, and sentence structure. As a result, the English faculty considers the English Composition portion of the CLEP General Examinations to be deficient as an equivalency to courses that teach the writing of themes as well as library and research methods. A final consideration is the fact that some students who have quizzed out of composition at UMR and later transferred to other universities have encountered requirements that one or more composition courses must be taken in the classroom.

3. CLEP Participation, Humanities Department requests that students no longer be given credit for Humanities B. Literature (3 hours) in the CLEP General Examinations.

Justification: In July, 1976, a committee of English faculty examined the Humanities B. Literature portion of the CLEP General Examinations. Although the stated purpose of the exam claimed to test a person's skill as an observer of literature and a person's ability to understand passages of literature, the members of the committee found the questions too superficial and limited in number (only 38 questions on literature) to provide a reliable indication of college-level achievement. More specifically, the committee members found the CLEP General exam deficient in revealing any substantive knowledge of literature, such as literary techniques, the traditions and genres of literature, and the history of literature, as well as in ascertaining real ability to analyze literary works. As a result of the committee's investigation, the English faculty considers this CLEP General Examination to be academically unsound.

4. Humanities/Spanish 371 & 376, combining courses to Spanish 371, Survey of Spanish American Literature.

Justification: To bring UMR course offerings more in line with those at surrounding universities: Univ. of Arkansas, Missouri-Columbia, UMKC, Washington University, and St. Louis University. There has been more success in introducing the beginning literature student to a more broad and less-detailed survey, and then following up in subsequent courses with more detail of a certain period, genre, or author. There are over 100 native Spanish-speaking students at UMR, many of whom would take this course. I have taught this course experimentally this Fall semester (1976) with much greater success than the previously structured courses.


5. Humanities/Spanish 370 & 375, combining courses to Spanish 370, Survey of Spanish Literature.

Justification: To bring UMR course offerings more in line with those at surrounding universities: Univ. of Arkansas, Missouri-Columbia, UMKC, Washington University, and St. Louis University. There has been more success in introducing the beginning literature student to a more broad and less-detailed survey, and

5. Spanish 370 (cont'd)

then following up in subsequent courses with more detail of a certain period, genre, or author. There are over 100 native Spanish-speaking students at UMR, many of whom would take this course to fulfill their literature requirements.

Respectfully submitted,



Dudley Thompson
UMR Curricula Committee

MINORITY REPORT--CLEP POLICY

Campus Curricula Committee

A handwritten signature in cursive script, appearing to read "D. W. Wolf", followed by a horizontal line extending to the right.

We take the following stand:

The use of CLEP examinations in lieu of any particular course should be the prerogative of the department in which the credit is formally awarded. The minimum allowable passing score will be the 50th percentile on sophomore norms but the controlling department may establish a passing grade higher than the 50th percentile.

The arguments against the control resting in the degree granting department appear below.

The concept that the decision whether CLEP meets a particular department's degree requirements should rest in the degree granting department, irrespective of the fact that the department offering the alleged equivalent course certifies that it is not equivalent, is nothing short of academic anarchy. A completely logical extension of this approach is giving the degree granting department the right to certify credits of transfer students. In each case there is no form of control over potential abuses. It is entirely conceivable that a department faced with severely falling enrollments could admit students from any accredited community college granting them credits to all requirements outside the department and then proceed to give cheap passing grades for the student's remaining hours.

The only form of faculty control under such a circumstance would be refusal to allow such students to graduate during the required faculty vote at the end of the semester. Such an action would be unfair to the students involved and penalize them for the fraudulent activity of a segment of the faculty.

The alternative form of control would rest with the school dean and ultimately the Provost and Chancellor. Thus it is clear that the proposed policy really is a move to deprive the faculty of control over curricular affairs as well as admissions and academic standards. This is contrary to the position of President Olson, Vice-President Unkelsby and U-Wide Policy.

Some purveyors of doom have argued that the loss of CLEP would harm our enrollment. There are no facts to support this claim. The only forecast is that college enrollments are going to fall. Whether this will affect science and engineering is extremely questionable since there will be a large demand for graduates in those areas whereas it is highly probable that the drops in enrollment will hit most severely those areas which have grossly over-produced in the past few years.

Since General CLEP is almost universally in disrepute in this state, our position to compete is not going to suffer. Since passing of CLEP in English at UMC requires taking a subsequent composition course, UMC engineering is not going to pick up any advantage over UMR.

Contrary to the view held by a sizeable minority, we have available three alternative paths available to students who possess a prior knowledge of a particular course: (1) the CLEP Subject Examinations, (2) Advanced Placement Examinations, and (3) Departmental Examinations.

One cannot help but suspect that many persons fighting so vigorously to maintain a General CLEP option unconsciously recognize it is a rip-off involving an atrocious lowering of standards and are afraid that the students could not pass the other tests. At a time when there is concern that "Johnny can't read" or even add, it seems to be completely inconsistent to further lower standards to possibly maintain enrollments which may not even be in danger. On the other hand, if a particular department's enrollment is going to disappear, the choice is clear, the program should be terminated and we should address our concern to how to best utilize the rest of our capabilities. None of us want to lose our jobs but destroying the university's good reputation by turning into a degree mill is a high price to pay for ill conceived plans to protect 30-40 faculty positions in 1985. Natural attrition will take care of most of those and the remainder could be adsorbed by a little judicious planning.

Since accreditation would appear to be based in part upon published curricula and not the level of standards involved in evaluating transfer students and CLEP credits, etc., any change to make CLEP a departmental prerogative should be construed as a curriculum matter and be considered by the appropriate committees with a statement of the level for passing and this should be placed in the catalog.



UNIVERSITY OF MISSOURI-ROLLA

Smith Record

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

Volume VI, No.10

Summary of actions and reports at the Academic Council meeting,
April 28, 1977.

1. Election of Academic Council officers for 1977-78:

Chairman-elect	Delbert Day
Secretary	Bill Brooks
Parliamentarian	Tom Baird
2. Election of Council members to standing committees.
3. Report on Guidelines for Admission and Employment of International Graduate Students and use of the Graduate Record Examination.
4. Request from Admissions and Academic Standards Committee for departmental input on whether mid-term grades should be retained or eliminated.
5. Approval of changes from the Curricula Committee: 46 new courses, 72 course changes, 5 course deletions, 5 other changes.
6. CLEP--approval of a resolution (IV,D.3a), with items 1 and 4 deleted:
 - 2) The UMR subject department should make the decision as to the equivalence of the General CLEP credit offered for an established course at UMR and the appropriateness of the examinations in that discipline.
 - 3) The UMR degree-granting department would have the final authority in accepting credit or CLEP (General and Subject) Examination provided the passing score is not less than that established by the subject department and the examination has been approved for use on this campus by the subject department.
 - 5) The minimum allowable passing score will be the 50th percentile on sophomore norms but the subject department may establish a passing grade higher than the 50th percentile. This pertains to all CLEP examinations, not just the General Examination.
 - 6) All use of these examinations by departments is subject to approval by various Curricula Committees, Academic Council, and the General Faculty.

7. CLEP--approval of a resolution (IV,D.3b), with an effective date added:
 No credit will be given or accepted for the CLEP General Examination at the University of Missouri-Rolla, effective the first day of classes, Fall, 1978.
8. Request from Personnel Committee for departmental input on the committee's report on tenure and promotion procedures.
9. Report from the Intercampus Faculty Council.
10. Statement of appreciation to Darrell Ownby for his work as Chairman.

VI, 10.3



UNIVERSITY OF MISSOURI-ROLLA

Graduate School

Office of the Dean

205 Parker Hall
Rolla, Missouri 65401
Telephone (314) 341-4142

April 21, 1977

MEMORANDUM TO: Samir B. Hanna

FROM: Robert H. McFarland *mac*

RE: Academic Council Minutes

Samir, re item VI, 9.6 of the Academic Council minutes of March 31, 1977, separating the items:

I. Guidelines for Admission and Employment of International Graduate Students:

A document (enclosed) for the Graduate Faculty approval was presented to that body by the Graduate Council at its last meeting. In a campus mail ballot their recommendations were approved by a vote of nearly 3 to 1, memo to Graduate Faculty enclosed.

II. The use of GRE's, actions include:

A) The Association of Graduate Students has spoken on the issue (enclosed.)

B) The Council has worked on a new admissions statement all semester. This will be presented for Faculty approval or rejection at its next meeting.

CS

Enclosures

cc: Dr. P. Darrell Ownby
Dr. Marilyn Pogue
Dr. Nicholas Tsoulfanidis

JAN 24 1977

January 19, 1977

MEMORANDUM TO: Dean Robert H. McFarland

FROM: Association of Graduate Students

RE: Summary of Recommendations Concerning the
Use of the GRE as Arrived at by the Association
of Graduate Students

At their last regular meeting of the Fall 1976 semester, the Association of Graduate Students voted to recommend that the Graduate Record Examination be retained as an admission requirement to the UMR Graduate School

- 1) if it is necessary for UMR to obtain the proper accreditation by indicating the caliber of graduate students which have been admitted, and
- 2) if it can be used to admit students who might otherwise be inadmissible due to grade point data.

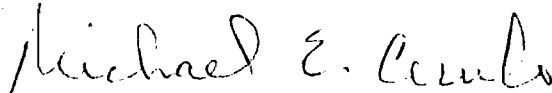
However, to enhance the value of the GRE in performing these functions the Association defined some changes that could be made in the requirements and would like to place these before the Graduate Faculty in the form of recommendations.

- 1) In order to ascertain a student's real conviction to enter Graduate School, the GRE should, obviously, be required at the time of application. This would weed out the half-hearted applicants who apply only as a matter of convenience (e.g., no attractive job offer.)
- 2) In those rare cases where this requirement cannot be met, the applicant should be admitted on special status or on some non-degree basis with the complete understanding that lack of fulfillment of this requirement within one semester will result in termination from Graduate School.
- 3) To provide a complete picture of the UMR Graduate School enrollment, all students must have a set of GRE scores on their transcript. This includes transfer students no matter what their previous standing at other institutions.
- 4) No lower end cut-off should be instituted for GRE scores. The scores should provide only secondary data as to admissibility for Graduate School.

Dean R. H. McFarland
January 19, 1977
Page 2

The Association makes these recommendations in the hopes that their institution would help to standardize the use of GRE scores and to clear the air of the myths that have gathered around the use of the scores.

Respectfully submitted,



Michael E. Cerulo, President
Association of Graduate Students

MEC:cs

cc: Dr. P. Darrell Ownby, Academic Council Chairman
Dr. Wayne C. Cogell, A. C. Chairman-elect
Dr. Marilyn Pogue, A. C. Secretary
Dr. Gary K. Patterson, A. C. Parliamentarian
Prof. Ralph E. Schowalter, Rules, Procedures, and Agenda
Committee Chairman
Dr. Jim C. Pogue, Interim Chancellor



UNIVERSITY OF MISSOURI-ROLLA

April 28, 1977

Provost and Dean of Faculties

212 Parker Hall
Rolla, Missouri 65401
Telephone (314) 341 4138

MEMORANDUM TO: Academic Council
FROM: Dudley Thompson, Chairman, Curricula Committee *D.T. 28 Apr 77*
RE: Summary of Actions by the Curricula Committee, 1976-77

The *total actions* handled by the Curricula Committee during the 1976-77 Academic year are categorized as follow:

- | | |
|------------------------------------|-----------------------------------|
| 59 New Courses | 6 Course Deletions |
| 104 Course Changes | 6 Other Changes |
| 18 changes of course title | 1 Curriculum change |
| 21 changes of course number | 1 change of semester offering |
| 21 changes of catalog descriptions | 2 combining of courses |
| 8 changes of credit hours | 2 deletions of CLEP participation |
| 36 changes of prerequisites | |

The *actions recommended* by the Curricula Committee to the Academic Council for favorable consideration *at its April 28, 1977 meeting*, (included in the total actions reported *supra*), are similarly categorized as follow:

- | | |
|------------------------------------|-----------------------------------|
| 46 New Courses | 5 Course Deletions |
| 72 Course Changes | 5 Other Changes |
| 12 changes of course title | 1 change of semester offering |
| 19 changes of course number | 2 combining of courses |
| 16 changes of catalog descriptions | 2 deletions of CLEP participation |
| 5 changes of credit hours | |
| 20 changes of prerequisites | |

The latter recommended actions were detailed in the April 28, 1977 memo, copies of which were provided to members of the Academic Council with the agenda for this meeting.

Also appended to the agenda was a copy of the April 15, 1977 memo to Academic Council concerning "Credit by Examination: CLEP General and Subject Examinations". The thrust of this memo is to recommend to the Academic Council that it *reaffirm two actions* taken at its September 2, 1976, meeting (to (1) define level of student, and (2) state procedures for department review of CLEP), and *add one other action which would clarify, by definition*, (1) degree-granting department, and (2) subject department. If Council approves these three recommendations, then the questions raised concerning CLEP credit will, in the estimation of the Curricula Committee, be answered.

RESOLUTION FOR
ACADEMIC COUNCIL

Definitions -- For the sake of clarity the following terms must be defined.
Credit Granting Department = Crediting Department = Controlling Department =
Teaching Department: These terms all refer to the department(s) teaching
the course(s) in the subject area(s) treated by the examination(s) under
consideration.

Degree Granting Department: The department in which the student is enrolled
as a major.

Move the following:

- 1) A moratorium be placed on all General CLEP credit until review of General CLEP credit is completed and recommendations developed by campus Curriculum Committee.
- 2) The UMR department teaching a course should make the decision as to the equivalence of the General CLEP credit offered for an established course at UMR and the appropriateness of the examinations in that discipline.
- 3) The UMR degree granting department would have the final authority in accepting credit or CLEP (General and Subject) Examination provided the passing score is not less than that established by the credit granting department and the examination has been approved for use on this campus by the crediting department.
- 4) The UMR degree granting department would have the final authority in granting any CLEP credit offered for satisfying degree requirements.
- 5) The minimum allowable passing score will be the 50th percentile on sophomore norms but the controlling department may establish a passing grade higher than the 50th percentile. This pertains to all CLEP examinations, not just the General Examination.
- 6) All use of these examinations by departments is subject to approval by various Curricula Committee's, Academic Council, and the General Faculty.

RESOLUTION FOR
ACADEMIC COUNCIL

Definitions -- The subject department refers to the department teaching the course in the subject area treated by the examination under consideration.

The degree granting department refers to the department in which the student is enrolled as a major.

Move the following:

1. The UMR subject department should make the decision as to the equivalence of the General CLEP credit offered for an established course at UMR and the appropriateness of the examinations in that discipline.
2. The UMR degree-granting department would have the final authority in accepting credit or CLEP (General and Subject) Examination provided the passing score is not less than that established by the subject department and the examination has been approved for use on this campus by the subject department.
3. The minimum allowable passing score will be the 50th percentile on sophomore norms but the subject department may establish a passing grade higher than the 50th percentile. This pertains to all CLEP examinations, not just the General Examination.
4. All use of these examinations by department is subject to approval of the various Curricula Committees, Academic Council, and the General Faculty.



UNIVERSITY OF MISSOURI-ROLLA

IV - 0, 38

College of Arts and Sciences

Department of Humanities

225 Humanities-Social Sciences Bldg.

Rolla, Missouri 65401

Telephone (314) 341-4631

Wednesday, April 13, 1977

To: R P & A Committee, Academic Council

From: Clyde Wade, for the English Faculty

Subject: Resolution on CLEP GENERAL EXAMINATION

I respectfully request that the following resolution be placed upon the agenda for the April meeting of the Academic Council:

No credit will be given or accepted for the CLEP General Examination at the University of Missouri-Rolla.

University of Missouri - Rolla



RECEIVED APR 19 1977

Rolla, Missouri 65401

April 15, 1977

Memorandum To:Dean Douglas.....

From: Marlene Engstrom ME

'RE ...Prep Survey Letter.....

Enclosed is a letter we received along with the Prep survey questionnaire from James L. Griffin, a student in Prep #22. Mr. Griffin was truly a fine, intelligent student and I value his comments very highly, especially since he has continued his education at a good university.

From reading the returned questionnaires over the past three years, it seems invariably that those students who have continued their education in a regular college system have very favorable comments to make about their College Prep experience.

ME:kn

Fresno, California 93726
April 8, 1977

University of Missouri-Rolla
College Prep Office
P. O. Box 31
Fort Leonard Wood, MO 65473

Dear Mrs. Engstrom:

While returning your questionnaire concerning the College Preparatory Program presented by UMR I would like to append some comments about the programs profoundly beneficial effects on me personally.

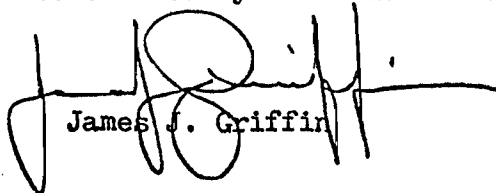
When I enrolled in PREP I had been away from civilian education for over twenty years. I had forgotten many of the school subjects that I had once learned and, most importantly, had forgotten how to study. During the weeks of my PREP classes, I remembered or relearned much of what I had forgotten and found that constructive study could provide answers to the problems that I had not encountered before. Without PREP I would not be able to survive here at California State University, Fresno.

My application for admission to CSUF was almost rejected because of my poor scholastic achievements of twenty years past, but was finally approved because of my success in PREP and the CLEP scores that were made possible by the program. The University made the provision that I must maintain at least a 2.5 grade point average during my first semester... My GPA will be at least 3.75 this Spring as a direct result of my studies at Fort Leonard Wood and the encouragement I received from you and the other UMR instructors.

CSUF allowed me twenty-seven semester hours credit for my CLEP examinations, the maximum permissible under current CSU policies. The credit for CLEP and for my military experience have given me a three semester head start on my peers and will eventually save the U. S. Government some \$6,000 in G. I. Bill educational benefits when I graduate early. That seems a very good return on the Army's investment of several hundred dollars and possibly one-hundred hours of duty time that allowed me to attend PREP.

PREP was the most important single factor that motivated me, actually impelled me, to seek further education and a second productive career after retirement. When I arrived at CSUF I knew that I could "do it," that I was competitive with other students, and that my military career had not detracted from my scholastic potentials, but added to them. Without the educational boost afforded by PREP I might have settled for much less

I have nothing but plaudits for PREP as presented by UMR. I enjoyed every hour of it and have found every hour of benefit to my continued education.


James J. Griffin

REPORT ON TENURE AND PROMOTION PROCEDURES FOR 1976-77

The procedures for tenure and promotion published in the October 1, 1976, Digest were followed. Each recommendation was given a fair and complete review, resulting in Interim Chancellor Pogue sending the following recommendation to President Olson:

1. Ten persons were recommended for tenure (thirteen were considered).
2. Three persons were recommended for promotion to Assistant Professor (three were considered).
3. Eighteen persons were recommended for promotion to Associate Professor (eighteen were considered).
4. Eighteen persons were recommended for promotion to Professor (twenty-six were considered).

The appeals procedures were effective, allowing each person to present new evidence which Interim Chancellor Pogue reviewed. Of the nine persons who made appeals, two were recommended for tenure and one was recommended for promotion to Professor.

Interim Chancellor Pogue reviewed each person's accomplishments in the areas of teaching, research, extension, and service. He made every effort to ensure that all known supportive evidence was presented. Each person was evaluated using the standards set out in Policy Memorandum No. 16 as a general guide, but with the unique history of each person's accomplishments carefully considered.

Although the procedures were generally effective, there are three areas that need improvement: the preparation of tenure and promotion files, the notification of candidates of decisions on their recommendations, and the appeals procedures. I intend to send to the Faculty Personnel Committee recommendations for improvements in each of these areas.



Wayne Cogell, Chairman
Faculty Personnel Committee

Dr. Ownby has served as Chairman of ^{the} A.C. during a period of time in which the faculty has been severely frustrated. Although all of his efforts have not been observed by the council membership, it is my opinion, which results from my observations, that his continuous efforts have promoted some very significant achievements for the faculty and hence the university. He has applied a simple straight forward approach which encouraged open discussion of the issues before this body. Dr. Ownby has provided leadership with that extra something that was needed during these trying times. I wish to express my appreciation for a job well done.

A handwritten signature in cursive script, appearing to read "J. G. Phea". The signature is written in black ink and is positioned in the lower right quadrant of the page.


Circulated with minutes

PROCEDURAL RESOLUTIONS FOR THE ACADEMIC COUNCIL

PROCEDURAL RESOLUTION I

WHEREAS, it appears necessary to clarify the voting privileges of some members of UMR Standing Committees in order to provide for uniform procedures in the conduct of the business placed before these committees,


RESOLVED, that it is the consensus of the Academic Council that, unless the BY-LAWS specifically dictate otherwise, each and every member elected or appointed to serve on the UMR Standing Committees shall be extended the privilege of voting upon any issues coming before these committees in the conduct of their business.

APPROVED: August 26, 1971 Vol. I, #1.3 Lance Williams, Secretary 

PROCEDURAL RESOLUTION II


WHEREAS, there is the possibility that committees may exist now and may be generated in the future as a result of experiences which are beyond the ordinary cognizance of the general faculty or its Academic Council,

RESOLVED, that Academic Council respectfully requests all administrators having campus-wide authority, file with the secretary of the council the charge, responsibilities, duties, and membership of any regularly appointed or ad hoc committees performing service for them and that a catalog of information on such committees shall be available to any faculty member in the office of the said secretary.

APPROVED: September 23, 1971 Vol. I, #2.8 Lance Williams, Secretary 

PROCEDURAL RESOLUTION III


RESOLVED, that the minutes of the Academic Council be considered official notification and documentation of actions approved.

APPROVED: September 23, 1971 Vol. I, #2.3 Lance Williams, Secretary 

PROCEDURAL RESOLUTION IV

Representatives of student news media are invited to attend meetings of the Academic Council. They may not tape record or verbatim stenograph debate and comment, and must not report actions taken prior to release of the minutes of meetings. Any documents and attachments related to matters discussed will be made available to them, on request, by the Secretary. These restrictions are intended to apply only to matters occurring during the official sessions of the Council.

(NOTE: Vol. I, #3.1)


APPROVED: January 20, 1972 Vol. I, #6.7 Lance Williams, Secretary 

PROCEDURAL RESOLUTION V

WHEREAS, the Academic Council has frequently found itself doing the work of committees,

RESOLVED, 1. Committee reports and motions shall normally be submitted in writing to the RP & A at least 10 days prior to the corresponding Council meeting. Reports shall be in such a form that the Council will be perfectly clear as to what action is required. In some cases it may be advantageous to include pro and con positions or minority reports.

2. The RP & A will review reports for completeness and possible request revision before placing the corresponding item on the Council agenda.

APPROVED: January 20, 1972 Vol. I, #6.8 Lance Williams, Secretary 

PROCEDURAL RESOLUTION VI

WHEREAS, the Academic Council is getting behind in its work and
WHEREAS, more efficient procedures for handling business in Council meetings are needed,

RESOLVED,

1. The Council Chairman shall not entertain a motion for adjournment until at least 3:30 p.m. unless the Chairman determines that no further substantial progress can be made on the agenda.

2. At 3:30 p.m. the Chairman shall appraise the status of the business. If he determines that urgent business remains, items will be entertained until 4:00 p.m. The Council will normally not conduct business past 4:00 p.m.

3. Persons planning to seek clarification or raise objections to committee reports circulated with the agenda shall:

a. Contact the Committee Chairman to discuss and resolve as many problems as possible before the Council meeting.

b. If a pro or con position exists after the above discussion, prepare a written statement or amendment for distribution at the Council meeting and notify the Council Chairman prior to the meeting.

4. In the discussion of a motion, the Council Chairman shall give highest priority to those who have requested time prior to the meeting. The chair shall attempt curtailment of redundant or poorly prepared position statements.

5. The Chairman and the RP & A committee members shall be alert to motions, amendments and discussions which represent a significant departure from the published agenda. Such actions may be ruled out of order, generate a referral to committee or be recommended as a future agenda item.

6. Motions and/or reports shall include a statement which designates it as coming from an individual, group or committee.

7. Motions and amendments should be given to the Council Secretary in writing either before or during the Council Meeting.

8. A council member shall "Call for the previous question" if debate appears to have ceased. The chairman will then ask if there are objections and if none, proceed to the vote. A member shall "Move the previous question" if it appears necessary to obtain a 2/3 approval before proceeding to the vote

APPROVED: January 20, 1972

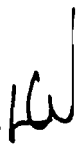
Vol. I, #6.9

Lance Williams, Secretary 

PROCEDURAL RESOLUTION VII

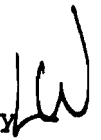
On committees with two year terms, the Council members serve during their two

year Council term and the General Faculty members are elected on alternate years. Where General Faculty choices exist, the schools/college will be asked to provide nominees of a total that can result in a majority vote with one ballot (excluding possible nominations from the floor). The RP & A is authorized to bring into general, reasonable conformity any committee term/membership that is unnecessarily confusing and complicated.

APPROVED: February 24, 1972 Vol. I, #7.6 Lance Williams, Secretary 

PROCEDURAL RESOLUTION VIII

Any action passed by the Academic Council, in which the time limit to challenge would expire between semesters, may be placed upon the Agenda of the first General Faculty meeting of the next semester if a proper petition has been presented to the Chairman of the General Faculty.

APPROVED: May 11, 1972 Vol. I, #10.10 Lance Williams, Secretary 

PROCEDURAL RESOLUTION IX

WHEREAS, the voting membership of the Academic Council was designed to provide for the sampling of opinion on the basis of proportional representation of all segments of the faculty and administration;

RESOLVED, that all persons holding voting membership in the UMR Academic Council may authorize an appropriate person (anyone eligible for voting membership on the Council) of their choice to serve in their stead at a meeting of the Council and to exercise all the rights and privileges of the regular member, provided that the regular member submits the name of the person so authorized in writing to the Secretary of the Academic Council prior to the meeting at which he will serve.

APPROVED: December 14, 1972 Vol. II, #5.9 Lance Williams, Secretary

GENERAL RESOLUTIONS FOR THE ACADEMIC COUNCIL

GENERAL RESOLUTION I

Whereas, The Board of Curators is expected soon to approve the revision of By-Law 4.533; and

Whereas, The Academic Council feels that the best interests of the University will be served by having some elected Faculty representation on the Traffic Committee, and thereby respectfully requests acceptance of the following by the Chancellor, namely;

Resolved, The Security and Traffic Safety Committee, under By-Law 4.533, shall consist of at least two faculty members elected from and by each School or College for a two year term, with one-half being elected each year, two undergraduate students selected by the Student Council and one graduate student selected by the Graduate Student Association. Student terms shall be for one year. The remainder of the Committee, in number and makeup, shall be determined by the Chancellor in accordance with the revised By-Law 4.533.

APPROVED: March 8, 1973

Vol. II, #8.3

Michael Patrick, Secretary

GENERAL RESOLUTION II

The Chancellor's Liaison Board to the Council will consist of six undergraduate students selected by the Student Council, two graduate students selected by the Association of Graduate Students, the two faculty members of the Student Affairs Committee (4.522), two faculty from each School/College chosen from lists formed by the election of one nominee from each Department in a School/College, and eight administrative appointees selected by the Chancellor. The Liaison Board was formed to facilitate communication on the campus. It will possess no power to take action. The Chancellor will serve as Chairman and it will meet approximately twice each semester.

APPROVED: September 23, 1971

Vol. I, #2.9

Lance Williams, Secretary

GENERAL RESOLUTION III

Whereas, There may be committees from previous years that do not have a direct counterpart under the new By-Laws;

Resolved, That the Academic Council recommends to the Chancellor that

- 1) any previously appointed committees, whose charges were formally transferred in toto to one or more of the Faculty or Administrative Standing Committees, be appropriately discharged,
- 2) any previously appointed committees, whose charges are unique and not specifically designated by the By-Laws, be formally restructured as a sub-committee of one of the appropriate Faculty or Administrative Standing Committees, and
- 3) before any new committees are formed every attempt should be made to assign seemingly new tasks to existing committees defined by the By-Laws. (In cases where it is difficult to determine the proper committee, the Rules, Procedures and Agenda Committee (4.521) will be consulted.)

APPROVED: October 21, 1971 Vol. I, #3.6 Lance Williams, Secretary

GENERAL RESOLUTION IVSTAFFING AND ORGANIZING OF BY-LAWS STANDING COMMITTEES

Whereas, The UMR By-Laws call for the staffing of UMR Standing Committees by faculty elected (a) by/from the General Faculty, (b) by/from the Academic Council, and (c) by/from the School and College, and places restrictions upon the number of committee assignments an individual faculty member may hold; and

Whereas, It is necessary that some single faculty or administrative agency coordinate and be responsible for these elections in order to insure compliance with the constraints imposed by the UMR By-Laws;

Resolved, That, acting in the name of the General Faculty, the UMR Academic Council does hereby adopt the following procedures for the election of faculty members to the UMR Standing Committees.

I. REPRESENTATIVES ELECTED BY/FROM SCHOOLS OR COLLEGE

1.1 On/before December 1 of each year the Rules, Procedures and Agenda Committee shall submit to each School and College Dean a list of vacancies on

UMR Standing Committees for the next academic year to be filled by School or College elections.

1.2. Upon receipt of this list, each Dean shall request no more than one faculty nominee for each committee to be elected by and from each Department under his jurisdiction, to be returned on/before January 15.

1.3. Each Dean shall prepare a ballot containing the names of these Departmental nominees with instructions to vote for as many nominees as the School or College is required to provide as representatives on each committee. These ballots shall be circulated to the School or College faculty and returned on/before February 15. Approval by a majority of the voting faculty is required for election.

1.4. In those cases where the number of nominees receiving a majority vote is less than the number of committeemen to be elected, the Dean shall construct a second ballot containing a number of nominees equal to the number of positions remaining to be filled PLUS ONE, to be selected from the largest vote getters on the first ballot. The faculty shall be instructed to vote for as many nominees for each office as there are positions remaining to be filled on each committee. This second ballot, together with the results of the first ballot, shall be circulated to the School or College faculty and returned on/before March 15.

1.5. In lieu of the procedures described in 1.3 and 1.4, the Dean of a School or College may conduct these elections at a general meeting of the School or College, subject to the condition that the representatives be elected by a majority of the faculty present and voting.

1.6. Each School and College Dean shall report the results of these elections to his faculty and to the Chairman of the Rules, Procedures and Agenda Committee on/before April 1.

II. REPRESENTATIVES ELECTED BY/FROM THE GENERAL FACULTY

II.1. On/before December 1 of each year the Rules, Procedures and Agenda Committee shall submit to each School or College Dean a request for a number of nominees for positions as faculty representatives on UMR Standing Committees elected by/from the General Faculty. In general, the number of nominees requested shall be such as to insure election by majority vote with a single ballot by the General Faculty. Each School or College shall be requested to provide up to the fixed number of nominees for each position.

II.2. Upon receipt of this list, each Dean shall request no more than one faculty nominee for each committee to be elected by and from each

Department under his jurisdiction, to be returned on/before January 15.

II.3. Each Dean shall prepare a ballot containing the names of these Departmental nominees with instructions to vote for as many nominees as the School or College has been requested to provide for each committee. These ballots shall be circulated to the School or College faculty and returned on/before February 15. Approval by a majority of the voting faculty is required for election.

II.4. In those cases where the number of nominees receiving a majority vote is less than the number of nominees to be provided, the Dean shall construct a second ballot containing a number of nominees equal to the number of positions remaining to be filled PLUS ONE, to be selected from the largest vote getters on the first ballot. The faculty shall be instructed to vote for as many nominees for each office as there are positions remaining to be filled on each committee. This second ballot, together with the results of the first ballot, shall be circulated to the School or College faculty and returned on/before March 15.

II.5. In lieu of the procedures described in II.3 and II.4, the Dean of a School or College may conduct these elections at a general meeting of the School or College, subject to the condition that the representatives be elected by a majority of the faculty present and voting.

II.6. Each School and College shall report the results of these elections to his faculty and to the Chairman of the Rules, Procedures and Agenda Committee on/before April 1.

II.7. The Rules, Procedures and Agenda Committee shall prepare a list of these nominees for distribution with the Agenda for the next General Faculty meeting and a ballot for these positions with instructions to vote for a number of nominees equal to the number of positions required to be filled. In any case where the number of nominees make it impossible to insure election by a majority vote, the Rules, Procedures and Agenda Committee shall offer a motion to the General Faculty authorizing election by a plurality if necessary. In case of a tie, the winner shall be decided by the toss of a coin.

II.8. The Rules, Procedures and Agenda Committee shall circulate the results of the General Faculty election in a subsequent issue of the UMR Digest.

III. REPRESENTATIVES ELECTED BY/FROM DEPARTMENTS, GRADUATE SCHOOL, AND APPOINTED BY THE ADMINISTRATION

III.1. On/before February 1 of each year the Rules, Procedures and Agenda Committee shall inform Department Chairman, the Dean of the Graduate School and the Chancellor of those committee positions for which they are obligated to

provide representatives for the subsequent academic year. The parties so notified shall be reminded of the By-Laws procedures for the selection of the representatives.

III.2. The Department Chairmen, Graduate School Dean and the Chancellor shall provide the required response to the Chairman of the Rules, Procedures and Agenda Committee on/before April 1.

IV. REPRESENTATIVES SELECTED BY/FROM THE STUDENT ORGANIZATIONS

IV.1. On/before February 1 of each year the Rules, Procedures and Agenda Committee shall inform the President of the Student Council and the President of the Graduate Student Association of those committee positions for which their organizations are obligated to provide representatives for the following academic year. The parties so notified shall be reminded of the By-Laws procedures for the selection of the representatives.

IV.2. The Presidents of the student organizations shall provide the required response to the Chairman of the Rules, Procedures and Agenda Committee on/before April 1. These responses shall include information on the planned graduation or termination dates of the student representatives.

V. ANNUAL ORGANIZATION OF THE UMR BY-LAWS COMMITTEES

V.1. Upon completion of the election and selection of committee representatives in the Spring semester, the Rules, Procedures and Agenda Committee shall immediately produce a roster of the members of each of the Standing Committees.

V.2. These rosters shall be turned over to the retiring Chairman of each of the Committees with instructions to call an organizational meeting of the new committee prior to the end of the Spring semester. If the Chairman is unavailable, then any other officer or member may be selected to perform this service.

V.3. The retiring or acting chairman shall forward the results of the organizational meeting of the new committee to the attention of the Chairman of the Rules, Procedures and Agenda Committee initiating the request on/before June 1.

V.4. On/before July 1, the Rules, Procedures and Agenda Committee shall forward a list of the members and officers of the UMR By-Laws Standing Committees to the Secretary of the General Faculty for subsequent publication and distribution to the General Faculty and Staff.

GENERAL RESOLUTION V

Whereas, At the time of the formulation and adoption of the UMR By-Laws the UMR Graduate Student Association was in the process of being organized and was not an active participant in the deliberations resulting in this original document, and furthermore, representatives of said Association failed to participate in the Revisions of the By-Laws initiated during the 1972-73 academic year; and

Whereas, The Graduate Student Association has now requested membership on several UMR By-Laws Standing Committees which could only be officially provided by an additional revision of the By-Laws;

Resolved, That until such time as the UMR By-Laws are revised to officially provide such representation, the UMR Academic Council authorizes that the following number of representatives selected by and from the Graduate Student Association be added to the designated committees

<u>COMMITTEE</u>	<u>NUMBER OF GSA REPRESENTATIVES</u>
4.513 Public Occasions	1
4.522 Student Affairs	1
4.523 Student Awards & Aids	1
4.524 Student Scholastic Performance	1

and, furthermore, that the voting rights of the Graduate Student Association member on each committee shall be determined by the official By-Law members of each committee.

APPROVED: March 8, 1973

Vol. II, #8.4

Michael Patrick, Secretary

RESOLUTION

WHEREAS, some requests for Council action have been brought before the Council and referred to committees with little or no discussion, and

WHEREAS, time could be saved by early referral of such requests to a committee;

BE IT RESOLVED, that the Rules, Procedures and Agenda Committee shall have the flexibility to refer some requests for Council action directly to a Committee with instructions to report back to the Council at its earliest convenience. Items so referred will be included in RP&A Committee reports to the Council.



UNIVERSITY OF MISSOURI-ROLLA

IV, A, 1

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

April 21, 1977

MEMORANDUM TO: Members of the Academic Council

FROM: Professor, Ralph E. Schowalter, Chairman
Rules, Procedures, and Agenda Committee

RE: Academic Council elections

At the April 28, 1977, meeting of the Academic Council, the following names will be placed in nomination for the respective offices and committees:

1. Election of Council Officers for 1977-78.

Chairman-elect

Day, Delbert E.
Park, Efton L.
Wolf, Robert V.

Secretary

Brooks, William A.
Desvousges, William H.

Parliamentarian

Baird, Thomas B.
Bledsoe, Wayne M.
Parks, William F.

2. Election of Council members to Standing Committees.

4.512 Admissions & Academic Standards (three to be elected)

Babcock, Daniel L.
Bertnolli, Edward C.
Lowsley, Ivon H.
Pauls, Franklin B.
Wixson, Douglas C.
Wolf, Robert V.

4.514 Budgetary Affairs (two to be elected)

Harvey, A. Herbert
Muir, Clifford D.
Parks, William F.
Roach, D. Vincent
Selberg, Bruce P.
Stigall, Paul D.

4.516 Curricula
(one to be elected)

Bledsoe, Wayne M.
Desvousges, William H.
Edwards, D. Ray
Fannin, D. Ronald
Modesitt, Donald E.
Sparlin, Don M.

4.519 Personnel
(two to be elected)

Biolsi, Louis
Brooks, William A.
Day, Delbert E.
Johnson, Charles A.
Park, Efton L.
Ruhland, David J.

4.522 Student Affairs
(two to be elected)

Kieffer, John C.
Marvin, Charles G.
Muir, Clifford D.
Pursell, Lyle E.
(one to be elected)
Kvale, Thomas J.
Treis, Steven J.

4.524 Student Scholastic Appeals
(three to be elected)

Ash, Richard L.
Grant, Sheldon K.
Kieffer, John C.
Parry, Myron G.
Pauls, Franklin B.
Rhea, Lyle G.

4.517 Facilities Planning
(three to be elected)

Edwards, D. Ray
Harvey, A. Herbert
Pursell, Lyle E.
Selberg, Bruce P.
Sparlin, Don M.
Wolf, Robert V.

4.521 Rules, Procedures, & Agenda
(one to be elected from each
school/college)

Day, Delbert E.	M & M
Fannin, D. Ronald	Engr.
Harvey, A. Herbert	M & M
Park, Efton L.	Engr.
Roach, D. Vincent	A & S
Ruhland, David J.	A & S

4.523 Student Awards & Financial Aids
(three to be elected)

Ash, Richard L.
Baird, Thomas B.
Marvin, Charles G.
Parry, Myron G.
Pease, Robert L.
Schaefer, Rodney A.
Schowalter, Ralph E.

A ballot will be circulated at the April 28, 1977, meeting of the Academic Council.

RESOLUTION FOR
ACADEMIC COUNCIL

Definitions -- For the sake of clarity the following terms must be defined.
Credit Granting Department = Crediting Department = Controlling Department =
Teaching Department: These terms all refer to the department(s) teaching
the course(s) in the subject area(s) treated by the examination(s) under
consideration.

Degree Granting Department: The department in which the student is enrolled
as a major.

Move the following:

- 1) A moratorium be placed on all General CLEP credit until review of General CLEP credit is completed and recommendations developed by campus Curriculum Committee.
- 2) The UMR department teaching a course should make the decision as to the equivalence of the General CLEP credit offered for an established course at UMR and the appropriateness of the examinations in that discipline.
- 3) The UMR degree granting department would have the final authority in accepting credit or CLEP (General and Subject) Examination provided the passing score is not less than that established by the credit granting department and the examination has been approved for use on this campus by the crediting department.
- 4) The UMR degree granting department would have the final authority in granting any CLEP credit offered for satisfying degree requirements.
- 5) The minimum allowable passing score will be the 50th percentile on sophomore norms but the controlling department may establish a passing grade higher than the 50th percentile. This pertains to all CLEP examinations, not just the General Examination.
- 6) All use of these examinations by departments is subject to approval by various Curricula Committee's, Academic Council, and the General Faculty.



UNIVERSITY OF MISSOURI-ROLLA

Wednesday, April 13, 1977

To: R P & A Committee, Academic Council

From: Clyde Wade, for the English Faculty

Subject: Resolution on CLEP GENERAL EXAMINATION

IV - 0, 38

College of Arts and Sciences

Department of Humanities

225 Humanities-Social Sciences Bldg.

Rolla, Missouri 65401

Telephone (314) 341-4631

I respectfully request that the following resolution be placed upon the agenda for the April meeting of the Academic Council:

No credit will be given or accepted for the CLEP General Examination at the University of Missouri-Rolla.

April 21, 1977

To: Members of the Academic Council

From: Clyde Wade

Subject: CLEP General Examination

Colleagues, on the agenda for the April 28 meeting of the Academic Council are proposals that will eliminate giving credit for courses in the Humanities via the CLEP General Examination. These are matters of importance to UMR and to our students. It is necessary that UMR stop awarding credit for the CLEP General Examination. Here is why:

1. The examination is discredited. See for abundant evidence the enclosed article from Change, a national publication of importance.
2. The CLEP people themselves have said that giving credit for the General Examination at schools like UMR is misusing the examination. See the attached memo from Dr. Jim Wise, who met with CLEP representatives in St. Louis and addressed them specifically about students in engineering.
3. The Missouri Association of Departments of English has taken a strong stand against giving credit on the CLEP General Examination as a matter of academic integrity and to protect the good name of colleges and universities in Missouri. See the attached memo from Dr. George Gleason, which contains the pertinent MADE resolution.

To maintain UMR's good standing among the colleges and universities of this state and elsewhere and to assure that our credits are acceptable, it is compelling that we are in accord with the other Missouri schools. Most students who transfer from UMR to other Missouri schools are finding that their CLEP credits via the General Examination do not transfer. Understandably, having paid fees to take these examinations and having been led into a false sense of accomplishment, these students feel cheated. As soon as the MADE resolutions are fully in effect, no school will accept these credits; and UMR trails behind the better schools of Missouri in discontinuing the use of the CLEP General Examination.

Some fears have been expressed that the elimination of credit for this discredited examination will cost us students. Leaving aside the obvious implication about the kind of students it is envisioned we shall lose, let us make one emphatic response to this emotional attitude: none of the colleges in Missouri who have dropped this examination in recent years has experienced any drop in enrollment. A poll taken around the conference table at the February meeting of MADE revealed no loss of students by schools dropping CLEP.

The English faculty believes in a credit-by-examination program, providing that it is of unquestionable academic integrity. We are now giving and shall

continue to give credit by examination. At no cost, students may quiz out of English I via the MCET and SCAT tests that all entering freshmen take (we shall have to add an essay to this test to bring ourselves into agreement with the MADE resolution; but we shall also lower the qualifying scores to give more students a chance to write the essay and thus acquire three hours of credit). Students may still take the CLEP Subject Matter Examinations for credit. That's right. We are not getting out of CLEP; we are simply dropping the discredited General Examination.

Obviously, therefore, the principle of credit by examination is not involved in the determination of the Humanities faculty to remove the CLEP General Examination from the list of acceptable examinations. We are prompted by one compelling necessity, our academic responsibility to the profession of teaching and to UMR: and it is to your sense of responsibility as professional academicians that we address our reasons for this action.

CLEP

and the Great Credit Giveaway

by Carl A. Stecher

Several years ago the following television commercial appeared regularly in the public service slots donated by the stations. The two characters in the sketch were a bearded former President, stove-pipe hat in hand, miraculously resurrected for the promotional ends of the sponsors, and an abrasive employment agent. The script went something like this:

Employment Agent: Do you have a chauffeur's license?

Applicant (mournfully): No.

Employment Agent: Sorry, we don't have anything for you. You can't do much these days without a college degree.

Applicant: But I've done a lot of reading, sort of on my own.

Employment Agent: Sorry, no degree, no job.

[Exit former President, the weight of the world, the war, and a future without a college degree on his stooped shoulders.]

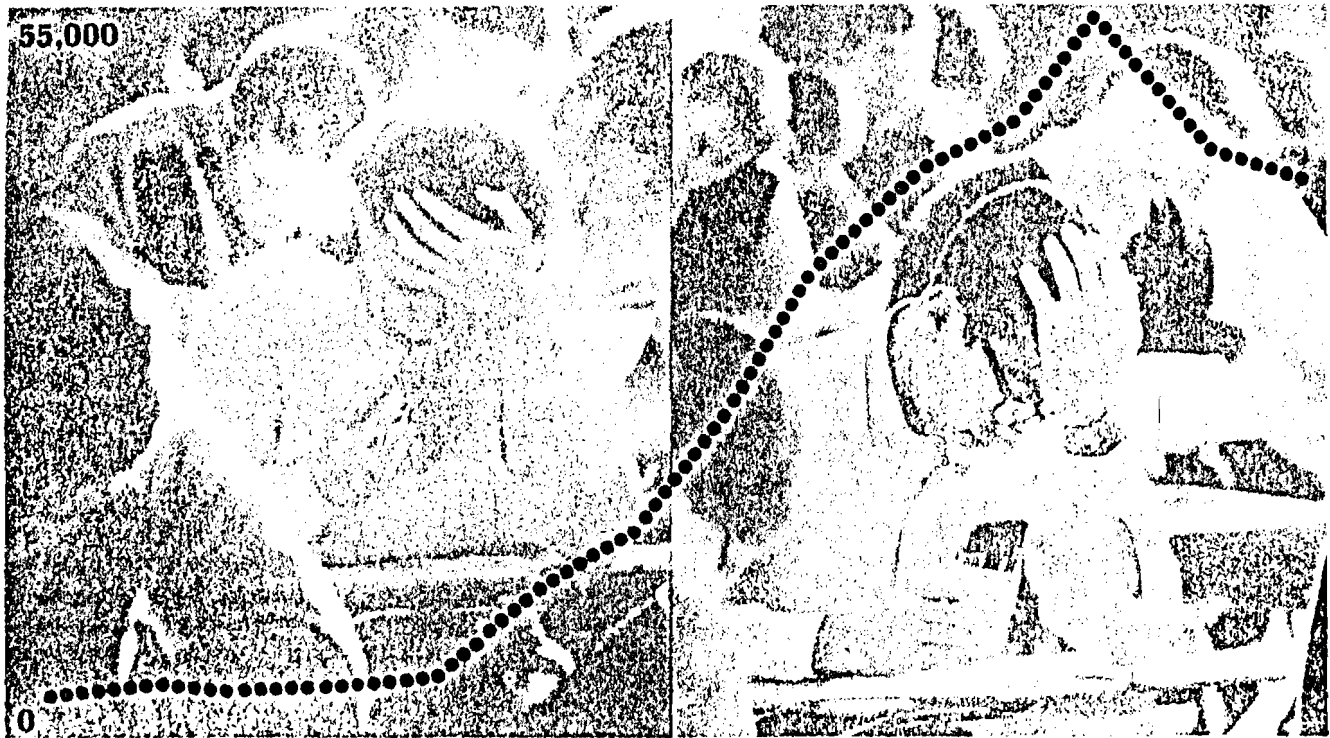
Overvoice (cheerfully, confidently): Have you done a lot of reading on your own? Do you have experiences on the job or have you taken correspondence courses or television courses that might be the equivalent of college-level work? CLEP may be for you. Hundreds of colleges and universities are giving college-level credit, credit commonly equaling a full year of courses, for successful completion of CLEP examinations. For further information write to the College-Level Examination Program, 888 Seventh Avenue, New York, New York 10019.

CLEP is an acronym for the College-Level Examination Program, which was created and promoted by the College Entrance Examination Board (CEEB). It is endorsed by the American Council on

Education (ACE) and administered by the Educational Testing Service (ETS). These Examinations, developed by committees of college faculty, were originally designed for adults returning to college with uncredited educational experiences—knowledge gained in home study, educational television, or on-the-job training. In recent years, however, a surprising discovery has been made: Tens of thousands of newly graduated high school seniors can pass these Examinations. Since that discovery, the Program has mushroomed: 220,000 of the CLEP General Examinations were administered in 1975-76 alone, each potentially equivalent to six hours college credit at the 1,800 colleges and universities that now accept them.

The success rate for students taking these CLEP General Examinations is astonishing. According to CEEB/ETS, "The typical [participating] institution granted credit to 74 percent of its students who submitted scores." At Utah State University several years ago, over 500 entering freshmen were administered three CLEP General Examinations: 61 percent received credit for the otherwise required courses in social sciences and history; 68 percent received college credit in humanities; and 77 percent received credit in natural sciences. The mean age of these students, incidentally, was 19.1 years, suggesting that few would be Presidents in the near future. Not to be outdone in granting college credit to students who had never set foot in a college classroom, San Francisco State announced the very same year that it had administered all five CLEP General Examinations to 67 percent of the entering freshman class: 38 percent of this group became "instant sophomores"; 72 percent were granted at least a semester of college credit; 94 per-

CARL A. STECHER is an assistant professor of English at Salem State College in Massachusetts. Sample questions are from CLEP General and Subject Examinations: Descriptions and Sample Questions by the College Entrance Examination Board. Copyright © 1974 by Educational Testing Service and used with permission.



The line represents the growth in the number of CLEP candidates from 1968 to 1975.

cent were granted six hours credit or more. CEEB/ETS officers see this as just the beginning: CLEP, they believe, is "the wave of the future."

Before the nation is inundated with college sophomores who have never been college freshmen, perhaps a pause should be made while certain fundamental questions are raised and explored. After all, CEEB's own Scholastic Aptitude Test has revealed a serious erosion in the academic competencies of recent high school graduates, an erosion that spans 12 years and has been confirmed by colleges and universities everywhere. How is it, in the face of that undeniable slide, that the CLEP General Examinations are asserting college-level achievement for amazingly large numbers of graduating high school seniors? What, exactly, are the CLEP General Examinations? Do they indeed measure the equivalence of college-level work? Are the national norming standards supplied by ETS and utilized by many institutions valid? Are these Examinations in the best interest of the students they certify?

The CLEP General Examinations differ from course challenge examinations, Advanced Placement Examinations, and even CLEP Subject Examinations in that they do not correspond to specific courses but instead are claimed to be equivalent to college-level achievement in a "basic area" of general education (composition, humanities, mathematics, natural sciences, and social sciences/history). College credit, usually six hours, the

equivalent of two semester courses, is granted by the participating colleges for successful completion of the Examinations; "successful completion" is defined by the individual colleges, usually on the basis of the national norming standards supplied by ETS.

The Examinations themselves consist entirely of machine-scored multiple-choice questions; each requires either 60 or 75 minutes to complete. The fee for taking the five Examinations is \$40. The national norming for the five General Examinations took place in the spring of 1963 (the Mathematics Examination was completely redesigned and re-normed in 1973). For the norming the Examinations were administered to 2,582 second-term sophomores in 180 institutions representing a cross section, both geographical and institutional, of higher education in this country. The stated theory is that these college sophomores had completed the general education courses in their college program; therefore they could be used to establish a norm for college-level achievement in the five areas of general education. Since the Examinations do not correspond to specific courses, students did not have to complete any particular course prior to taking them. Inexplicably, however, no effort was made to restrict the norming group to students who had taken courses in the basic area being tested.

The raw scores from the norming group were scaled by ETS from 200 to 800; 500 is the mean

score and the fiftieth percentile score varies a bit from examination to examination but hovers near the 490 mark. The raw scores are not reported to the participating institutions by ETS, which will release an approximate conversion table (typed, not printed) only to those institutions that pursue the information with **rare persistence**. The raw score equivalents, ETS insists, are confidential and somehow connected to the test security system.

It is probable that this confidentiality of the raw scores has misled some academic institutions about the actual level of achievement represented by the scaled scores. True, all the Examinations include some impressively difficult questions. College instructors asked to evaluate the Examinations find themselves unable to answer some questions far removed from their areas of specialization and find some questions even in their own fields that are challenging. "Students would really have to know something to pass these Examinations" is a sentiment commonly expressed by faculty who have looked over the Examinations without being informed of the raw score equivalents. But college instructors generally think of a raw score of 70 percent as a minimally satisfactory test score. On the CLEP General Examinations, by contrast, according to a spokesman for ETS, a raw score of anywhere between 24 percent and about 52 percent is sufficient to meet the commonly accepted minimum scaled scores (usually between 420 and 490).

The dubious validity of the national sophomore norming itself is strongly suggested by a supplementary norming study conducted by ETS in the spring of 1964 (just a year after the original norming study), this time using second-semester freshmen instead of sophomores but utilizing largely the same colleges and the same selection process. An examination-by-examination comparison between the two studies reveals this strange result: The mean scores for the freshmen are nearly as high as the mean scores for the sophomores. Why were the sophomores, as a group, able to answer correctly only a few more questions than the freshmen? ETS claims that the answer to this question is very complex, but in fact only four possible inferences can be drawn: (1) College students, on the average, acquire no significant college-level knowledge in the five basic areas during their sophomore year, despite taking most of their courses in these areas. (2) They do acquire such knowledge but the Examinations fail to measure this fact. (3) One or both of the norming studies is invalid. (4) A combination of the above.

There is another factor affecting the validity of

sophomore norming. Consider these two situations. As far as can now be determined, the sophomores were given the Examinations, told that they were part of a national norming study, told also that there would be no reward for good performance and no penalty for poor performance but that they should do the best they could. By contrast, entering freshmen—not those in the norming study but those submitting scores for possible credit—know that good performance on the Examinations will result in six hours of college credit, a rich reward for one hour of work. Is it not clear that the entering freshmen have an incentive for concentration and application that the sophomores did not have and that this could seriously affect the validity of the sophomore norms? A study by Richard R. Burnette published in the *College Board Review* indicated that this lack of sufficient motivation can skew the norming by 40 points on the scaled score. In terms of percentile scores, this means the difference between a fiftieth percentile and a sixty-fifth percentile performance or between a thirty-eighth percentile and a fifty-fourth percentile performance.

Given the demonstrated inability of the Examinations to differentiate between freshman and sophomore norming groups, and given the superior motivation of entering freshmen taking the Examinations for credit as opposed to the sophomores taking the Examinations for norming purposes, the high success ratio for freshly minted high school graduates is not surprising. The nature of the individual Examinations and some peculiarities of the individual norming groups also tend to produce a disproportionately high rate of success for the entering group.

The General Examination in natural sciences, for example, contains 30 questions that essentially test reading comprehension. CEEB/ETS admitted this in their 1971 description: "...the questions selected for the Examination can be described in relation to the following desired outcomes of science learning.... Comprehending scientific information well enough to express it in ways other than the way in which it is presented—about 30 percent of the questions are in this category." This alternative way of expressing scientific information amounts to blacking in the correct () with an IBM pencil. The reading skill component of what is supposed to be an achievement examination is a common characteristic of all the Examinations except mathematics—and perhaps even there, since many mathematics questions are so obscurely phrased that they need to be deciphered before they can be answered.

Other questions on the Science Examination also fail to test college-level achievement. A few can be answered by anyone who watches television weath-

er forecasts; some seem more dependent upon common sense than upon knowledge of science; still others can indeed be answered, as CEEB/ETS suggest in their promotional literature, "...by anybody who has read and understood science articles in the better newspapers and news magazines."

One final problem exclusive to the CLEP Natural Sciences General Examination: The scaled score is sent to participating institutions along with two subscores, one for physical sciences and one for biological sciences. Since CEEB/ETS promote the idea of using the whole Examination as the equivalent of six hours of college-level work in natural sciences, many institutions—at least 178, according to CEEB/ETS—have drawn what would seem to be a perfectly reasonable inference and use the subscores for granting three hours of credit in biological science and three hours of credit in physical science.

CEEB/ETS, however, do not know how many students in the sophomore norming group had actually completed a college course in biological science nor how many had completed a course in physical science; they do know that 11 percent of the norming group had taken courses in neither area. When questioned about this, ETS explained that the lack of information about the norming group is of no particular consequence, since "no one at CEEB or ETS has ever advised that the subscores in Natural Sciences be used for awarding credit." ETS further explained that the Examination was inadequate for this purpose because of the small number of items in each section. There is no indication of this limitation of the validity of the Examination in CEEB/ETS promotional publications, nor is there any evidence that CEEB/ETS have volunteered this information to the 178 institutions they know to be misusing the subscore results. *Caveat emptor.*

The CLEP General Examination in Mathematics is untenable in both norming and content, despite the 1973 overhaul. According to a 1975 CEEB publication, in the current national sophomore norming group over 31 percent of the students had completed no college-level mathematics. How can students who have had no college mathematics be used as a norm for granting six hours of college credit in mathematics? The ETS response is a disarming admission that this is a "real problem," that many at CEEB/ETS think that no one should have been included in the norming group who did not have six hours of college credit in mathematics but that others argue that college sophomores can gain knowledge of college-level mathematics in other ways—by taking economics courses, for example—and that it is therefore unnecessary to

screen out those who have had no mathematics courses.

CEEB/ETS state that the new Mathematics Examination was developed to match a common college course offered for credit, introductory mathematics for nonmath majors, but it is hard to imagine that any college anywhere grants six hours of credit for the mathematics skills needed to attain a fiftieth percentile score on this Examination. At least 27 of the questions test mathematics skills usually taught in junior high school according to college mathematics professors who are in close contact with the public school curricula; one qualified evaluator placed no fewer than 43 of the questions in this category. (The pre-1973 Mathematics Examination was criticized by Edward Caldwell in an article in the December 1973 issue of *The Journal of Higher Education* for the large proportion of pre-college-level material. Yet an ETS spokesman says that the 1973 revision was made, at least in part, because the pre-1973 Examination was judged too difficult; the new version of this Examination is substantially more elementary in content.)

Approximately 36 correct answers will meet the fiftieth percentile standard. This suggests that reasonably bright ninth-grade algebra students might well achieve this score and qualify for six hours of college-level credit from most of the institutions accepting the CLEP General Examinations. Permission to test this hypothesis by administering the Examination to ninth graders was emphatically denied. The program service officer for CLEP granted that some junior high students might achieve this mark but said that "it would do no good to American education to prove that some junior high school students can do better than college students." An ETS representative, by contrast, denied that any junior high school students could pass the Examination; he claimed it would be psychologically damaging to administer Examinations to groups of students who have no chance of passing them.

The following questions (taken from the 1974 *CLEP General and Subject Examinations: Descriptions and Sample Questions*) typify the level of much of the material included in the Examination:

SAMPLE QUESTIONS

Select:

- A if the quantity in Column A is the greater;
- B if the quantity in Column B is the greater;
- C if the two quantities are equal;
- D if the relationship cannot be determined from the information given.

Column A Column B

1. 2(3 + 5) 2(3) + 2(5)

2. ■ covers one digit of the 4-place decimal numeral 0.12 ■ 7,
 0.12 ■ 7 1/8
3. In a certain college, the ratio of the number of sophomores to the number of freshmen is 1:2.
 Ratio of the number of 1:2
 sophomores to the total
 enrollment
4. John paid \$54 for a radio that had been marked down 10 percent.
 Original price of the radio \$59.40
5. $\sqrt{65}$ 8

The CLEP General Examination in Composition is based upon a dubious premise: that students can demonstrate their writing proficiency on an Examination that requires them to write nothing but their names. Instead of writing, the students are tested on their knowledge of grammatical terms and their ability to correct mistakes. The Examination fails to test such fundamentals as the ability to think logically and coherently, to formulate a thesis, to construct a paragraph with adequate development, and to write an introduction and a conclusion. A good recent study of the CLEP English General Examination (plus two CLEP Subject Examinations covering essentially the same materials), is Barbara Apstein's "Deficiencies of the CLEP Writing Examinations" in *College Composition and Communication*, December 1975. The following sample questions can only suggest the general nature of the Examination:

Directions: This is a test of standard written English, which differs from conversational English. Many of the following sentences, when considered as written composition, contain errors in grammar, usage, word choice, and idiom.

No sentence contains more than one error. Some of the sentences are correct.

The error, if there is one, is underlined and lettered. All other elements of the sentences are correct and cannot be changed.

If there is an error, select the one underlined part that must be changed in order to make the sentence correct.

If there is no error, select answer E.

SAMPLE QUESTIONS

1. The senator had voted against the Wilson bill; yet
 A B
 no one was more interested in reforestation than
 C D

him. No error.
 E

2. Every time he turns the book in his enormous
 A B C
 hands, the muscles of his big arms rolled slightly
 D
 under the smooth skin. No error.
 E

3. Had the minister not worked with so many differ-
 A B
 ent youth groups, his proposal might receive less
 C
 support than the senators gave it. No error.
 D E

4. The king, whom the people loved, had given the
 A B C
 Prime Minister neither overt or tacit encourage-
 D
 ment. No error.
 E

The Social Sciences/History General Examination is so incredibly broad in its scope that it can hardly be expected to test anything validly. As CEEB/ETS describe it, "This examination deals with basic topics in history, government, economics, geography, anthropology, sociology and social psychology"—all in 100 multiple-choice questions. Furthermore, the Examination is not designed to measure the kinds of knowledge usually gained through college-level courses. Instead, according to CEEB, "the kinds of information and understanding called for by these questions can usually be learned from reading, films, educational television, and discussions with other people." This being the case, it is not surprising that student performance does not vary significantly with the number of college-level courses taken. Sophomores in the national norming who had taken at least one course in social sciences/history had a mean scaled score of 486, while those who had taken no such courses had a nearly identical scaled score of 483. What can be the validity of an Examination which purports to measure the equivalence of college-level courses when taking the supposedly equivalent courses fails to affect performance on the Examination?

The CLEP General Examination in Humanities covers a similarly broad range of knowledge: "This examination provides a way to show knowledge and understanding of literature, art, music, and philosophy in all periods from classical to contemporary. It deals with many aspects of culture, such as literature, archaeology, painting, sculpture, architecture,

films, mass media, jazz, dance, and opera." Again, all in 100 multiple-choice questions for six hours of college credit.

The best way to judge the nature and level of the Humanities Examination is to consider the following sample questions provided by CEEB/ETS for just this purpose. Questions 9 and 12 are identified by CEEB/ETS as of "moderate difficulty": questions 17 and 18 are apparently at the level of the most difficult.

Thou still unravished bride of quietness,
Thou foster child of silence and slow time,
Sylvan historian, who canst thus expose
A flowery tale more sweetly than our rhyme.

9. In lines 2 and 3, "silence...slow...Sylvan" is an example of
(A) a pun (B) a simile (C) an understatement (D) alliteration (E) incremental repetition
12. The star of *The Sheik* was
(A) Rudolph Valentino (B) Buster Keaton
(C) Charles Chaplin (D) Harold Lloyd
(E) Clark Gable

Questions 17-18 refer to the following operas:
(A) *Madame Butterfly* (B) *Lohengrin*
(C) *Aida* (D) *Don Giovanni* (E) *The Barber of Seville*

17. In which opera are a captive princess and her beloved sealed in a tomb?
18. In which opera does a statue walk?

What the Humanities Examination reveals, perhaps more clearly than the other Examinations, is the inadequate and superficial educational philosophy underlying the whole program. It is surely not the sole purpose of general education to transmit "correct answers" so that students will know the name of the opera in which a statue walks. Yet, excluding the reading comprehension questions, most of the questions on the CLEP General Examinations test knowledge of just this sort of trivia. CEEB/ETS, it seems, have a television quiz-show concept of general education. "And now, for six hours college credit (listen carefully, please), what famous sixteenth-century English author...."

Quite probably, this shortcoming is not due to any specific failure of execution on the part of CEEB/ETS but is inherent in the entire concept of machine-scored equivalency testing for general education. Such examinations neglect the process, essential to any education, of raising the more fundamental questions and teaching students to utilize the resources and methods of investigation to explore these questions. To remove the more promis-

ing students from general education courses, to tell them that because they know more of the "answers" than the average high school graduate they need have no concern with the questions, is to undermine totally one of the best things that higher education can do for the students and for the society that requires a broadly educated citizenry.

The CLEP General Examinations, it should be noted, are currently undergoing revision. Specifically, CEEB/ETS are extending each of the five Examinations to 90 minutes and have decided to offer two variants of the CLEP General Examination in English Composition, one including an externally graded essay. CEEB/ETS have also decided to continue to report subscores: There is no indication of a decision to warn users of the limitations of the subscores for the General Examination in Physical Sciences. According to a very recent CEEB/ETS release, "These revisions are in accord with the advice received from the various groups and committees consulted. They do not represent drastic changes but rather a natural development of the present Examinations in a way to heighten their academic credibility." Whether these projected revisions will meet the objections to both the Examinations and the norming standards remains to be seen.

In its present form, however, the CLEP General Examination Program, despite its acceptance by 1,800 colleges and universities, is indefensible. The Examinations themselves, though supposedly measuring achievement, include a large number of reading comprehension questions; the content covered is considerably different from, and for the most part considerably easier than, college-level material. As a result, the Examinations are unable to differentiate between entering freshmen and sophomores, and (for some of the Examinations) between those who have taken the supposedly equivalent courses and those who have not.

The national norming standards are also totally inadequate: They are based upon the peculiar premise that any college sophomore, whether or not that sophomore has taken any courses in a given area, has achieved the equivalent of six hours college credit in that area. The norming standards are further skewed by the lack of incentive for the norming group. Finally, the Program is based upon a totally inadequate understanding of the nature of general education, an understanding that reduces a complex and valuable process to the memorization of tidbits of information. That 1,800 American colleges and universities have granted hundreds of thousands of credit hours for these Examinations is a major academic scandal and a real embarrassment to American education.

THE UNIVERSITY OF MISSOURI AT ROLLA

ROLLA, MISSOURI 65401

1-20-77

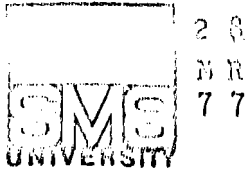
Memorandum to: Nick
From: Jim Wise
Re: CLEP meeting in St. Louis and today's A&S Chairmen's meeting

Some quick negative comments to go along with what I told you on the phone:

1. CLEP admits that the general tests are being and have been misused, e.g., the tests were intended for adults returning to or enrolling in college and trying to get credit for "life experiences"; they were intended for widely divergent groups of students, not for students such as ours who are largely in one or two areas of study, e.g., science and engineering; they were intended to evaluate equivalencies of General Education, not specific courses or course equivalencies; it was taken for granted that CLEP students would automatically take upper level courses in the areas of their proficiencies.
2. Prof. John Muller, Director of Composition, Rhetoric, and Technical Writing at the University of Utah, who was on his way to a meeting today at Princeton, N. J., on the developing of the new English exams, stated in our meeting that the CLEP General Freshman Composition Exam must not be given to career-oriented students such as engineers and certainly not as basis for allowing them to avoid composition courses such as exposition or report writing or tech writing. The test only attempts to evaluate General Writing Skills. (Let me add that the UMSL representative from Admissions said that they use the test to evaluate remedial students.)
3. The CLEP representatives admitted and documented that the General Exams are bankrupt. The norms they are using were established in 1963 (!) and no re-norming has been done. No survey of how the tests were being used was done between their initiation in 1965 and 1975 (!)
4. CLEP wants and needs until January, 1979, to develop, pre-test, and evaluate a new Freshman English test. Yes, that's 1979.

Conclusion: I think that the inner-department quizout options are sufficient for the needs and desires of those students who are qualified to gain credit for English 1 or English 60. CLEP should and must be dropped for the present at least. Perhaps it would be appropriate to review the new test in 1979-1980, but even then I would recommend that the General Exam be scrutinized very carefully with respect to the Subject Matter Exam in English Composition. In the transition perhaps only the Subject Matter Exam should be used and then--as intended--only for 3 hours of credit in English 1 and nothing else.

Signature Jim



Department of English • SOUTHWEST MISSOURI STATE UNIVERSITY • SPRINGFIELD, MISSOURI 65802 (417) 831-1561


Dr. Clyde Wade
Department of English
University of Missouri at Rolla
Rolla, MO 65401

Dear Dr. Wade:

At the spring, 1977, meeting of the Missouri Association of Departments of English (in Missouri Colleges and Universities), members present passed the following resolution to be disseminated as the considered stand of Chairmen of English Departments and of Directors of Freshman English:

RESOLVED: That the CLEP General Examination in English Composition not be used for granting of credit for, or exemption from, college or university courses in freshman composition. If a CLEP test is to be used, only the CLEP Subject Examination in College Composition (formerly called Subject Examination in English Composition) should be used. With this test either the optional 90-minute essay section should be required,* or students should be required to write one or two essays devised by the English Department of the school giving the test, and graded by faculty members in the Department of English.

*In the 90-minute essay section, students are given three essay topics and are asked to write on two. The required topic demands that a student write a well-organized, reasoned argument; the second essay may be written on a choice of topics and forms. Student essays are sent directly to the institution where the student takes the test, or is applying for credit, and they are graded by the faculty of that institution according to their own standards.


George Gleason, Head
SMSU Department of English



UNIVERSITY OF MISSOURI-ST. LOUIS

College of Arts and Sciences

Department of History

8001 Natural Bridge Road
St. Louis, Missouri 63121
Telephone: (314) 453-5681

April 18, 1977

Professor Delbert E. Day
Materials Research Center
University of Missouri - Rolla
Rolla, Missouri

Dear Professor Day:

I am sending you a copy of this resolution
at the suggestion of Jim Norris. Please
pass it on to your Faculty Council.

Sincerely,

William S. Maltby
Secretary
Faculty Council

WSM/db

Enclosure

*Wayne:
For your information and
transmitted to UMR Academic
Council if you desire.
Del Day*



UNIVERSITY OF MISSOURI-ST. LOUIS

College of Arts and Sciences

Department of History

8001 Natural Bridge Road
St. Louis, Missouri 63121
Telephone: (314) 453-5681

April 18, 1977

President James C. Olson
Office of the President
321 University Hall
University of Missouri - Columbia
Columbia, Missouri 65201

Dear President Olson:

At its most recent meeting, the UMSL Faculty Council unanimously endorsed the following resolution, and directed me as Secretary to transmit it to you with copies to the faculty representative bodies on the other three campuses.

The Faculty Council of UMSL deploras the fact that a committee has apparently been formed to change existing policies on consultation and extra compensation at the system-wide level without faculty representation. We believe that these issues are closely related to such traditional faculty concerns as academic standards and professional development. For this reason, the existing committee should be disbanded immediately, and any new committee should have appropriate faculty representation.

Sincerely,

A handwritten signature in dark ink, appearing to read 'W. S. Maltby', written over a horizontal line.

William S. Maltby
Secretary
Faculty Council

WSM/db



UNIVERSITY OF MISSOURI-ROLLA

School of Mines and Metallurgy

Nuclear Engineering

Nuclear Engineering Building
Rolla, Missouri 65401
Telephone (314) 341-4720

Memorandum To: Ralph Schowalter, Chairman RP&A Committee
From: Albert Bolon
Re: D. Ray Edward's Proxy at April 28 Academic
Council Meeting
Date: April 22, 1977

Dear Ralph,

After having indicated that I would be able to sit in at the Academic Council meeting for D. Ray Edwards on April 28, I realized I had made a committment to be in Springfield.

We wish to have Dr. Nicholas Tsoulfanidis represent nuclear engineering instead.

A handwritten signature in cursive script that reads "Albert E. Bolon".

Albert E. Bolon
Acting Head

cc: D. Ownby
H. Weart

5th Student Council Member

Elaine Ann Christian - Jr. - E.E.



UNIVERSITY OF MISSOURI-ROLLA

Department of Metallurgical
and Nuclear Engineering

Fulton Hall
Rolla, Missouri 65401
Telephone (314) 341-4711

April 19, 1977

MEMORANDUM TO: Professor Ralph Schowalter, Chairman, RP&A Committee

FROM: Harry W. Weart

RE: Substitute for Academic Council Representative

Owing to the absence of Dr. D. R. Edwards, one of the department's new academic council representative, from the campus, I should like to request permission for Dr. A. E. Bolon to serve in his place for the academic council meeting scheduled for April 28, 1977.

A handwritten signature in black ink, appearing to read 'H. W. Weart'.

Harry W. Weart, Chairman
Dept of Met & Nucl Engr

HWW:sks

cc: Dr. A. E. Bolon



UNIVERSITY OF MISSOURI-ROLLA


College of Arts and Sciences

Department of Humanities

225 Humanities-Social Sciences Bldg.
Rolla, Missouri 65401
Telephone (314) 341-4631

TO: R, P, & A Committee
Ralph Schowalter, Chairman

In order to ensure that the matter of Clep be discussed at the last meeting of the AC, we request that the attached resolution be placed on the agenda for April meeting of AC.


Erwin Epstein


W. Nicholas Knight

To: Members of the Academic Council

From: Clyde Wade

Subject: CLEP General Examination

Colleagues, on the agenda for the April 28 meeting of the Academic Council are proposals that will eliminate giving credit for courses in the Humanities via the CLEP General Examination. These are matters of importance to UMR and to our students. It is necessary that UMR stop awarding credit for the CLEP General Examination. Here is why:

1. The examination is discredited. See for abundant evidence the enclosed article from Change, a national publication of importance.
2. The CLEP people themselves have said that giving credit for the General Examination at schools like UMR is misusing the examination. See the attached memo from Dr. Jim Wise who met with CLEP representatives in St. Louis and addressed them specifically about students in engineering.
3. The Missouri Association of Departments of English has taken a strong stand against giving credit on the CLEP General Examination as a matter of academic integrity and to protect the good name of colleges and universities in Missouri. See the attached memo from Dr. George Gleason which contains the pertinent MADE resolution.

To maintain UMR's good standing among the colleges and universities of this state and elsewhere and to assure that our credits are acceptable, it is compelling that we are in accord with the other Missouri schools. Most students who transfer from UMR to other schools are finding that their CLEP credits via the General Examination do not transfer. Understandably, having paid fees ~~of \$20 and \$40 dollars~~ to take these examinations and having been led into a false sense of accomplishment, these students feel cheated. As soon as the MADE resolutions are fully in effect, no school will accept these credits; and UMR trails behind the better schools of Missouri in discontinuing the use of the CLEP General Examination.

Some fears have been expressed that the elimination of credit for this discredited examination will cost us students. Leaving aside the obvious implication about the kind of students it is envisioned we shall lose, let us make one emphatic response to this emotional attitude: none of the colleges in Missouri who have dropped this examination in recent years has experienced any drop in enrollment. A poll taken around the conference table at the February meeting of MADE revealed no loss of students by schools dropping CLEP.

The English faculty believes in a credit-by-examination program, providing that it is of unquestionable academic integrity. We are now giving and shall continue to give credit by examination. At no cost, students may quiz out of English I via the MCET and SCAT tests that all entering freshmen take (we shall have to add an essay to this test to bring ourselves into agreement with the MADE resolution; but we shall also lower the qualifying scores to give more students a chance to write the essay and thus acquire three hours of credit). Students may still take the CLEP Subject Matter Examinations in English and several other humanities courses for credit. That's right. We are not getting out of CLEP; we are simply dropping the discredited General Examination.

Obviously, therefore, the principal of credit by examination is not involved in the determination of the Humanities faculty to remove the CLEP General Examination from the list of acceptable examinations. We are prompted by one compelling necessity, our academic responsibility to the profession of teaching and to UMR; and it is to your sense of responsibility as professional academicians that we address our reasons for this action.

THE UNIVERSITY OF MISSOURI AT ROLLA

ROLLA, MISSOURI 65401

~~xxxxxxx~~ 1-20-77

Memorandum To: -Nick-----

From: -Jim Wise-----

RE re: CLEP meeting in St. Louis and today's A&S-Chairmen's meeting

Some quick negative comments to go along with what I told you on the phone:

1. CLEP admits that the general tests are being and have been misused, e. g., the tests were intended for adults returning to or enrolling in college and trying to get credit for "life experiences"; they were intended for widely divergent groups of students, not for students such as ours who are largely in one or two areas of study, e. g., science and engineering; they were intended to evaluate equivalencies in General Education, not specific courses or course equivalencies; it was taken for granted that CLEP students would automatically take upper level courses in the areas of their proficiencies.
2. ~~The~~ Prof. John Muller, Director of Composition, Rhetoric, and Technical Writing at the University of Utah, who was on his way to a meeting today at Princeton, N. J., on the developing of the new English exams, stated in our meeting that the CLEP General Freshman ~~Composition~~ Exam must not be given to career-oriented students such as engineers and certainly not as basis for allowing them to ~~take~~ composition courses such as exposition or report writing or tech writing. The test only attempts to evaluate General Writing Skills. (Let me add that the UNSL representative from Admissions said that they use the test to evaluate remedial students.) *avoid*
3. The CLEP representatives admitted and documented that the General Exams ~~are~~ are bankrupt. The norms they are using were established in 1963 (!) and no re-norming has been done. No survey of how the tests were being used was done between their initialization in 1965 and 1975 (!).
4. CLEP wants and needs until January, 1979 to develop, pre-test, and evaluate a new Freshman English test. Yes, that's 1979.

Conclusion: I think that the inner-department quizout options are sufficient for the needs and desires of those students who are qualified to gain credit for English 1x or English 60. CLEP should and must be dropped for the present at least. Perhaps it would be appropriate to review the new test in 1979-1980, but even then I would recommend that the General Exam be scrutinized very carefully with respect to the Subject Matter Exam in English Composition. In the transition perhaps only the Subject Matter Exam should be used and then--as intended--only for 3 hours of credit in English 1 and nothing else.

Jim



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

April 22, 1977

MEMORANDUM TO: UMR Faculty and Academic Deans

FROM: P. Darrell Ownby, Chairman
UMR Academic Council

RE: President Olson's report on the
Evaluation of the Provost and the Vice-Chancellor

There will be a special meeting on April 29, 1977, in the Mechanical Engineering Auditorium, from 1:00 to 2:00 p.m. At this time President Olson will report to the faculty on the results of the evaluation of the Provost and the Vice-Chancellor.

In the interest of uniformity among all of the administrative feed-back reports to the faculty on the results of the evaluations, it was recommended that all faculty who participated in the evaluations be permitted to attend this meeting. We have received President Olson's gracious consent to this procedure through Chancellor Pogue. All faculty who were eligible to participate in the evaluations are therefore invited to attend.

mhs

RECOMMENDATIONS FOR 1977-78 MERIT SALARY INCREASES

- I. General Definition of Merit: The qualities or actions that constitute the basis of one's reward.
- II. Definition of Merit applied to Faculty Members: Merit is the relative measure of the yearly professional accomplishments of a faculty member in the areas of teaching, research, extension, and service. I believe the reality of tenure and promotion evaluations indicates that these activities should be ranked in order of importance in the following way: 1st, research; 2nd, teaching; and 3rd, extension and service--although initially these may be viewed as of equal importance.
- III. Recommendations for 1977-78 Merit Salary Increases:
 - A. 6.5% S&W base should be returned to each budget unit and to each department.
 - B. Each department chairman should make a merit determination for each of his faculty members.
 - C. Each department chairman should consider the following three categories of merit:
 1. Merit Inequalities--Acknowledging that there have not been enough monies to properly reward the achievements of faculty members and acknowledging that monies have not existed to properly pay some faculty members when they were hired, department chairmen should look to correct merit inequalities in their departments. Each department should determine its own merit inequalities. The following is offered as a guide: merit inequalities may exist, if instructors are not being paid \$12,500, especially if they have a Ph.D.; if assistant professors are not paid \$15,000; if associate professors are not paid \$17,500; and if professors are not paid \$20,000. (15% new S&W dollars are required for this action).
 2. Merit Adjustment--Assuming that most faculty members' activities in the areas of teaching, research, extension, and service are performed at the level of professional quality, the department chairman should reward these faculty with a merit adjustment. The following is offered as a guide: \$750 may be given to each faculty member that has earned a merit adjustment. Those faculty members that have not earned merit adjustment will receive less than \$750 and in some cases may receive no merit adjustment. (62.7% new S&W dollars are required for this action).
 3. Discretionary Merit--Assuming that some faculty members achieve outstanding performance in the areas of teaching, research, extension, and service, department chairmen should reward these faculty with a discretionary merit increase. The following is offered as a guide: \$267 per faculty member may be available for discretionary increases on campus, or about 22.3% of the new S&W monies.

Department/ Discipline	Total Faculty S & W	6.5% Increase	Merit Adjustment	% Inc.	Merit Discretionary	% Inc.
Aero E.	\$118,550.	\$ 7,705.	\$ 4,500.	(58.4)	\$ 3,205.	(41.1)
Band	32,620.	2,120.	1,500.	(70.6)	620.	(29.2)
Civil	462,800	30,082.	19,500.	(64.8)	10,582.	(35.2)
Chem.	331,765.	21,564.	14,250.	(66.1)	7,314.	(33.9)
Ch.E.	226,650.	17,072.	9,750.	(57.1)	7,322.	(42.9)
Cl.Phys.	129,895.	8,443.	5,250.	(62.2)	3,193.	(37.8)
Ce. E.	85,865.	5,581.	3,000.	(53.8)	2,581.	(46.2)
Comp.Sci.	200,850.	13,055.	8,250.	(63.2)	4,805.	(36.8)
E. Mgt.	209,600.	13,624.	8,250	(60.6)	5,374.	(39.4)
Econ.	71,250.	4,631.	3,000.	(64.8)	1,631.	(35.2)
Elec. E.	377,650.	24,547.	15,000.	(61.1)	9,547.	(38.9)
Eng.	193,940.	12,606.	9,750.	(77.3)	2,856.	(22.7)
E. Mech.	200,950.	13,061	8,250.	(63.2)	4,811.	(36.8)
E. Tech.	51,300.	3,334.	3,000.	(90.0)	334.	(10.0)
Geol. E.	59,150.	3,844.	2,250.	(58.5)	1,594.	(41.5)
Geology (UMSL)	178,618. 108,750.	11,610. 7,068.	6,750. 4,500.	(58.1) (63.7)	4,860. 2,568.	(41.9) (36.3)
History	140,550.	9,135.	6,000.	(65.7)	3,135	(34.3)
Lang.	64,914.	4,219.	3,000.	(71.1)	1,219.	(28.9)
Life Sci.	36,916.	2,399.	1,500.	(62.5)	899.	(37.5)
Math	468,988.	30,484.	19,500.	(64.0)	10,984.	(36.0)
M.D.s	47,892.	3,112.	2,250.	(72.3)	862.	(27.7)
Mech. E.	371,887.	24,172.	14,250.	(59.0)	9,922	(41.0)
Mining	88,852	5,775.	3,000.	(52.0)	2,775.	(48.0)
Met. E.	207,580	13,492.	7,500.	(55.5)	5,992.	(44.4)
Nuclear	75,068.	4,879.	3,000.	(61.4)	1,879.	(38.5)
Petro. E.	80,776	5,250.	3,000.	(57.1)	2,250	(42.8)
Physics	459,294	29,854.	16,500.	(55.2)	13,354.	(44.7)
Philo.	69,804.	4,537.	3,000.	(66.1)	1,537.	(33.8)
Psych.	99,239.	6,450.	5.250.	(81.3)	1,200.	(18.6)
Phy. Ed.	130,527.	8,484.	6,750.	(79.5)	1,734.	(20.4)
ERL	94,592.	6,148.	3,000.	(48.7)	3,148	(51.2)
Rock Mech.	59,151.	3,844.	2,250.	(58.5)	1,594.	(41.4)
Soc.	14,250.	926.	750.	(80.9)	176.	(19.0)



UNIVERSITY OF MISSOURI

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JUN 14 1977
3495-77

Office of the President

321 University Hall
Columbia, Missouri 65201
Telephone (314) 882-2011

June 13, 1977

TO: The Chancellors
FROM: JAMES C. OLSON, President
Subject: 1977-78 General Operating Budget

The data attached should enable you to complete the 1977-78 General Operating Budget. The items attached are:

- I. 1977-78 General Operating Budget Allocations by Campus
- II. 1977-78 General Operating Budget Salary and Wage Guidelines as Approved by the Board of Curators (Detailed campus Salary and Wage Implementation Guidelines should be coordinated with UMca Personnel Services)
- III. 1977-78 General Operating Budget Salary and Wage Base and Adjustment Pool
- IV. 1977-78 Salary Matrix
- V. 1977-78 General Operating Budget Campus Workday Calendar

We are hopeful that the late release of the budget data for 1977-78 will not prevent a timely completion of the 1977-78 General Operating Budget.

JCO/lm

Attachments

cc: Members of the University Cabinet
Business Officers

University of Missouri
1977-78 General Operating Budget

ATTACHMENT I

	UMC	UMKC	UMR	UMSL	TOTAL CAMPUSES	Statewide Extension Services	System Research Services	System Supporting Services	For Allocation to Campuses	Total
1976-77 Sources of Funding										
State Appropriations	\$ 67,806,536	\$22,283,004	\$13,374,470	\$12,025,548	\$115,489,558	\$ 5,804,356	\$1,522,370	\$4,892,783	\$ -	\$127,709,087
Other Than State Funds	44,705,266	9,585,115	4,574,261	6,654,368	65,599,010	5,215,601	64,824	931,842	6,412,499	78,221,776
State Payment of FICA	2,814,000	744,000	600,000	545,000	4,903,000	55,000	62,000	205,000	-	5,225,000
Total	\$115,405,802	\$32,612,119	\$18,548,731	\$19,224,916	\$185,991,568	\$11,074,957	\$1,649,214	\$6,029,625	\$6,412,499	\$211,157,863
1977-78 Additional Funding Needs										
Salary & Wage Adjustments:										
Salary & Wage Increase Package 6.5%	\$ 5,733,973	\$ 1,446,101	\$ 962,409	\$ 1,090,720	\$ 9,433,203	\$ 671,686	\$ 83,196	\$ 277,570	\$ -	\$ 10,465,655
Faculty Adjustment	180,000	100,000	70,000	50,000	400,000	-	-	-	-	400,000
Administrative/Professional Adjustment	28,331	18,964	19,316	32,770	159,381	-	4,524	3,473	132,622	300,000
Union Eligible Urban Adjustment	-	-	-	-	-	-	-	-	80,000	80,000
Total S & W Adjustments	\$ 6,002,304	\$ 1,765,065	\$ 1,051,725	\$ 1,173,490	\$ 9,992,584	\$ 671,686	\$ 87,720	\$ 281,043	\$ 212,622	\$ 11,245,655
On Going Commitments	\$ 395,283	\$ 578,514	\$ 51,100	\$ 48,010	\$ 1,072,907	\$ 29,143	\$ 3,586	\$ 69,364	\$ 60,000	\$ 1,235,000
Increased FICA Costs	117,040	37,575	22,125	21,825	198,565	1,800	1,000	2,435	-	203,800
Other Campus Priorities	345,420	350,561	64,454	235,089	995,524	-	-	-	-	995,524
1977-78 Reserve for Contingencies Increase (1976-77 Base \$937,329)*	-	-	-	-	-	-	-	-	122,099	122,099
Subtotal	\$ 6,860,047	\$ 2,731,715	\$ 1,109,404	\$ 1,478,414	\$ 12,259,580	\$ 702,629	\$ 92,306	\$ 352,842	\$ 394,721	\$ 13,802,078
Other Than State Funds Returned to the unit that produced the income	\$ 524,024	-	-	-	\$ 524,024	-	-	-	-	\$ 524,024
Reductions and Reallocations	(763,798)	(344,847)	(199,787)	(242,697)	(1,551,129)	(524,329)	-	(117,545)	-	(2,229,544)
Physical Plant Recovery-Aux. Ent.	(381,714)	(19,536)	(169,958)	(25,737)	(496,945)	-	(25,951)	(3,055)	-	(500,000)
Subtotal	\$ (621,488)	(364,383)	(269,745)	(268,434)	\$ (1,524,050)	\$ (524,329)	\$ (35,951)	\$ (120,600)	\$ -	\$ (2,205,430)
Net Funding Needs	\$ 6,238,559	\$ 2,367,332	\$ 919,659	\$ 1,209,980	\$ 10,735,530	\$ 177,800	\$ 56,355	\$ 232,242	\$ 394,721	\$ 11,596,648
Source of Net Funding Needs										
State Appropriations	\$ 4,219,753	\$ 1,546,843	\$ 776,984	\$ 1,343,836	\$ 7,887,416	\$ -	\$ 98,997	\$ 318,164	\$ -	\$ 8,304,577
Other Than State Funds	1,901,766	782,914	120,550	(155,681)	2,649,549	176,000	(43,642)	(68,357)	394,721	3,088,271
Increase State Payment of FICA	117,040	37,575	22,125	21,825	198,565	1,800	1,000	2,435	-	203,800
Total	\$ 6,238,559	\$ 2,367,332	\$ 919,659	\$ 1,209,980	\$ 10,735,530	\$ 177,800	\$ 56,355	\$ 232,242	\$ 394,721	\$ 11,596,648
1977-78 Sources of Funding										
State Appropriations	\$ 72,026,289	\$23,829,847	\$14,151,454	\$13,369,384	\$123,376,974	\$ 5,804,356	\$1,621,387	\$5,210,947	\$ -	\$136,013,664
Other Than State Funds	46,687,032	10,368,029	4,694,811	6,498,687	68,248,559	5,391,601	21,182	843,485	6,807,220	81,312,047
State Payment of FICA	2,931,040	981,575	622,125	566,825	5,101,565	56,800	63,000	207,435	-	5,428,800
Total	\$121,644,361	\$35,179,451	\$19,468,390	\$20,434,896	\$196,727,098	\$11,252,757	\$1,705,569	\$6,261,867	\$6,807,220	\$222,754,511

*1977-78 Reserve for Contingencies
1976-77 Base \$837,328
Increase 122,099
\$959,427

UNIVERSITY OF MISSOURI

Salary and Wage Implementation Guidelines
1977-78

I. Teaching, Research & Extension Staff

Meritorious service will be the only basis for salary adjustments in this category. No individual maximum amount will be established. The total salary and wage monies available for this group will not exceed 6.5% of the salary and wage base as of May 13, 1977, except as modified in VII-A.

II. Exempt Administrative, Service and Support Staff

Meritorious service will be the only basis for salary adjustments in this category. No individual maximum amount will be established. The total salary and wage monies available for this group will not exceed 6.5% of the salary and wage base as of May 13, 1977, except as modified in VII-B.

III. Selected Teaching and Research Staff (Table I)

Funds equal to 6.0% of the salary and wage base as of May 13, 1977 will be available for raising the base rate for stipends paid in this category. Any remaining funds may be used for individual merit adjustments. Total increases may not exceed 6.5% of the salary and wage base as of May 13, 1977.

IV. Non-exempt Administrative, Service and Support Staff not Assigned to the Four-step Wage Matrix

Staff members in this category will receive a market adjustment equaling the greater of 5.5% or \$450 per annum. Merit increases may be recommended for staff in this category for outstanding performance. Total market and merit increases are not to exceed 6.5% of the May 13, 1977 salary and wage base of this group. Part-time employees will receive proportionate adjustments. Probationary and longevity increase policies will be continued.

V. Service and Support Staff Assigned to the Four-step Wage Matrix

Increases will be announced following establishment of appropriate wage rates. Increases for employees in this category will not exceed 6.5% of the wage base for this group as of May 13, 1977, except as modified in VII-C. Probationary and longevity increase policies will be continued.

VI. Students

Increases will be announced by each campus following establishment of appropriate student wage rates. Additional increases for outstanding performance may be granted but total increases may not exceed 6.5% of the May 13, 1977 base for this group.

VII. Allocation of Special Items

- A. Adjustments of certain inequities in teaching, research, and extension salaries.
- B. Adjustments resulting from the Administrative-Professional Report.
- C. Urban Adjustments for skilled trades.

UNIVERSITY OF MISSOURI

Selected Teaching & Research Positions by Title Name and Code

<u>Title Name</u>	<u>Title Code</u>
Clinical Teaching Assistant	2836
Cooperating Teacher	3060
Educational Assistant I	3575
Educational Assistant II	3576
Educational Assistant III	3577
Grader	4660
Graduate Fellow	4680
Graduate Instructor	4685
Graduate Research Assistant	4715
Graduate Teaching Assistant	4717
Lecturer	5800
Student Research Assistant	8875
Student Teaching Assistant	8880
Teaching Fellow	9110
Theater Assistant	9195

UNIVERSITY OF MISSOURI

Salary and Wage Base as of May 13, 1977 and
Salary and Wage Increase Allocations

Salary and Wage Base as of May 13, 1977

	<u>UMC</u>	<u>UMKC</u>	<u>UMR</u>	<u>UMSL</u>	<u>Statewide Extension Service</u>	<u>System Research Services</u>	<u>System Supporting Services</u>	<u>Total</u>
I. Teaching, Research & Extension Staff	\$33,829,341	\$10,987,802	\$ 7,124,742	\$ 7,634,136	\$6,743,569	\$ 103,684	\$ 65,590	\$ 66,488,864
II. Exempt Administrative, Service and Support Staff	13,141,787	3,809,162	1,886,986	2,168,968	442,401	733,217	2,605,355	24,787,876
III. Selected Teaching and Research Staff	4,082,657	1,152,933	878,067	425,787	1,508,628	-	4,400	8,052,472
IV. Non-Exempt Administrative, Service and Support Staff Not Assigned to the Four-Step Wage Matrix	16,679,123	4,249,868	2,056,508	2,236,860	384,980	252,998	992,461	26,852,798
V. Service and Support Staff Assigned to the Four-Step Wage Matrix	7,056,306	1,579,506	1,013,192	1,706,730	-	20,529	7,280	11,383,543
VI. Other Salary and Wage Base Items, i.e., Wage and Payroll Part-Time	<u>3,277,154</u>	<u>631,904</u>	<u>143,440</u>	<u>677,355</u>	<u>65,216</u>	<u>22,275</u>	<u>103,952</u>	<u>4,921,296</u>
Total Salary and Wage Base	\$78,066,368	\$22,411,175	\$13,102,935	\$14,849,836	\$9,144,794	\$1,132,703	\$3,779,038	\$142,486,849

Salary and Wage Increase Allocations

	<u>UMC</u>	<u>UMKC</u>	<u>UMR</u>	<u>UMSL</u>	<u>Statewide Extension Service</u>	<u>System Research Services</u>	<u>System Supporting Services</u>	<u>Total</u>
I. Teaching, Research & Extension Staff	\$ 2,198,907	\$ 714,207	\$ 463,108	\$ 496,219	\$ 438,332	\$ 6,739	\$ 4,263	\$ 4,321,775
II. Exempt Administrative, Service and Support Staff	854,216	247,596	122,654	140,983	28,756	47,659	169,348	1,611,212
III. Selected Teaching and Research Staff	265,373	74,941	57,074	27,676	98,061	-	286	523,411
IV. Non-Exempt Administrative, Service and Support Staff Not Assigned to the Four-Step Wage Matrix	1,084,143	276,241	133,673	145,396	25,024	16,445	64,510	1,745,432
V. Service and Support Staff Assigned to the Four-Step Wage Matrix	458,660	102,668	65,857	110,937	-	1,334	473	739,929
VI. Other Salary and Wage Base Items, i.e., Wage and Payroll Part-Time	<u>213,015</u>	<u>41,074</u>	<u>9,324</u>	<u>44,028</u>	<u>4,239</u>	<u>1,448</u>	<u>6,757</u>	<u>319,885</u>
Total (Exclusive of Staff Benefits)	\$ 5,074,314	\$ 1,456,727	\$ 851,690	\$ 965,239	\$ 594,412	\$ 73,625	\$ 245,637	\$ 9,261,644
Staff Benefits at 13% of Salary and Wage Increase Allocation	<u>659,659</u>	<u>189,374</u>	<u>110,719</u>	<u>125,481</u>	<u>77,274</u>	<u>9,571</u>	<u>31,933</u>	<u>1,204,011</u>
GRAND TOTAL	<u>\$ 5,733,973</u>	<u>\$ 1,646,101</u>	<u>\$ 962,409</u>	<u>\$ 1,090,720</u>	<u>\$ 671,686</u>	<u>\$ 83,196</u>	<u>\$ 277,570</u>	<u>\$ 10,465,655</u>

SALARY MATRIX (Effective September 1, 1977)

	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7													
3	2.55	441.25	2.58	446.75	2.61	452.25	2.66	460.58	2.70	468.75	2.75	477.00	2.80	485.17	2.85	493.50	2.89	501.67	2.94	509.92	2.99	518.17	3.04	526.42	3.08	534.58
4	2.61	452.25	2.66	460.58	2.70	468.75	2.75	477.00	2.80	485.17	2.85	493.50	2.89	501.67	2.94	509.92	2.99	518.17	3.04	526.42	3.08	534.58	3.13	542.92	3.18	551.08
5	2.70	468.75	2.75	477.00	2.80	485.17	2.85	493.50	2.89	501.67	2.94	509.92	2.99	518.17	3.04	526.42	3.08	534.58	3.13	542.92	3.18	551.08	3.23	559.33	3.27	567.58
6	2.80	485.17	2.85	493.50	2.89	501.67	2.94	509.92	2.99	518.17	3.04	526.42	3.08	534.58	3.13	542.92	3.18	551.08	3.23	559.33	3.27	567.58	3.32	575.83	3.37	584.00
7	2.89	501.67	2.94	509.92	2.99	518.17	3.04	526.42	3.08	534.58	3.13	542.92	3.18	551.08	3.23	559.33	3.27	567.58	3.32	575.83	3.37	584.00	3.42	592.33	3.46	600.50
8	2.99	518.17	3.04	526.42	3.08	534.58	3.13	542.92	3.18	551.08	3.23	559.33	3.27	567.58	3.32	575.83	3.37	584.00	3.42	592.33	3.46	600.50	3.53	611.50	3.59	622.42
9	3.08	534.58	3.13	542.92	3.18	551.08	3.23	559.33	3.27	567.58	3.32	575.83	3.37	584.00	3.42	592.33	3.46	600.50	3.53	611.50	3.59	622.42	3.65	633.42	3.72	644.42
10	3.18	551.08	3.23	559.33	3.27	567.58	3.32	575.83	3.37	584.00	3.42	592.33	3.46	600.50	3.53	611.50	3.59	622.42	3.65	633.42	3.72	644.42	3.78	655.42	3.84	666.33
11	3.27	567.58	3.32	575.83	3.37	584.00	3.42	592.33	3.46	600.50	3.53	611.50	3.59	622.42	3.65	633.42	3.72	644.42	3.78	655.42	3.84	666.33	3.91	677.33	3.97	688.33
12	3.37	584.00	3.42	592.33	3.46	600.50	3.53	611.50	3.59	622.42	3.65	633.42	3.72	644.42	3.78	655.42	3.84	666.33	3.91	677.33	3.97	688.33	4.04	699.83	4.10	711.17
13	3.46	600.50	3.53	611.50	3.59	622.42	3.65	633.42	3.72	644.42	3.78	655.42	3.84	666.33	3.91	677.33	3.97	688.33	4.04	699.83	4.10	711.17	4.17	722.75	4.24	734.83
14	3.59	622.42	3.65	633.42	3.72	644.42	3.78	655.42	3.84	666.33	3.91	677.33	3.97	688.33	4.04	699.83	4.10	711.17	4.17	722.75	4.24	734.83	4.33	749.92	4.41	765.00
15	3.72	644.42	3.78	655.42	3.84	666.33	3.91	677.33	3.97	688.33	4.04	699.83	4.10	711.17	4.17	722.75	4.24	734.83	4.33	749.92	4.41	765.00	4.50	780.00	4.59	795.08
16	3.84	666.33	3.91	677.33	3.97	688.33	4.04	699.83	4.10	711.17	4.17	722.75	4.24	734.83	4.33	749.92	4.41	765.00	4.50	780.00	4.59	795.08	4.67	810.17	4.76	825.17
17	3.97	688.33	4.04	699.83	4.10	711.17	4.17	722.75	4.24	734.83	4.33	749.92	4.41	765.00	4.50	780.00	4.59	795.08	4.67	810.17	4.76	825.17	4.85	840.33	4.93	855.25
18	4.10	711.17	4.17	722.75	4.24	734.83	4.33	749.92	4.41	765.00	4.50	780.00	4.59	795.08	4.67	810.17	4.76	825.17	4.85	840.33	4.93	855.25	5.02	870.50	5.11	885.42
19	4.24	734.83	4.33	749.92	4.41	765.00	4.50	780.00	4.59	795.08	4.67	810.17	4.76	825.17	4.85	840.33	4.93	855.25	5.02	870.50	5.11	885.42	5.21	903.42	5.32	921.58
20	4.41	765.00	4.50	780.00	4.59	795.08	4.67	810.17	4.76	825.17	4.85	840.33	4.93	855.25	5.02	870.50	5.11	885.42	5.21	903.42	5.32	921.58	5.42	939.67	5.53	957.67
21	4.59	795.08	4.67	810.17	4.76	825.17	4.85	840.33	4.93	855.25	5.02	870.50	5.11	885.42	5.21	903.42	5.32	921.58	5.42	939.67	5.53	957.67	5.63	975.75	5.73	993.92
22	4.76	825.17	4.85	840.33	4.93	855.25	5.02	870.50	5.11	885.42	5.21	903.42	5.32	921.58	5.42	939.67	5.53	957.67	5.63	975.75	5.73	993.92	5.84	1011.92	5.94	1030.00
23	4.93	855.25	5.02	870.50	5.11	885.42	5.21	903.42	5.32	921.58	5.42	939.67	5.53	957.67	5.63	975.75	5.73	993.92	5.84	1011.92	5.94	1030.00	6.05	1048.00	6.15	1066.08
24	5.11	885.42	5.21	903.42	5.32	921.58	5.42	939.67	5.53	957.67	5.63	975.75	5.73	993.92	5.84	1011.92	5.94	1030.00	6.05	1048.00	6.15	1066.08	6.27	1087.25	6.39	1108.25

Page 1 of 1

25	5.32	<u>921.58</u> 11,059	5.42	<u>929.67</u> 11,276	5.53	<u>957.67</u> 11,492	5.63	<u>975.75</u> 11,709	5.73	<u>993.92</u> 11,927	5.84	<u>1011.92</u> 12,143	5.94	<u>1030.00</u> 12,360	6.05	<u>1048.00</u> 12,576	6.15	<u>1066.08</u> 12,793	6.27	<u>1087.25</u> 13,047	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805
26	5.53	<u>957.67</u> 11,492	5.63	<u>975.75</u> 11,709	5.73	<u>993.92</u> 11,927	5.84	<u>1011.92</u> 12,143	5.94	<u>1030.00</u> 12,360	6.05	<u>1048.00</u> 12,576	6.15	<u>1066.08</u> 12,793	6.27	<u>1087.25</u> 13,047	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311
27	5.73	<u>993.92</u> 11,927	5.84	<u>1011.92</u> 12,143	5.94	<u>1030.00</u> 12,360	6.05	<u>1048.00</u> 12,576	6.15	<u>1066.08</u> 12,793	6.27	<u>1087.25</u> 13,047	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817
28	5.94	<u>1030.00</u> 12,360	6.05	<u>1048.00</u> 12,576	6.15	<u>1066.08</u> 12,793	6.27	<u>1087.25</u> 13,047	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324
29	6.15	<u>1066.08</u> 12,793	6.27	<u>1087.25</u> 13,047	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902
30	6.39	<u>1108.25</u> 13,299	6.51	<u>1129.25</u> 13,551	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480
31	6.64	<u>1150.42</u> 13,805	6.76	<u>1171.58</u> 14,059	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058
32	6.88	<u>1192.58</u> 14,311	7.00	<u>1213.08</u> 14,557	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637
33	7.12	<u>1234.75</u> 14,817	7.25	<u>1255.92</u> 15,071	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637	8.62	<u>1493.92</u> 18,216	8.76	<u>1518.00</u> 18,542
34	7.37	<u>1277.00</u> 15,324	7.51	<u>1301.08</u> 15,613	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637	8.62	<u>1493.92</u> 18,216	8.76	<u>1518.00</u> 18,542	8.91	<u>1545.17</u> 18,867	9.07	<u>1572.25</u> 19,193
35	7.65	<u>1325.17</u> 15,902	7.78	<u>1349.25</u> 16,191	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637	8.62	<u>1493.92</u> 18,216	8.76	<u>1518.00</u> 18,542	8.91	<u>1545.17</u> 18,867	9.07	<u>1572.25</u> 19,193	9.23	<u>1599.42</u> 19,518	9.38	<u>1626.50</u> 19,842
36	7.92	<u>1373.33</u> 16,480	8.06	<u>1397.42</u> 16,769	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637	8.62	<u>1493.92</u> 18,216	8.76	<u>1518.00</u> 18,542	8.91	<u>1545.17</u> 18,867	9.07	<u>1572.25</u> 19,193	9.23	<u>1599.42</u> 19,518	9.38	<u>1626.50</u> 19,842	9.54	<u>1653.50</u> 20,167	9.70	<u>1680.58</u> 20,493
37	8.20	<u>1421.50</u> 17,058	8.34	<u>1445.67</u> 17,348	8.48	<u>1469.75</u> 17,637	8.62	<u>1493.92</u> 18,216	8.76	<u>1518.00</u> 18,542	8.91	<u>1545.17</u> 18,867	9.07	<u>1572.25</u> 19,193	9.23	<u>1599.42</u> 19,518	9.38	<u>1626.50</u> 19,842	9.54	<u>1653.50</u> 20,167	9.70	<u>1680.58</u> 20,493	9.85	<u>1707.75</u> 20,819	10.01	<u>1734.92</u> 21,148

June 9, 1977

MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting Thursday, June 16, 1977, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

- I. Approval of the minutes of the April 28, 1977, meeting of the Academic Council.
- II. Unfinished business.
- III. Administrative reports and responses to actions approved by the Council.
 - A. Administrative reports.
 1. Report from the Resources Management & Planning Council. D. Thompson
 2. Report on the current status of three new degree programs as approved by the Academic Council. D. Thompson
 - B. Administrative responses.
 1. Response to the report of the Ad Hoc Committee on Merit Salary Increases. J. Pogue
- IV. Reports from standing and special committees.
 - A. .0406.02 Admissions and Academic Standards S. Hanna
 1. Admission requirements (January 29, 1976; V,7.3c).
 2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
 4. Need for mid-term grades (March 31, 1977; VI,9.6).
 - B. .0406.05 Computer B. Plummer
 1. Study of computer facilities usage limits.
 - C. .0406.09 Personnel W. Cogell
 1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
 2. Plans for faculty discussion of the impact of unionization on the campus.
 - D. .0406.11 Rules, Procedures, and Agenda R. Schowalter
 1. Election to replace Vincent Roach on the Budgetary Affairs Committee.
 - *2. Approval of Academic Council meeting dates.
 3. Referral to the Personnel Committee--Grievance Procedures.
 - E. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson
 - F. Report from the Intercampus Faculty Council. D. Day
 - G. Report from the Retirement & Staff Benefits Committee. B. Brooks
- V. New business.
- VI. Announcements.

*Supplementary material sent to Academic Council members.

ACADEMIC COUNCIL MEETINGS

(1:30 p.m. in G-5, Humanities & Social Sciences Building)

September 1, 1977

January 26, 1978

October 6, 1977

February 23, 1978

November 3, 1977

March 30, 1978

December 1, 1977

April 27, 1978

June 15, 1978

AGENDA DEADLINES

August 17, 1977

January 11, 1978

September 21, 1977

February 8, 1978

October 19, 1977

March 15, 1978

November 16, 1977

April 12, 1978

May 31, 1978

GENERAL FACULTY MEETINGS

(4:00 p.m. in 104 Mechanical Engineering Building)

August 30, 1977

February 7, 1978

December 6, 1977

April 25, 1978

AGENDA DEADLINES

August 17, 1977

January 25, 1978

November 23, 1977

April 12, 1978

R.P.& A. Committee Meetings

(1:30 p.m. in 210, Mechanical Engineering Building)

August 16 & 18, 1977

January 10, 12, & 24, 1978

September 20 & 22, 1977

February 7 & 9, 1978

October 18 & 20, 1977

March 14 & 16, 1978

November 15, 17, & 22, 1977

April 11 & 13, 1978

June 1 & 6, 1978

UNIVERSITY OF MISSOURI
1977-78 Internal Operating Budget Calendar

	<u>Campus Workdays</u>	<u>June 13, 1977 Starting Date</u>
1. Presidential release of salary and wage guidelines, instructions, and allocations	1	June 13
2. Campus release of salary and wage guidelines, instructions, and allocations to Deans and Administrators.	6	June 14 - June 21
3. Budget recommendations prepared by Departments and returned to appropriate campus office for review	} 30	June 22 - August 3
4. Budget Form data entered into Salary & Wage and Expense & Equipment Budget Information System.		
5. Preparation of OB-23E, "Fund File Analysis by Administrator," by Management Systems after final input of Budget Forms.	2	August 4 - August 5
6. Campus verification of OB-23E prior to preparation of preliminary analytical runs.	3	August 8 - August 10
7. Preparation of preliminary analytical runs by Management Systems	5	August 11 - August 17
8. Campus review of analytical runs and subsequent changes entered into SWEEBIS	4	August 18 - August 23
9. Preparation of final analytical runs by Management Systems	10	August 24 - September 7
10. Transmittal of 117's to campuses for distribution to departments and units.	<u>1</u>	September 8
SUBTOTAL - CAMPUS WORKDAYS	62	
11. Campus preparation and approval of Internal Operating Budget Summaries and submission to Central Administration.	<u>4</u>	September 9 - September 14
TOTAL - CAMPUS WORKDAYS	<u>66</u>	

UNIVERSITY OF MISSOURI

RANKING OF AVERAGE COMPENSATIONS
AMONG BIG 8 AND BIG 10 INSTITUTIONS*
1970-1975

	<u>PROFESSOR</u>	<u>ASSOCIATE PROFESSOR</u>	<u>ASSISTANT PROFESSOR</u>	<u>INSTRUCTOR</u>
1970-71	14	14	14	13
1971-72	12	12	12	12
1972-73	12	12	13	12
1973-74	13	12	13	12
1974-75	14	15	15	14
1975-76	17	17	17	14

*Ranking is based on a total of 17 publicly-supported institutions.

Source: American Association of University Professors, Annual Report on the Economic Status of the Profession, 1975-76. See footnote on page 27.

RANKING OF AVERAGE COMPENSATIONS

Big 8 - Big 10 Institutions

1975-76

<u>Professor</u>	Average Compensation 1975-76	% Increase over 1974-75	<u>Assistant Professor</u>	Average Compensation 1975-76	% Increase over 1974-75
1. University of Michigan	\$31,600	6.0	1. University of Michigan	\$18,900	5.0
2. Purdue University	29,800	7.6	2. Michigan State University	18,600	7.5
3. University of Minnesota	29,100	10.2	3. University of Wisconsin	18,300	7.6
4. University of Illinois	28,900	6.6	4. University of Iowa	18,000	9.8
5. Indiana University	28,900	7.8	5. Ohio State University	18,000	17.6
6. Ohio State University	28,700	13.4	6. University of Minnesota	17,800	10.6
7. University of Wisconsin	28,600	6.3	7. Indiana University	17,700	7.3
8. Michigan State University	28,100	5.2	8. Purdue University	17,300	8.1
9. University of Iowa	28,000	9.8	9. University of Illinois	17,100	6.9
10. Iowa State University	26,700	7.7	10. Iowa State University	17,000	6.9
11. University of Colorado	26,200	11.5	11. University of Colorado	16,600	3.8
12. University of Kansas	25,100	8.7	12. University of Nebraska	16,300	6.5
13. Kansas State University	24,100	9.5	13. Kansas State University	16,200	8.7
14. Oklahoma State University	23,800	9.2	14. University of Kansas	16,200	9.5
15. University of Nebraska	23,700	5.3	15. Oklahoma State University	15,700	7.5
16. University of Oklahoma	23,400	9.3	16. University of Oklahoma	15,700	9.0
17. University of MISSOURI	23,100	3.6	17. University of MISSOURI	15,400	4.1

<u>Associate Professor</u>	Average Compensation 1975-76	% Increase over 1974-75	<u>Instructor</u>	Average Compensation 1975-76	% Increase over 1974-75
1. University of Michigan	\$23,000	4.5	1. University of Minnesota	\$15,300	11.7
2. Michigan State University	22,400	7.7	2. Michigan State University	15,200	7.0
3. University of Iowa	21,800	10.1	3. Indiana University	14,900	7.2
4. Purdue University	21,700	7.4	4. University of Michigan	14,700	6.5
5. University of Minnesota	21,700	10.7	5. University of Iowa	14,500	6.6
6. Ohio State University	21,600	13.1	6. Ohio State University	14,500	19.8
7. Indiana University	21,300	8.7	7. University of Wisconsin	14,400	5.9
8. University of Wisconsin	21,000	6.1	8. University of Colorado	13,200	8.2
9. University of Illinois	20,600	7.3	9. Iowa State University	12,900	9.3
10. Iowa State University	20,500	7.9	10. University of Illinois	12,700	7.6
11. University of Colorado	20,500	10.8	11. Kansas State University	12,700	10.4
12. Kansas State University	19,600	8.9	12. University of Kansas	12,500	7.8
13. University of Kansas	19,500	9.6	13. Purdue University	12,000	7.1
14. Oklahoma State University	19,100	8.5	14. University of MISSOURI	11,900	5.3
15. University of Nebraska	18,800	5.6	15. University of Nebraska	11,700	0.9
16. University of Oklahoma	18,600	10.1	16. University of Oklahoma	11,100	6.7
17. University of MISSOURI	18,400	3.9	17. Oklahoma State University	10,900	7.9

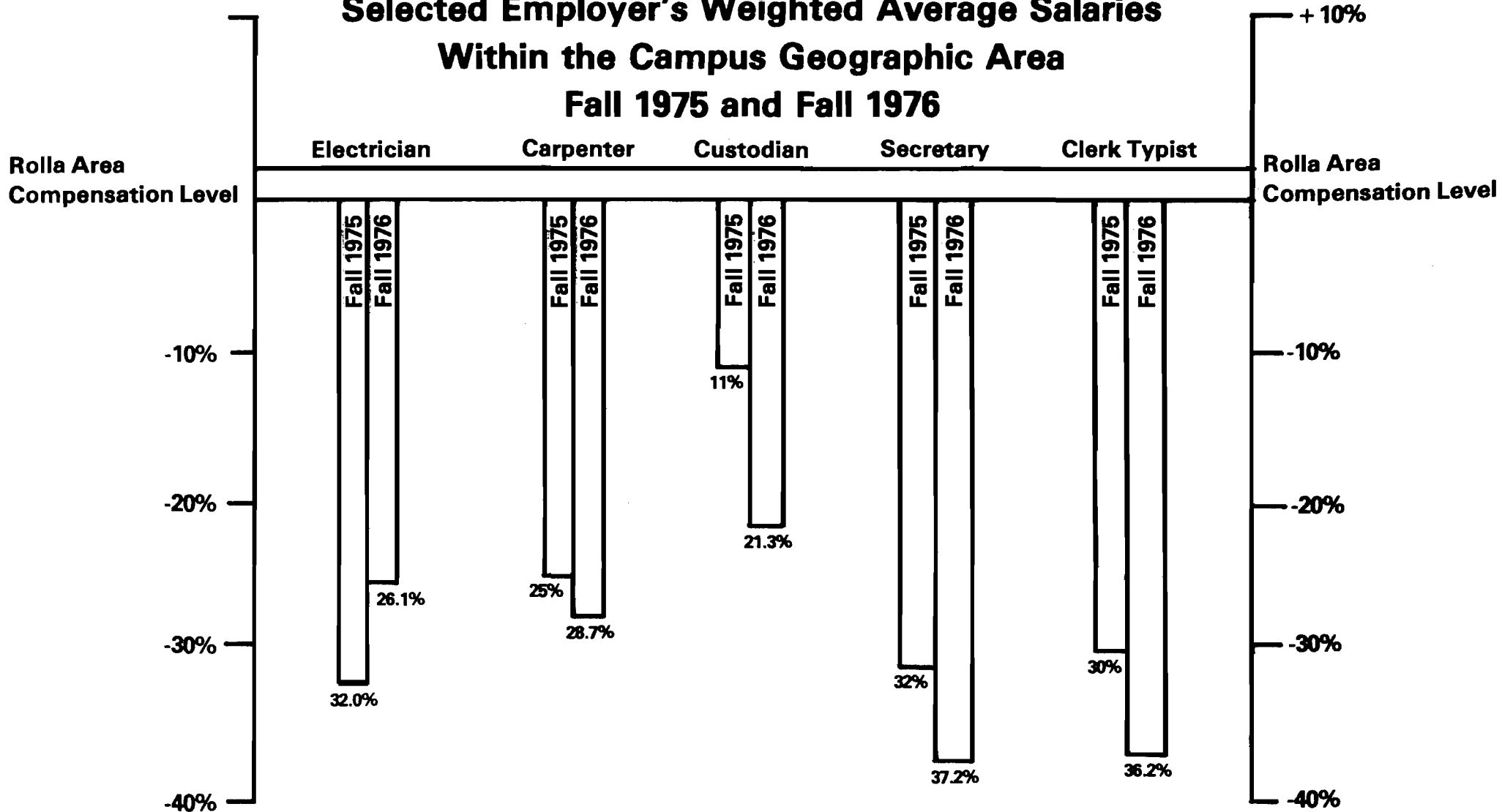
NOTE: --- Dollar and Percent Difference to Rank 1.

----- Dollar and Percent Difference to Rank 12 (Missouri's 1971-72 Rank)

Source: American Association of University Professors, Annual Report on the Economic Status of the Profession, 1975-76. See footnote on page 27.

UNIVERSITY OF MISSOURI - ROLLA

Comparison of Average Salaries to Selected Employer's Weighted Average Salaries Within the Campus Geographic Area Fall 1975 and Fall 1976

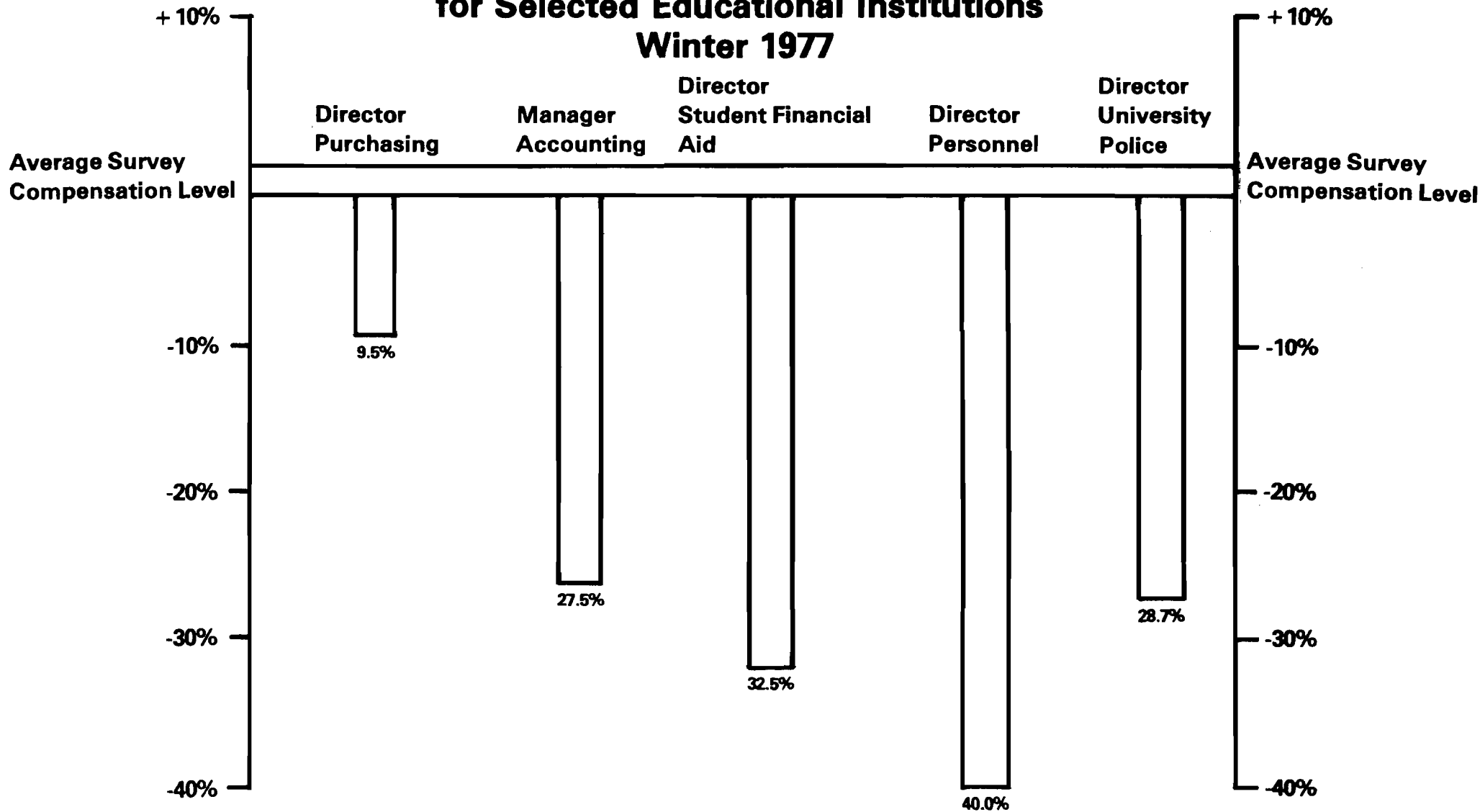


Source: Annual surveys of area employer's as conducted by University of Missouri

NOTE: Bars indicate the percentage increase necessary for Rolla salaries to reach the weighted average market salaries of the area.

UNIVERSITY OF MISSOURI - ROLLA

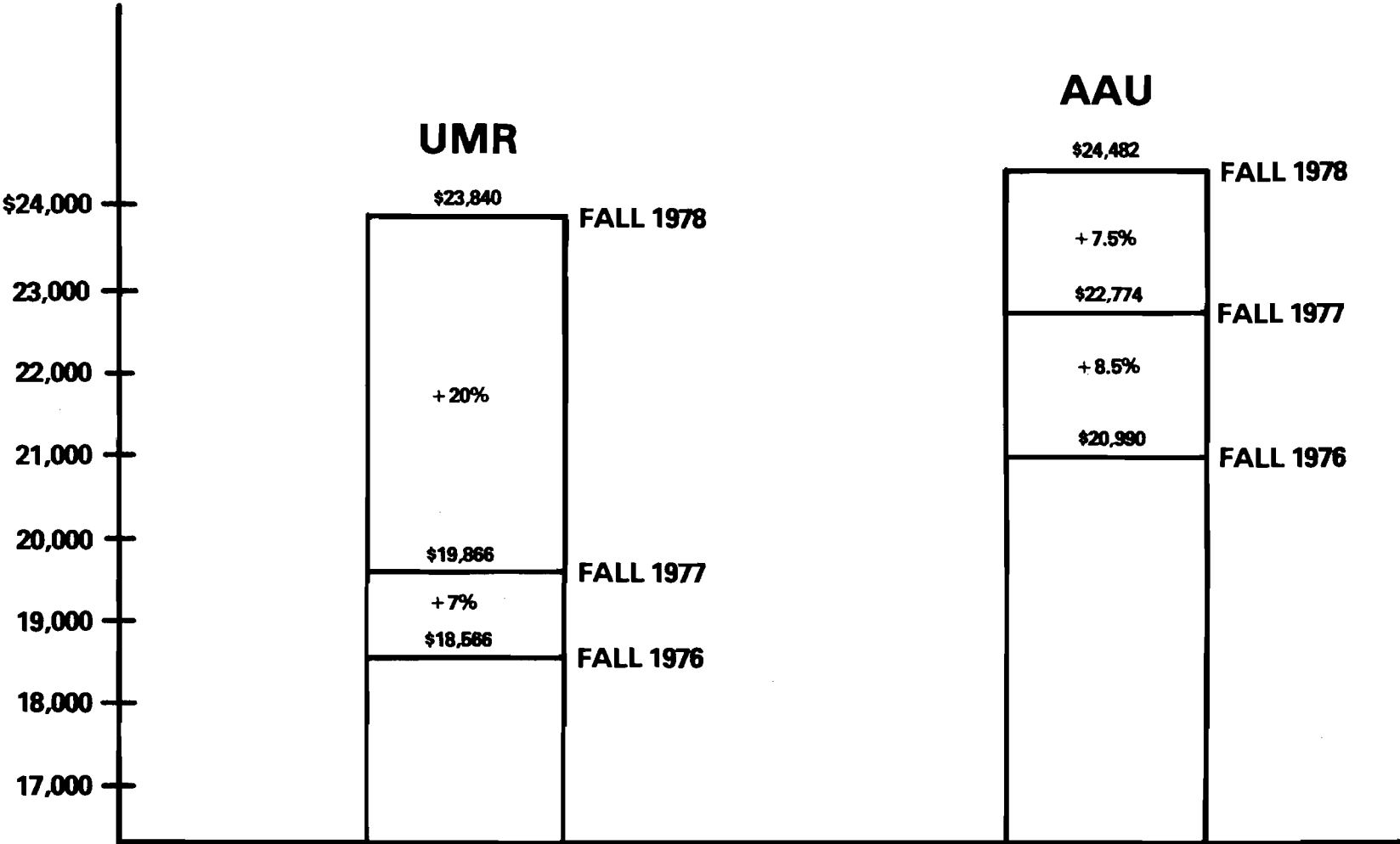
Comparison of Average Salaries to The Weighted Average Salaries Compiled by the University of Missouri for Selected Educational Institutions Winter 1977



Source: Summary report on administrative & professional salary survey, winter 1977 University of Missouri

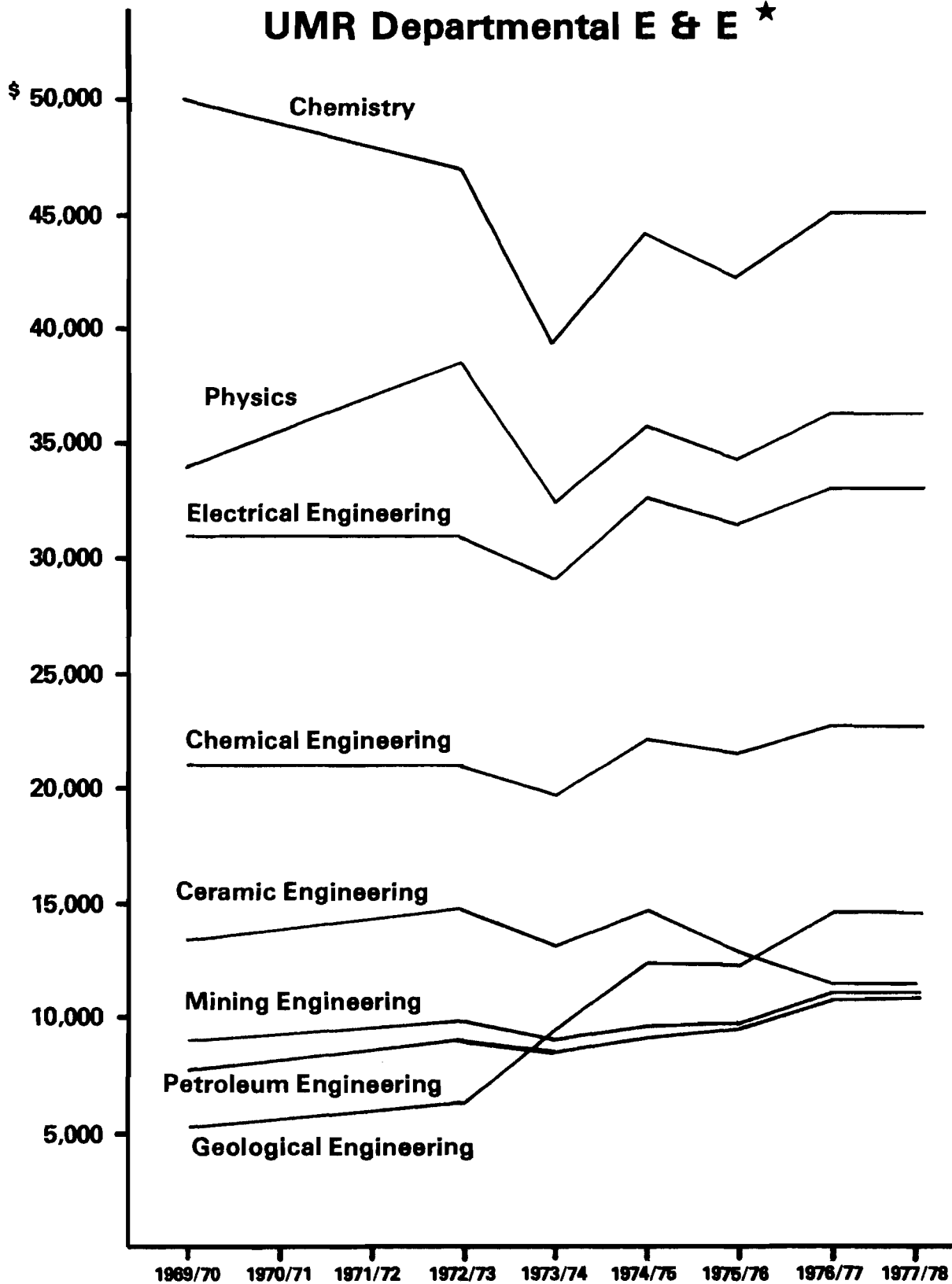
NOTE: Bars indicate the percentage increase necessary for Rolla salaries to reach the weighted average salaries of survey respondents.

AVERAGE UMR VS. AAU FACULTY MARKET PROJECTIONS



Representative Trends

UMR Departmental E & E [★]



★FY 1970/71 and 1971/72 data was not plotted as it included departmental computer monies.

Source: Fiscal Year Current Operating Budget Data

UM 1977-78 GENERAL OPERATING BUDGET

(June 13, 1977 Memo from President to Chancellors)

Attachment I

<u>Fund</u>	<u>1976-7 Total</u>	<u>1977-8 Net Increase</u>	<u>1977-8 Total</u>
State Appropriations	\$13,374,470	\$ 776,984	\$14,151,454
Other Than State	4,574,261	120,550	4,694,811
State Payment FICA	<u>600,000</u>	<u>22,125</u>	<u>622,125</u>
TOTAL	\$18,548,731	\$ 919,659	\$19,468,390

1977-8 Additional Need

S&W Adjustments:		
6.5% S&W Increase Package	\$ 962,409	S&W Base, 13 May 77 \$89,316 in addition to 6.5% increase
Faculty Adjustments	70,000	
Hays Adm/Prof Adjustments	<u>19,316</u>	
Total S&W Adjustments	\$1,051,725	
(Plus) Ongoing Commitments	51,100	Medical benefits, retirement, Soc Sec, Work Comp, Audit exp \$86,579 increased FICA & other campus priorities
Increased FICA Costs	22,125	
Other Campus Priorities	<u>64,454</u>	
Subtotal (plus)	\$ 137,675	
Subtotal S&W Adjustments	\$1,189,404	
(Less) Reductions & Reallocations	(\$199,787)	
Physical Plant-Auxiliary Ent	<u>(69,958)</u>	
Subtotal (Less)	<u>(\$269,745)</u>	
Net Increase of Funding Needs for 1977-8	\$ 919,659	

Alternatively:

\$ 962,409	Increase, including staff benefits
51,100	Med, retirement, SS, WC, audit exp.
<u>86,579</u>	FICA and other campus priorities
\$1,100,088	Total Designated Additional Needs
\$ 830,343	Additional Allotments
<u>269,745</u>	To be reallocated from within present (1976-7) General Operating Budget
\$ 830,343	Additional Allotments
70,000	Faculty Adjustments
<u>19,316</u>	Hayes Adjustments
\$ 919,659	Net Increase of Funding Needs for 1977-8

UMR S&W Base as of 13 May, 1977 and S&W Increase Allocation
 (June 13, 1977* Memo from President to Chancellors)
 Attachment III

STAFF	S&W Base 13 May '77	6.5% Increase	S&W Base 1977-8	%
I. Teaching, Research, Extension	\$ 7,124,742	\$463,108	\$ 7,587,850	54.375
II. Exempt Adm, service/support	1,886,986	122,654	2,009,640	14.401
III. *Selected Teaching Research	878,067	57,074	935,141	6.701
IV. Non-Exempt, non matrix	2,056,508	133,673	2,190,181	15.695
V. Service/Support Matrix	1,013,192	65,857	1,079,049	7.733
VI. Other, e.g. part time	<u>143,440</u>	<u>9,324</u>	<u>152,764</u>	<u>1.095</u>
Total S&W Base	\$13,102,935	\$851,690	\$13,954,625	100.000
Staff Benefits at 13% of S&W Increase Allocation		<u>\$110,719</u>	<u>\$ 110,719</u>	
Total, including Staff Benefits	\$13,102,935	\$962,409	\$14,065,344	
% of Total Budget	70.64%		72.247%	

*Table I, Attachment II, June 10, 1977

ACADEMIC COUNCIL MEETINGS

(1:30 p.m. in G-5, Humanities & Social Sciences Building)

September 1, 1977	January 26, 1978
October 6, 1977	February 23, 1978
November 3, 1977	March 30, 1978
December 1, 1977	April 27, 1978

June 15, 1978

AGENDA DEADLINES

August 17, 1977	January 11, 1978
September 21, 1977	February 8, 1978
October 19, 1977	March 15, 1978
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May 31, 1978

GENERAL FACULTY MEETINGS

(4:00 p.m. in 104 Mechanical Engineering Building)

August 30, 1977	February 7, 1978
December 6, 1977	April 25, 1978

AGENDA DEADLINES

August 17, 1977	January 25, 1978
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R.P.& A. Committee Meetings

(1:30 p.m. in 210, Mechanical Engineering Building)

August 16 & 18, 1977	January 10, 12, & 24, 1978
September 20 & 22, 1977	February 7 & 9, 1978
October 18 & 20, 1977	March 14 & 16, 1978
November 15, 17, & 22, 1977	April 11 & 13, 1978

June 1 & 6, 1978

June 9, 1977

MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting Thursday,
June 16, 1977, at 1:30 p.m. in G-5 of the Humanities-
Social Sciences Building.

- I. Approval of the minutes of the April 28, 1977, meeting of the Academic Council.
- II. Unfinished business.
- III. Administrative reports and responses to actions approved by the Council.
 - A. Administrative reports.
 1. Report from the Resources Management & Planning Council. D. Thompson
 2. Report on the current status of three new degree programs as approved by the Academic Council. D. Thompson
 - B. Administrative responses.
 1. Response to the report of the Ad Hoc Committee on Merit Salary Increases. J. Pogue
- IV. Reports from standing and special committees.
 - A. .0406.02 Admissions and Academic Standards S. Hanna
 1. Admission requirements (January 29, 1976; V,7.3c).
 2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
 3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
 4. Need for mid-term grades (March 31, 1977; VI,9.6).
 - B. .0406.05 Computer B. Plummer
 1. Study of computer facilities usage limits.
 - C. .0406.09 Personnel W. Cogell
 1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
 2. Plans for faculty discussion of the impact of unionization on the campus.
 - D. .0406.11 Rules, Procedures, and Agenda R. Schowalter
 1. Election to replace Vincent Roach on the Budgetary Affairs Committee.
 - *2. Approval of Academic Council meeting dates.
 3. Referral to the Personnel Committee--Grievance Procedures.
 - E. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson
 - F. Report from the Intercampus Faculty Council. D. Day
 - G. Report from the Retirement & Staff Benefits Committee. B. Brooks
- V. New business.
- VI. Announcements.

*Supplementary material sent to Academic Council members.

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MINUTES OF THE SPECIAL ACADEMIC COUNCIL MEETING, JUNE 21, 1977.

Chairman Wayne Cogell called the special meeting of the Academic Council to order at 1:35 p.m. on June 21, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, Samir Hanna substituting for Vincent Roach, Richard Miller for Douglas Wixson, Ken Robertson for Louis Biolsi, Karl Muhlbauer for Myron Parry, and Alfred Crosbie for Lyle Rhea, Dr. Cogell identified the two items on the agenda: Interim Chancellor Pogue's response to the report of the Ad Hoc Committee on Merit Salary Increases and Interim Chancellor Pogue's statement on the Mead Chemical Corporation. The meeting was then turned over to Dr. Pogue, who prefaced the reading of a statement relating to the Mead Chemical Corporation with the following comments:

1. This statement was prepared with the intention that it would be read at the Spring General Faculty meeting. Before the meeting a copy was provided to President Olson. Owing to the press of other University commitments, the statement was not returned by the President to Chancellor Pogue in time for him to read it at the Spring Meeting.
2. The statement was read at the various meetings on the evaluations of deans, but since Dean J. Stuart Johnson was not evaluated the School of Engineering faculty did not have an opportunity to hear it.
3. Three changes have been made since the statement was read at the evaluations meetings: a date was added, the total number of dollars paid by Mead Chemical Corporation to the University was inserted, and the phrase "cause celebre" was deleted.
4. The reason for this statement is to conclude the Mead Chemical Corporation matter prior to the new Chancellor assuming his duties in September, as well as to inform the faculty and administrators of the procedures to be followed so that contact with private industries may be maintained.

Dr. Pogue then read the following statement:

"There is one matter of more or less continuing discussion on campus that I would like to make some comments on with the intent that before the advent of a new Chancellor the matter may be closed. I offer these comments to clarify to the campus my understanding of the situation; these remarks represent my personal conclusions about the matter and, if they are less factual than some would like, it is that I must limit any statement of fact to those which I either know as fact or which are documented in official University proceedings. I am speaking of the events concerning the operation on this campus during the recent past of the MEAD Chemical Corporation. Again, my purpose is to inform you concerning this matter, not to open debate on the nature of the matter, or inquiries into it.

"Let me preface my following remarks by informing you that the MEAD Chemical Corporation has not used University facilities or equipment since June, 1976. Now, it is my understanding that between 1975 and 1976 a group of faculty organized as the MEAD Chemical Corporation using the facilities and equipment of the Materials Research Center made sample quantities of polymers for evaluation at a private

laboratory. A part of the characterization for these materials was also done at the Center. The faculty engaged in this enterprise were assisted by students and aides on their own time, or at the expense of the project. In June of 1975, faculty representing MEAD orally informed the campus of their activities and requested continuing use of the Center and its equipment. It is my understanding that these faculty agreed that they would stop making and preparing samples at the Center as soon as possible and that future work at the Center would be held to a minimum, and be of an analytical nature. The faculty also stated that they had already reimbursed the Center for use of equipment and facilities and would continue to do so, although the method of payment was not elaborated upon. There was, I understand, a timetable by which MEAD Chemical Corporation would move from the campus. On these bases MEAD Chemical did receive oral approval to use Materials Research Center facilities. However, contrary to University policy, no contractual agreement was initiated by the faculty in MEAD Chemical Corporation for the use of University facilities and equipment nor for the process of reimbursement to the University for those services. At no time did the University sanction arrangements that circumvented University policy, nor, did the faculty involved, I am convinced, intend to avoid or circumvent University policy either.

"Consequently, the Chancellor requested an internal audit be conducted to review the records of the Materials Research Center to determine if the University had been adequately compensated by MEAD Chemical Corporation for the use of University facilities and equipment. That audit produced five recommendations, which, in summary, are as follows:

Recommendation Number 1

We recommend that the University bill MEAD Chemical Corporation for \$1,347.53 as representing the amount due for use of University facilities.

Recommendation Number 2

We recommend that contracts be prepared in accordance with University policy when University equipment is rented, loaned, or utilized by another party.

Recommendation Number 3

We recommend that log books be maintained on all major pieces of equipment.

Recommendation Number 4

We recommend that the cash fund now on hand in the Center be deposited and that petty cash be handled in accordance with Section 02.09 and 06.13 of the Business Policy and Procedure Manual.

Recommendation Number 5

We recommend that University staff not use department supplies or equipment whereby personal reimbursements are required unless a legal contract is established through the proper University channels.

"In my review and discussion concerning these occurrences, I am convinced that there was no intent by the personnel in MEAD Chemical Corporation to defraud the University. Nor, was MEAD Chemical ever "ordered" to make payment to the University for use of equipment, but, as a result of the audit, was billed for final payment due the University, which, as a matter of fact, was slightly less than that which would have been paid by the informal method of payment determined by the MEAD Chemical participants for reimbursement to the University for use of facilities and equipment. (The total payment by MEAD to the University was \$6,187.53.) It should be noted, however, that the procedures for handling the repayment in MRC by MEAD were, again, not in accordance with University policies. In brief, then, I believe that general approval for use of the facilities and equipment was there, but was never properly implemented according to University policies: hence the audit to discover the extent of use of University equipment and materials, the propriety of their use, and the payment due the University, plus any other matters that an audit might call for. Nevertheless, you should be aware of a statement by the auditor in the letter transmitting his report to the campus.

"From interviews made with various persons, and from our review of the records, it appeared that there was a conscientious effort on the part of the MEAD officers and staff to maintain separately the chemicals and supplies used in their operation. We found a few exceptions to this, however, they were minimal, and in our opinion, were not intentional."

"A second concern that became readily apparent in this series of events was the resultant breakdown in personnel relations internal to the Materials Research Center. In the long range, this may very well be the most serious of the events because of the effect it has had upon the scholarly activities of individuals and the ongoing operation of MRC.

"In closing these brief comments, I do not believe that these events suggest any change in our interest in research or development; we should continue to encourage interaction between UMR and private industry, but such associations should be done in full compliance with the University's rules and regulations, and with sensitivity to the understanding of our colleagues and others if questions are asked about the nature of these activities occupying space and using University equipment. Finally, it behooves each of us to insure that provisions and procedures are such that circumstances such as this do not occur again."

Following the statement read by Dr. Pogue, Dr. Cogell recognized Dr. William James, who read a statement as follows:

"The faculty members associated with MEAD Chemical have been attempting since October, 1976, to have the administration issue a statement, including in particular, that the officers of MEAD Chemical did indeed seek and obtain verbal approval of the appropriate campus officials in June, 1975, to carry out development work in the Materials Research Center for a private corporation with the understanding that the University would be appropriately compensated. We are grateful to the Interim Chancellor for preparing and reading his statement, and I thank him on behalf of Professors Mayhan, O'Keefe, and myself."

Turning to the next item, Dr. Pogue explained that a copy of his response to the report of the Ad Hoc Committee on Merit Salary Increases had been circulated to the Academic Council members with the agenda. He said that one faculty member had asked if this response was in any way a put-off; Dr. Pogue said that he had seriously considered the Committee's report and had responded to the items that he is in agreement with and to others which he feels need further consideration.

After his initial remarks, Dr. Pogue asked for questions and/or comments from the floor. The following discussion ensued:

Question: What has been done with the report? Was it presented to the Board
(Pauls) of Curators or to the President?

Response: The report has not been presented to the President or to the Board
(Pogue) since I do not feel this document is ready to go off campus until a consensus has been reached on campus; however, I did show the report to Dr. Mel George and Dr. A. G. Unklesbay is also aware of its existence. Also, I did argue for other than merit bases for salary increases at a recent meeting of the University Cabinet.

Question: Although the Ad Hoc Committee has met over a period of several
(Cogell) months and has made recommendations which are supported by the faculty, I feel that more study is needed. What procedures should be followed or what timetable should be used to obtain a document which can be presented to the Board of Curators and the President in time for budget decisions for 1978-79?

Response: In order for it to be considered, a completed document would be
(Pogue) needed by about December, 1977.

Question: Has anyone actually asked the Board for their definition of merit?
(Sparlin)

Response: No, but one Curator has asked that by next fall a department on each
(Pogue) campus indicate how merit increases were determined for 1977-78. In response to this request, President Olson has suggested that each chancellor might report to the Board on how merit was applied on his campus. On this campus, I have asked each dean to submit a statement defining how his school/college determined merit for the 1977-78 salary increases.

Question: Will the statement on how each school/college defined merit for the
1977-78 salary increases be made available to the faculty?

Response: Individual names and numbers will not be made known; however, the
(Pogue) general procedures used in defining merit may be obtained.

Comment: It seems that the Board should not be influenced by merit only with
(Pursell) no account given to inflation, cost-of-living, etc. I cannot believe that their salaries reflect only merit salary increases.

Response: I can agree that a problem exists in terms of gauging relative merit.
(Pogue) For example, in 1966 the average salary was \$10,000 while in 1976 the average was \$17,500 but the \$17,500 had less buying power in 1976

than the \$10,000 had in 1966; therefore, if relative merit is considered the faculty should be at least as meritorious now as it was in 1966 and the effective buying power should be comparable to that level of merit.

At this point, Dr. Pogue asked Dr. Dudley Thompson to comment on the attitude of the Board toward cost-of-living increases as opposed to merit. Dr. Thompson said that in 1973 the Board of Curators had granted a cost-of-living increase with the statement that this would not be done again. Since that time the Board, the University, and the faculty have undergone many changes. Referring to Dr. Cogell's recommendations (full copy*) in which appear three categories of merit--merit inequalities, merit adjustments, and discretionary merit, he said that the Board has not defined merit. If the intent of the UMR faculty is to recommend to the Board a change in policy with respect to merit, then suggestions might be made and forwarded to the Board. He added that the Board is usually responsive to proposals which are well documented.

Dr. Robert McFarland agreed that the Board's opinion relative to merit should come from the academic community and said that when details are required the Board depends upon the academic units to define merit. Regarding the distribution of S&W monies, Dr. McFarland said that recommendations should start at the departmental level.

Discussion continued as follows:

Question: What specific action will be taken relative to Wayne Cogell's (Epstein) recommendations?

Response: A meeting of the Resources Management and Planning Council was held (Cogell) addressing the 1977-78 budget and the distribution of the 6.5% S&W increase. This document represents my attempt to identify one approach to that distribution. The document has been given to the deans and forwarded to the department chairmen for their information, but does not represent a formal recommendation from the RMPC.

Comment: I have spoken to a department chairman who has applied this document (Pogue) and out of about 30 faculty members only 2 were off by more than \$100. Dr. Pogue added that he has cautioned the department chairmen that the document should be used as a guide, not as an absolute formula.

Question: Since there are several kinds of market--industrial market, academic (Sparlin) market, etc., what is Dr. Pogue's definition of market? Sparlin added that he is willing to be graded within his faculty, but that averages or medians can be a problem since the highest salary in a department may be too low; therefore, those with the best salaries in a department may not be able to hold to their standard of living and standards of living seem to be decreasing as a whole.

Response: With regard to market, industry is a consideration, but we cannot compete (Pogue) with industry; our market is other comparable universities. I have used the American Association of Universities for two reasons: 1st, they represent the best universities in this country and, 2nd, UM is a member of AAU and participates in supplying salary data for AAU studies. Data is therefore readily available for comparative studies that can be presented with legislative requests. These averages were incorporated

into the 1978-79 legislative requests. Dr. Pogue cautioned that averages are not always certain since the average salary for a small department and that of a large department may be the same, while the spread of the salaries may be entirely different.

Question: Why does UM fall below the 9.5% average salary increase awarded in the state of Missouri last year?

Response: The legislature is not designating large enough sums for higher education. Also, some people feel that there are too many schools and colleges in Missouri and, therefore, the monies are too thinly distributed. Dr. Pogue suggested that in the future the most effective way to approach the legislature may be through the Coordinating Board for Higher Education since the legislature has followed the CBHE's recommendation for the past two years.

Replying to a question about the relative ranking of UMR and the other campuses in terms of salaries, Dr. Robert McFarland said that the Kansas City campus ranks lowest with UMSL, UMR, and Columbia (exclusive of the medical school) higher in that order.

Dan Babcock commented that the St. Louis and Kansas City campuses being newer with younger faculty members could be a factor accounting for their lower salaries.

Dr. Pogue indicated that it is the intent of the Coordinating Board to separate the University from other universities and colleges in the state in calculating its recommendation for 1978-79, and, he said, this would be beneficial to the University.

In reply to a question about whether or not Dr. Bruce Robertson of the Coordinating Board for Higher Education supports this approach, Dr. McFarland said that Dr. Robertson believes that as far as teaching is concerned we should be able to put a given number of teachers before a given number of students in every instance; however, for the University, salaries must be higher.

Dr. Cogell added that Dr. Robertson had conveyed, in a memorandum, his support of separating the University from other universities and colleges in the state based upon his New Jersey experience.

Asked when salaries will be known on campus, Dr. Pogue said the budget sheets should be out to the deans by June 23. Two to three weeks after that the deans responses will be returned and contracts will be available in August. Dr. Pogue said that faculty members should be able to find out what salaries were recommended by the deans at the time the recommendations are submitted for approval.

To a question about whether the Curators really understand what it means for UM to be at the bottom of the Big 8-Big 10 with regard to salaries, Dr. Pogue replied in the affirmative. He added that for various reasons past administrators have only requested budget increases in an amount which they expected to receive, and that now a precedent has been set for requesting larger fund increases.

Dean Adrian Daane made the observation that higher education has not seemed to be the place where the Governor or the legislature has felt pressure to make changes in the past.

Dr. Pogue, concluding the discussion on the report of the Ad Hoc Committee on Merit Salary Increases, asked that a copy of the report and his response be included in the notebook of information which Dr. Thompson is now preparing for the new Chancellor.

Dr. Cogell charged Dr. Karl Muhlbauer with the responsibility of making a further study and submitting recommendations to the Council for action early in the fall of 1977. Further, referring again to his recommendations, Dr. Cogell explained that because some departments already had procedures he felt it inappropriate for the RMPC to make any recommendations at this time which would disrupt existing policies. He asked the Council members to discuss these recommendations with their departments and to submit concrete suggestions and recommendations to him or to the Ad Hoc Committee on Merit Salary Increases.

Two points at which Dr. Cogell's recommendations differ from the report of the Ad Hoc Committee on Merit Salary Increases were mentioned by Dr. Karl Muhlbauer:

1. The report of the Ad Hoc Committee places teaching, research, and service as co-equal, whereas Dr. Cogell's recommendations rank research, teaching, and extension and service in decreasing order of importance.

Dr. Cogell explained that he felt he had an obligation to be forthright with the faculty and that it is his opinion that this is the way considerations are currently made. He added that he had tried to develop a document that could be adapted to the recommendations of the Ad Hoc Committee as well as to the direction that the RMPC seems to be taking.

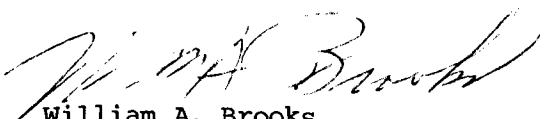
2. If the recommendations of the Ad Hoc Committee are followed, it would not be possible to give 6.5% back to each budgetary unit as recommended in Dr. Cogell's document.

Dr. Cogell responded that he recognizes that this is true; however, he was also aware that the RMPC was moving toward making that recommendation and was attempting to work within that constraint to accomplish some of the recommendations contained in the Ad Hoc Committee's report.

Finally, to a question about how he arrived at the figures used in the table which accompanies his sheet of recommendations, Dr. Cogell said the original figures are based upon numbers generated by Dr. Charles Johnson in his faculty salary survey.

There being no further discussion, the meeting adjourned at 2:45 p.m.

Respectfully submitted,



William A. Brooks
Secretary

*Full copy filed with smooth record.

Minutes of the Academic Council are considered official notification and documentation of actions approved. Actions go into effect thirty days after communication to the faculty.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

Volume VI, No. 13

MINUTES OF THE SPECIAL ACADEMIC COUNCIL MEETING, JUNE 21, 1977.

Chairman Wayne Cogell called the special meeting of the Academic Council to order at 1:35 p.m. on June 21, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, Samir Hanna substituting for Vincent Roach, Richard Miller for Douglas Wixson, Ken Robertson for Louis Biolsi, Karl Muhlbauer for Myron Parry, and Alfred Crosbie for Lyle Rhea, Dr. Cogell identified the two items on the agenda: Interim Chancellor Pogue's response to the report of the Ad Hoc Committee on Merit Salary Increases and Interim Chancellor Pogue's statement on the Mead Chemical Corporation. The meeting was then turned over to Dr. Pogue, who prefaced the reading of a statement relating to the Mead Chemical Corporation with the following comments:

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Following the statement read by Dr. Pogue, Dr. Cogell recognized Dr. William James, who read a statement as follows:

"The faculty members associated with MEAD Chemical have been attempting since October, 1976, to have the administration issue a statement, including in particular, that the officers of MEAD Chemical did indeed seek and obtain verbal approval of the appropriate campus officials in June, 1975, to carry out development work in the Materials Research Center for a private corporation with the understanding that the University would be appropriately compensated. We are grateful to the Interim Chancellor for preparing and reading his statement, and I thank him on behalf of Professors Mayhan, O'Keefe, and myself."

Turning to the next item, Dr. Pogue explained that a copy of his response to the report of the Ad Hoc Committee on Merit Salary Increases had been circulated to the Academic Council members with the agenda. He said that one faculty member had asked if this response was in any way a put-off; Dr. Pogue said that he had seriously considered the Committee's report and had responded to the items that he is in agreement with and to others which he feels need further consideration.

After his initial remarks, Dr. Pogue asked for questions and/or comments from the floor. The following discussion ensued:

Question: What has been done with the report? Was it presented to the Board (Pauls) of Curators or to the President?

Response: The report has not been presented to the President or to the Board (Pogue) since I do not feel this document is ready to go off campus until a consensus has been reached on campus; however, I did show the report to Dr. Mel George and Dr. A. G. Unklesbay is also aware of its existence. Also, I did argue for other than merit bases for salary increases at a recent meeting of the University Cabinet.

Question: Although the Ad Hoc Committee has met over a period of several (Cogell) months and has made recommendations which are supported by the faculty, I feel that more study is needed. What procedures should be followed or what timetable should be used to obtain a document which can be presented to the Board of Curators and the President in time for budget decisions for 1978-79?

Response: In order for it to be considered, a completed document would be (Pogue) needed by about December, 1977.

Question: Has anyone actually asked the Board for their definition of merit? (Sparlin)

Response: No, but one Curator has asked that by next fall a department on each (Pogue) campus indicate how merit increases were determined for 1977-78. In response to this request, President Olson has suggested that each chancellor might report to the Board on how merit was applied on his campus. On this campus, I have asked each dean to submit a statement defining how his school/college determined merit for the 1977-78 salary increases.

Question: Will the statement on how each school/college defined merit for the 1977-78 salary increases be made available to the faculty?

Response: Individual names and numbers will not be made known; however, the (Pogue) general procedures used in defining merit may be obtained.

Comment: It seems that the Board should not be influenced by merit only with (Pursell) no account given to inflation, cost-of-living, etc. I cannot believe that their salaries reflect only merit salary increases.

Response: I can agree that a problem exists in terms of gauging relative merit. (Pogue) For example, in 1966 the average salary was \$10,000 while in 1976 the average was \$17,500 but the \$17,500 had less buying power in 1976

than the \$10,000 had in 1966; therefore, if relative merit is considered the faculty should be at least as meritorious now as it was in 1966 and the effective buying power should be comparable to that level of merit.

At this point, Dr. Pogue asked Dr. Dudley Thompson to comment on the attitude of the Board toward cost-of-living increases as opposed to merit. Dr. Thompson said that in 1973 the Board of Curators had granted a cost-of-living increase with the statement that this would not be done again. Since that time the Board, the University, and the faculty have undergone many changes. Referring to Dr. Cogell's recommendations (full copy*) in which appear three categories of merit--merit inequalities, merit adjustments, and discretionary merit, he said that the Board has not defined merit. If the intent of the UMR faculty is to recommend to the Board a change in policy with respect to merit, then suggestions might be made and forwarded to the Board. He added that the Board is usually responsive to proposals which are well documented.

Dr. Robert McFarland agreed that the Board's opinion relative to merit should come from the academic community and said that when details are required the Board depends upon the academic units to define merit. Regarding the distribution of S&W monies, Dr. McFarland said that recommendations should start at the departmental level.

Discussion continued as follows:

Question: What specific action will be taken relative to Wayne Cogell's (Epstein) recommendations?

Response: A meeting of the Resources Management and Planning Council was held (Cogell) addressing the 1977-78 budget and the distribution of the 6.5% S&W increase. This document represents my attempt to identify one approach to that distribution. The document has been given to the deans and forwarded to the department chairmen for their information, but does not represent a formal recommendation from the RMPC.

Comment: I have spoken to a department chairman who has applied this document (Pogue) and out of about 30 faculty members only 2 were off by more than \$100. Dr. Pogue added that he has cautioned the department chairmen that the document should be used as a guide, not as an absolute formula.

Question: Since there are several kinds of market--industrial market, academic (Sparlin) market, etc., what is Dr. Pogue's definition of market? Sparlin added that he is willing to be graded within his faculty, but that averages or medians can be a problem since the highest salary in a department may be too low; therefore, those with the best salaries in a department may not be able to hold to their standard of living and standards of living seem to be decreasing as a whole.

Response: With regard to market, industry is a consideration, but we cannot compete (Pogue) with industry; our market is other comparable universities. I have used the American Association of Universities for two reasons: 1st, they represent the best universities in this country and, 2nd, UM is a member of AAU and participates in supplying salary data for AAU studies. Data is therefore readily available for comparative studies that can be presented with legislative requests. These averages were incorporated

into the 1978-79 legislative requests. Dr. Pogue cautioned that averages are not always certain since the average salary for a small department and that of a large department may be the same, while the spread of the salaries may be entirely different.

Question: Why does UM fall below the 9.5% average salary increase awarded in the state of Missouri last year?

Response: The legislature is not designating large enough sums for higher education. Also, some people feel that there are too many schools and colleges in Missouri and, therefore, the monies are too thinly distributed. Dr. Pogue suggested that in the future the most effective way to approach the legislature may be through the Coordinating Board for Higher Education since the legislature has followed the CBHE's recommendation for the past two years.

Replying to a question about the relative ranking of UMR and the other campuses in terms of salaries, Dr. Robert McFarland said that the Kansas City campus ranks lowest with UMSL, UMR, and Columbia (exclusive of the medical school) higher in that order.

Dan Babcock commented that the St. Louis and Kansas City campuses being newer with younger faculty members could be a factor accounting for their lower salaries.

Dr. Pogue indicated that it is the intent of the Coordinating Board to separate the University from other universities and colleges in the state in calculating its recommendation for 1978-79, and, he said, this would be beneficial to the University.

In reply to a question about whether or not Dr. Bruce Robertson of the Coordinating Board for Higher Education supports this approach, Dr. McFarland said that Dr. Robertson believes that as far as teaching is concerned we should be able to put a given number of teachers before a given number of students in every instance; however, for the University, salaries must be higher.

Dr. Cogell added that Dr. Robertson had conveyed, in a memorandum, his support of separating the University from other universities and colleges in the state based upon his New Jersey experience.

Asked when salaries will be known on campus, Dr. Pogue said the budget sheets should be out to the deans by June 23. Two to three weeks after that the deans responses will be returned and contracts will be available in August. Dr. Pogue said that faculty members should be able to find out what salaries were recommended by the deans at the time the recommendations are submitted for approval.

To a question about whether the Curators really understand what it means for UM to be at the bottom of the Big 8-Big 10 with regard to salaries, Dr. Pogue replied in the affirmative. He added that for various reasons past administrators have only requested budget increases in an amount which they expected to receive, and that now a precedent has been set for requesting larger fund increases.

Dean Adrian Daane made the observation that higher education has not seemed to be the place where the Governor or the legislature has felt pressure to make changes in the past.

Dr. Pogue, concluding the discussion on the report of the Ad Hoc Committee on Merit Salary Increases, asked that a copy of the report and his response be included in the notebook of information which Dr. Thompson is now preparing for the new Chancellor.

Dr. Cogell charged Dr. Karl Muhlbauer with the responsibility of making a further study and submitting recommendations to the Council for action early in the fall of 1977. Further, referring again to his recommendations, Dr. Cogell explained that because some departments already had procedures he felt it inappropriate for the RMPC to make any recommendations at this time which would disrupt existing policies. He asked the Council members to discuss these recommendations with their departments and to submit concrete suggestions and recommendations to him or to the Ad Hoc Committee on Merit Salary Increases.

Two points at which Dr. Cogell's recommendations differ from the report of the Ad Hoc Committee on Merit Salary Increases were mentioned by Dr. Karl Muhlbauer:

1. The report of the Ad Hoc Committee places teaching, research, and service as co-equal, whereas Dr. Cogell's recommendations rank research, teaching, and extension and service in decreasing order of importance.

Dr. Cogell explained that he felt he had an obligation to be forthright with the faculty and that it is his opinion that this is the way considerations are currently made. He added that he had tried to develop a document that could be adapted to the recommendations of the Ad Hoc Committee as well as to the direction that the RMPC seems to be taking.

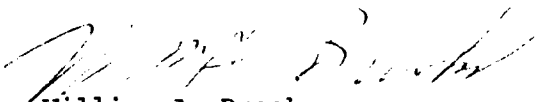
2. If the recommendations of the Ad Hoc Committee are followed, it would not be possible to give 6.5% back to each budgetary unit as recommended in Dr. Cogell's document.

Dr. Cogell responded that he recognizes that this is true; however, he was also aware that the RMPC was moving toward making that recommendation and was attempting to work within that constraint to accomplish some of the recommendations contained in the Ad Hoc Committee's report.

Finally, to a question about how he arrived at the figures used in the table which accompanies his sheet of recommendations, Dr. Cogell said the original figures are based upon numbers generated by Dr. Charles Johnson in his faculty salary survey.

There being no further discussion, the meeting adjourned at 2:45 p.m.

Respectfully submitted,



William A. Brooks
Secretary

*Full copy filed with smooth record.

Minutes of the Academic Council are considered official notification and documentation of actions approved. Actions go into effect thirty days after communication to the faculty.



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

June 30, 1977

SUMMARY of actions and reports at the Academic Council meeting, June 16, 1977.

1. Approval of minutes of April 28, 1977, meeting of the Academic Council.
2. Report from the Resources Management and Planning Council concerning the budget.
3. Report from the Admissions and Academic Standards Committee: mid-term grades and Guidelines for Admission and Employment of International Graduate Students.
4. Election of member of Budgetary Affairs Committee, replacing Vincent Roach. Paul Stigall elected.
5. Approval of 1977-78 Academic Council meeting dates.
6. Referral to Personnel Committee--grievance procedures for faculty members.



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Volume VI, No. 12

MINUTES of the Academic Council meeting, June 16, 1977.

Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, June 16, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the following substitutions, Ken Robertson substituting for Louis Biolsi, Samir Hanna for Vincent Roach, and Richard Miller for Douglas Wixson, Dr. Cogell asked for a motion to approve the minutes of the April 28, 1977, meeting. Lyle Rhea so moved, Ken Robertson seconded the motion, and the minutes were approved as circulated.

VI,12 Referring first to agenda item 2 under administrative reports, Dr. Dudley
.1 Thompson reported that the B. S. degree in Life Sciences has been forwarded to President Olson and that the other proposed degrees will be pursued in the future. However, he said, any future degrees must be implemented out of existing funds since no new funds will be budgeted for this purpose.

VI,12 Turning to the report from the Resources Management and Planning Council, Dr.
.2 Thompson outlined the following significant events which led up to the budget announcements which were made at the June 10, 1977, meeting of the Board of Curators:

1. On April 29 the printed copy of the 1978-79 appropriations request, with guidelines concerning distribution of funds, was received by the University.
2. On May 25 the Resources Management and Planning Council considered the main item, the 1978-79 request, and decided to request an increase of 20% to be used for S&W in its entirety. This decision was based upon the following considerations: a. the University is now 13% behind the current market salary averages and approximately 7% more deficit will be incurred during the coming year; b. the recommendations concerning market adjustment which were in the report of the Ad Hoc Committee on Merit Salary Increases; and c. the \$1 million which would be required to bring all UMR faculty up to the averages quoted by the American Association of Universities.
3. On May 31, on the advice of the RMPC, various deans, and other input which was submitted, Dr. Jim C. Pogue indicated to President Olson in a memorandum that this campus is \$763,000 below AAU averages. In the same memorandum, Dr. Pogue submitted a list of 83 faculty members who were recommended by their deans and department chairmen as being particularly deserving of market salary increases (\$312,000 would be required to bring these 83 faculty up to AAU averages--a total of \$400,000 is available for all four campuses), while emphasizing the great need for salary adjustments for all faculty at UMR. He recommended that 1/3 of the necessary adjustment be made this year (this would require \$115,000), and he requested the prerogative of reviewing the 83 faculty to determine an assignment of market dollars if less than this amount is received.

4. On June 6 the 1977-78 proposed operating budget was sent to the Board of Curators by President Olson.
5. On June 7 the Chancellor's Council and the RMPC discussed the previous University Cabinet meeting and the RMPC budget recommendations. At that meeting Dr. Wayne Cogell, 1977-78 chairman of the UMR Academic Council, submitted recommendations concerning the 1977-78 salary increases and identified three categories of merit: merit inequalities, merit adjustment, and discretionary merit (full copies*). The 1977-78 legislative requests went in that day.
6. On June 14 a memorandum from President Olson (full copy*) was received by Interim Chancellor Jim C. Pogue which officially announced that the UMR campus would receive \$70,000 for faculty salary adjustment; this figure represents 17-18% of the initial amount requested instead of the expected 10-11%. At this time 22 budget items which had been funneled to the Chancellor were considered in addition to those items normally carried as budgeted items. This was important in the determination of how discretionary funds would be used.
7. On June 15 Bill Poor addressed to the Chancellor a list of 23 persons who will fall within the context of the Hayes Study, which is to be implemented this fall. These are persons whose salaries are below the minimums, and the Hayes Study recommends the correction of these deficits. Ten additional persons will share in the \$19,000 available through the Hayes Study.

After commenting that three budgets are under consideration at the same time--the current budget is being closed out, the 1977-78 operating budget is being considered, and the 1978-79 legislative requests are being formulated--Dr. Thompson distributed several documents to Council members. Included were charts showing the ranking among Big 8-Big 10 Institutions and comparisons of UMR salaries with those of Big 8-Big 10 Institutions and AAU averages (full copies*). Dr. Thompson also presented work sheets showing the 1977-78 UM General Operating Budget and the UMR S&W Base as of May 13, 1977, including the S&W Increase Allocation (full copies*). At Dr. Thompson's request, Mr. Joe Wollard explained the source of funds for redistribution and reallocation as follows:

1. An estimated \$69,958 from a reduction in services previously given to Auxiliary Enterprises by the Physical Plant.
2. Approximately \$20,000 from discontinuing one of the two computer accounts previously budgeted.
3. Monies saved by the cooled water system (\$25,000) and through generation of some of our power in our own heating plant (\$25,000).

These three items, Mr. Wollard said, represent approximately \$70,000 in savings. Additionally, income of \$21,000 is expected and approximately \$18,000 will be recovered by a reduction in graduate assistants in the School of Mines & Metallurgy and the Materials Research Center.

Continuing, Mr. Wollard said that the current (1976-77) budget was considered, additional income was identified, and primary allotments were made to the budget in those areas that might be discontinued; \$54,000 was documented in that category. Still another source of dollars was identified as not filling non-academic positions during the year. Since rate matrixes are established off campus, \$65,000 can be taken out of contingent S&W accounts. This, along with the other items identified in Attachment I, totals the \$919,659 net increase of funding needs for 1977-78.

Dr. Efton Park asked the approximate cost of the chilled water system, and Mr. Wollard replied \$360,000. He added that this was a capital improvement funded by line item.

Dr. Thompson then presented the following information of interest:

1. \$763,000 is needed to bring salaries up to the AAU mean averages.
2. \$312,000 is needed for the selected group of 83 persons.
3. \$110,000 was requested for salary adjustment and only \$70,000 has been allocated.

Dr. Samir Hanna asked about the criteria used in the choice of the 83 persons; Dr. Thompson replied that they were selected through recommendations by their deans, after consultation with the department chairmen, on the basis of their importance to the department and/or school/college. He gave the following ratios of selection of 83 persons from 312: 38 out of 121 were selected from Engineering, 23 out of 44 from the School of Mines & Metallurgy, and 22 out of 147 from Arts & Science. Dr. Cogell commented that the 83 persons were felt to be particularly meritorious of market increase, but that the 1978-79 budget will attempt to correct salary inequities for all faculty.

Several comments were made at the end of Dr. Thompson's presentation:

1. Dr. Delbert Day commented on the flexibility noticable within the budget and noted that only approximately 35% of the total increase in allocations is actually locked into S&W of tenured faculty.
2. Dr. Lyle Pursell challenged the Board's policy of awarding salary increases on merit only as opposed to cost-of-living increases.
3. Dr. Efton Park inquired whether the 83 persons recommended for merit salary increases would be so notified and suggested that such notification might serve to aid those people in making future plans.
4. Dr. Ken Robertson commented that the 83 persons were chosen not necessarily for particularly meritorious service but because severe salary inequities exist.
5. Dr. Wayne Cogell added that the 83 persons were chosen for a variety of reasons and cautioned the Academic Council members against taking a non-assertive attitude toward the future salary situation.

At this point Dr. Cogell announced the special meeting of the Academic Council to be held on June 21, 1977, for the purpose of considering Interim Chancellor Jim C. Pogue's response to the report of the Ad Hoc Committee on Merit Salary Increases.

- VI,12
.3 Returning to the agenda, Dr. Cogell called for a report from the Admissions and Academic Standards Committee. Dr. Samir Hanna referred to the item concerning mid-term grades and noted that he has had very little response to his request for input from the faculty. He reported that those responses received indicate a consensus that mid-term grades are helpful to both students and advisors. Dan Babcock reported that Engineering Management recommends the retention of mid-term grades, and Lyle Pursell said his department, Mathematics, voted to retain mid-term grades at least for students on probation and freshman students. Tom Baird voiced the opinion that advisors need information on students' progress at mid-term. William Desvousges commented that the amount cited as the cost for mid-term grades (VI,9.6; March 31, 1977) seemed to be very low, and Dr. Hanna clarified this by saying that mid-term grades are not mailed to students which reduces the cost. Dr. Hanna requested Academic Council members to submit input from their departments; he said the A&AS Committee would compile the available data and make a report at the September 1, 1977, meeting.
- VI,12
.4 Relative to the Guidelines for Admission and Employment of International Graduate Students, Dr. Hanna reported the receipt of a memorandum from Dean McFarland subsequent to the April meeting of the Academic Council which stated that further input is needed concerning this issue. Hanna further said that it is his understanding that the Guidelines were not approved by the Graduate Faculty since a majority of the Graduate Faculty had not voted; therefore, no recommendation can be made by the A&AS Committee until a favorable vote by the Graduate Faculty is received. Dr. Cogell clarified the issue as whether the Graduate Faculty has approved or has not approved these Guidelines, and requested that the issue be returned to the A&AS Committee for further study and a full report at the September 1, 1977, meeting of the Council.
- VI,12
.5 Dr. Cogell reported that Dr. Bill Plummer had notified him that no report was available from the Computer Committee; a meeting of the U-wide Computer Committee is scheduled for later this month.
- VI,12
.6 There was no report from the Personnel Committee.
- VI,12
.7 Ralph Schowalter, chairman of the Rules, Procedures, and Agenda Committee, explained that since Vincent Roach was a member of the Budgetary Affairs Committee at the time of the voting (VI,10.2; April 28, 1977) his election to that committee was not valid. The names carried on the original ballot, with the exception of Roach, were placed in nomination: Clifford Muir, Herbert Harvey, Paul Stigall, and Bruce Selberg. Paul Stigall was elected to serve as a member of the Budgetary Affairs Committee.
- VI,12
.8 Professor Schowalter then moved approval of the dates for the Academic Council meetings for 1977-78 (full copy*); Dr. Thomas Baird seconded the motion, and it carried.
- VI,12
.9 Professor Schowalter announced the referral of a document concerning grievance procedures for faculty members to the Personnel Committee for study; he requested that committee to report back to the Academic Council. Dr. Cogell explained that the procedures contained in the document are similar to those now available for non-academic personnel, and suggested that the document be studied closely.

VI,12 There was no report from the Missouri Association of Faculty in Higher
.10 Education (MAFHE).

VI,12 There was no report from the Intercampus Faculty Council (IFC).
.11

VI,12 Dr. William Brooks requested that the report from the Retirement and Staff
.12 Benefits Committee be delayed until the September 1, 1977, meeting of the
Council since many members were not present at this meeting.

Dr. Lyle Rhea moved adjournment. The motion was seconded, and it carried.

Respectfully submitted,



William A. Brooks
Secretary

*Full copy filed with the smooth record.

Minutes of the Academic Council are considered official notification and documentation of actions approved. Actions go into effect 30 days after communication to the faculty.

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ORDER

UNIVERSITY OF
MISSOURI

TO THE DEPARTMENT OF Public Information
PLEASE FURNISH THE ITEMS LISTED BELOW TO

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THE TOTAL COST OF WHICH IS ESTIMATED AT \$ _____

SIGNATURE _____
CHAIRMAN OF DEPARTMENT OR AUTHORIZED REPRESENTATIVE

CHARGE TO: (DEPARTMENT)

Academic Council

FUND

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1309-2100

DATE

6-29-77

NUMBER

Rolla

QUANTITY	ITEMS	QUANTITY DELIVERED	PRICE	FINAL AMT ONLY
500	<p>Copies of 7 pages - minutes of special meeting Please copy front/back.</p> <p><i>Page 1/2 Chemical</i> <i>Page 3/4 implemented</i></p> <p><i>4 pages 1.00 plates</i> <i>21.00</i> <i>20.00</i> <i>enter on June 21</i> <i>minutes (mks)</i></p>		<i>500</i> <i>20.00</i>	

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FUND AND CODE TO RECEIVE CREDIT:

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INTER-DEPARTMENT
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MISSOURI

CHARGE TO: (DEPARTMENT)

Academic Council

NUMBER

TO THE DEPARTMENT OF Public Information
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QUANTITY	ITEMS	QUANTITY DELIVERED	PRICE	FINAL AMT ONLY
XXXXXX 500	XXXXXX Copies 4 pages Special Minutes (error on copy)			

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RECOMMENDATIONS FOR 1977-78 MERIT SALARY INCREASES

- I. General Definition of Merit: The qualities or actions that constitute the basis of one's reward.
- II. Definition of Merit applied to Faculty Members: Merit is the relative measure of the yearly professional accomplishments of a faculty member in the areas of teaching, research, extension, and service. I believe the reality of tenure and promotion evaluations indicates that these activities should be ranked in order of importance in the following way: 1st, research; 2nd, teaching; and 3rd, extension and service--although initially these may be viewed as of equal importance.
- III. Recommendations for 1977-78 Merit Salary Increases:
 - A. 6.5% S&W base should be returned to each budget unit and to each department.
 - B. Each department chairman should make a merit determination for each of his faculty members.
 - C. Each department chairman should consider the following three categories of merit:
 1. Merit Inequalities--Acknowledging that there have not been enough monies to properly reward the achievements of faculty members and acknowledging that monies have not existed to properly pay some faculty members when they were hired, department chairmen should look to correct merit inequalities in their departments. Each department should determine its own merit inequalities. The following is offered as a guide: merit inequalities may exist, if instructors are not being paid \$12,500, especially if they have a Ph.D.; if assistant professors are not paid \$15,000; if associate professors are not paid \$17,500; and if professors are not paid \$20,000. (15% new S&W dollars are required for this action).
 2. Merit Adjustment--Assuming that most faculty members' activities in the areas of teaching, research, extension, and service are performed at the level of professional quality, the department chairman should reward these faculty with a merit adjustment. The following is offered as a guide: \$750 may be given to each faculty member that has earned a merit adjustment. Those faculty members that have not earned merit adjustment will receive less than \$750 and in some cases may receive no merit adjustment. (62.7% new S&W dollars are required for this action).
 3. Discretionary Merit--Assuming that some faculty members achieve outstanding performance in the areas of teaching, research, extension, and service, department chairmen should reward these faculty with a discretionary merit increase. The following is offered as a guide: \$267 per faculty member may be available for discretionary increases on campus, or about 22.3% of the new S&W monies.

Department/ Discipline	Total Faculty S & W	6.5% Increase	Merit Adjustment	% Inc.	Merit Discretionary	% Inc.
Aero E.	\$118,550.	\$ 7,705.	\$ 4,500.	(58.4)	\$ 3,205.	(41.1)
Band	32,620.	2,120.	1,500.	(70.6)	620.	(29.2)
Civil	462,800	30,082.	19,500.	(64.8)	10,582.	(35.2)
Chem.	331,765.	21,564.	14,250.	(66.1)	7,314.	(33.9)
Ch.E.	226,650.	17,072.	9,750.	(57.1)	7,322.	(42.9)
Cl.Phys.	129,895.	8,443.	5,250.	(62.2)	3,193.	(37.8)
Ce. E.	85,865.	5,581.	3,000.	(53.8)	2,581.	(46.2)
Comp.Sci.	200,850.	13,055.	8,250.	(63.2)	4,805.	(36.8)
E. Mgt.	209,600.	13,624.	8,250	(60.6)	5,374.	(39.4)
Econ.	71,250.	4,631.	3,000.	(64.8)	1,631.	(35.2)
Elec. E.	377,650.	24,547.	15,000.	(61.1)	9,547.	(38.9)
Eng.	193,940.	12,606.	9,750.	(77.3)	2,856.	(22.7)
E. Mech.	200,950.	13,061	8,250.	(63.2)	4,811.	(36.8)
E. Tech.	51,300.	3,334.	3,000.	(90.0)	334.	(10.0)
Geol. E.	59,150.	3,844.	2,250.	(58.5)	1,594.	(41.5)
Geology (UMSL)	178,618. 108,750.	11,610. 7,068.	6,750. 4,500.	(58.1) (63.7)	4,860. 2,568.	(41.9) (36.3)
History	140,550.	9,135.	6,000.	(65.7)	3,135	(34.3)
Lang.	64,914.	4,219.	3,000.	(71.1)	1,219.	(28.9)
Life Sci.	36,916.	2,399.	1,500.	(62.5)	899.	(37.5)
Math	468,988.	30,484.	19,500.	(64.0)	10,984.	(36.0)
M.D.s	47,892.	3,112.	2,250.	(72.3)	862.	(27.7)
Mech. E.	371,887.	24,172.	14,250.	(59.0)	9,922	(41.0)
Mining	88,852	5,775.	3,000.	(52.0)	2,775.	(48.0)
Met. E.	207,580	13,492.	7,500.	(55.5)	5,992.	(44.4)
Nuclear	75,068.	4,879.	3,000.	(61.4)	1,879.	(38.5)
Petro. E.	80,776	5,250.	3,000.	(57.1)	2,250	(42.8)
Physics	459,294	29,854.	16,500.	(55.2)	13,354.	(44.7)
Philo.	69,804.	4,537.	3,000.	(66.1)	1,537.	(33.8)
Psych.	99,239.	6,450.	5,250.	(81.3)	1,200.	(18.6)
Phy. Ed.	130,527.	8,484.	6,750.	(79.5)	1,734.	(20.4)
ERL	94,592.	6,148.	3,000.	(48.7)	3,148	(51.2)
Rock Mech.	59,151.	3,844.	2,250.	(58.5)	1,594.	(41.4)
Soc.	14,250.	926.	750.	(80.9)	176.	(19.0)

STATEMENT - MEAD CHEMICAL CORPORATION

Presented to UMR Academic Council
Tuesday, June 21, 1977

Jim C. Pogue
Interim Chancellor

There is one matter of more or less continuing discussion on campus that I would like to make some comments ^{on} with the intent that before the advent of a new Chancellor the matter may be closed. I offer these comments to clarify to the campus my understanding of the situation; these remarks represent my personal conclusions about the matter and, if they are less factual than some would like, it is that I must limit any statements of fact to those which I either know as fact or which are documented in official University proceedings. I am speaking of the events concerning the operation on this campus during the recent past of the MEAD Chemical Corporation. Again, my purpose is to inform you concerning this matter, not to open debate on the nature of the matter, or inquiries into it.

Let me preface my following remarks by informing you that the MEAD Chemical Corporation has not used University facilities or equipment since June, 1976. Now, it is my understanding that between 1975 and 1976 a group of faculty organized as the MEAD Chemical Corporation using the facilities and equipment of the Materials Research Center made sample quantities of polymers for evaluation at a private laboratory. A part of the characterization for these materials was also done at the Center. The faculty engaged in this enterprise were assisted by students and aides on their own time, or at the expense of the project. In June of 1975, faculty representing MEAD orally informed the campus of their activities and requested continuing use of the Center and its equipment. It is my understanding that these faculty agreed that they would stop making and preparing samples at the Center as soon as possible and that

future work at the Center would be held to a minimum, and be of an analytical nature. The faculty also stated that they had already reimbursed the Center for use of equipment and facilities and would continue to do so, although the method of payment was not elaborated upon. There was, I understand, a timetable by which MEAD Chemical Corporation would move from the campus. On these bases MEAD Chemical did receive oral approval to use Materials Research Center facilities. However, contrary to University policy, no contractual agreement was initiated by the faculty in MEAD Chemical Corporation for the use of University facilities and equipment nor for the process of reimbursement to the University for those services. At no time did the University sanction arrangements that circumvented University policy, nor, did the faculty involved, I am convinced, intend to avoid or circumvent University policy either.

Consequently, the Chancellor requested an internal audit be conducted to review the records of the Materials Research Center to determine if the University had been adequately compensated by MEAD Chemical Corporation for the use of University facilities and equipment. That audit produced five recommendations, which, in summary, are as follows:

Recommendation Number 1

We recommend that the University bill MEAD Chemical Corporation for \$1,347.53 as representing the amount due for use of University facilities.

Recommendation Number 2

We recommend that contracts be prepared in accordance with University policy when University equipment is rented, loaned or utilized by another party.

Recommendation Number 3

We recommend that log books be maintained on all major pieces of equipment.

Recommendation Number 4

We recommend that the cash fund now on hand in the Center be deposited and that petty cash be handled in accordance with Section 02.09 and 06.13 of the Business Policy and Procedure Manual.

Recommendation Number 5

We recommend that University staff not use department supplies or equipment whereby personal reimbursements are required unless a legal contract is established through the proper University channels.

In my review and discussion concerning these occurrences, I ^{am} ~~am~~ convinced that there was no intent by the personnel in MEAD Chemical Corporation to defraud the University. Nor was MEAD Chemical ever "ordered" to make payment to the University for use of equipment, but, as a result of the audit, was billed for final payment due the University, which, as a matter of fact, was slightly less than that which would have been paid by the informal method of payment determined by the MEAD Chemical participants for reimbursement to the University for use of facilities and equipment. [The total payment by MEAD to the University was \$6,187.53.] It should be noted, however, that the procedures for handling the repayment in MRC by MEAD were, again, not in accordance with University policies. In brief, then, I believe that general approval

for use of the facilities and equipment was there, but was never properly implemented according to University policies: hence the audit to discover the extent of use of University equipment and materials, the propriety of their use, and the payment due the University, plus any other matters that an audit might call for. Nevertheless, you should be aware of a statement by the auditor in the letter transmitting his report to the campus.

"From interviews made with various persons, and from our review of the records, it appeared that there was a conscientious effort on the part of the MEAD officers and staff to maintain separately the chemicals and supplies used in their operation. We found a few exceptions to this, however, they were minimal, and in our opinion, were not intentional."

A second concern that became readily apparent in this series of events was the resultant breakdown in personnel relations internal to the Materials Research Center. In the long range, this may very well be the most serious of the events because of the effect it has had upon the scholarly activities of individuals and the ongoing operation of MRC.

In closing these brief comments, I do not believe that these events suggest any change in our interest in research or development; we should continue to encourage interaction between UMR and private industry, but such associations should be done in full compliance with the University's rules and regulations, and with sensitivity to the understanding of our colleagues and others if questions are asked about the nature of these activities occupying space and using University equipment. Finally, it behooves each of us to insure that provisions and procedures are such that circumstances such as this do not occur again.

The faculty members associated with MEAD Chemical have been attempting since October 1976 to have the administration issue a statement, including in particular, that the officers of MEAD Chemical did indeed seek and obtain verbal approval of the appropriate campus officials in June 1975 to carry out development work in the Materials Research Center for a private corporation with the understanding that the university would be appropriately compensated. We are grateful to the interim chancellor for preparing and reading his statement and I thank him on behalf of Profs. Mayhan, O'Keefe, and myself.

W. J. James



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

June 16, 1977

MEMORANDUM TO: UMR Faculty

FROM: Wayne Cogell, Chairman
UMR Academic Council

RE: Addition to the agenda for the June 21 Special Meeting
of the Academic Council

I would like to make the following addition to the agenda for the June 21, 1977, special meeting of the Academic Council:

1. Interim Chancellor Pogue will present a statement on MEAD CHEMICAL CORPORATION.

mhs

A handwritten signature in cursive script that reads "Wayne".



UNIVERSITY OF MISSOURI-ROLLA

Academic Council

105 Parker Hall
Rolla, Missouri 65401
Telephone: (314) 341-4871

June 14, 1977

MEMORANDUM TO: UMR Faculty

RE: Special meeting of the Academic Council - June 21, 1977

A special meeting of the Academic Council has been called for June 21, 1977, at 1:30 p.m. in G-5 of the Humanities - Social Sciences Building. This meeting will be devoted to consideration of Interim Chancellor Jim C. Pogue's response to the report of the Ad Hoc Committee on Merit Salary Increases and current budget information.

mhs



UNIVERSITY OF MISSOURI-ROLLA

Office of the Chancellor

210 Parker Hall
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Telephone (314) 341-4114

June 13, 1977

MEMORANDUM TO: Dr. Wayne Cogell, Chairman
Academic Council

FROM: Jim C. Pogue, Interim Chancellor

RE: Response to the Report of the Ad Hoc Committee on Merit
Salary Increases

On April 29, 1977, Dr. Darrell Ownby, the then Chairman of the Academic Council, forwarded to me for my response the report of the Ad Hoc Committee on Merit Salary Increases. In his letter of transmittal, he specifically urged that the procedures recommended in the Ad Hoc Committee Report be taken into account in all salary considerations, beginning, I assume, with the 1977 academic year. I have delayed my response to the faculty pending the action of the Legislature and the Board of Curators with respect to the University budget. At the same time, this interim gave me the opportunity to study and reflect upon the report of the Ad Hoc Committee, and to prepare my response to it as Interim Chancellor.

Before giving my response, I would like to inform you and the faculty, in brief, of the anticipated action of the Legislature and a likely action of the Board of Curators. As you perhaps know, the Legislature will undoubtedly approve an increase in the University budget of \$8.3 million with all of the money designated for salary and wages. This figure represents a 6.5 percent increase in state appropriations. Although the Board of Curators has not yet taken any action with respect to the 1977-78 operating budget, I am convinced, based upon knowledge of prior actions of the Board, that their guidelines for salary and wage administration will include the stipulation that merit will be the only basis for a salary increase for faculty for the 1977 academic year. Strictly interpreted, a merit only stipulation would exclude even a market consideration. In short, whatever response one might make to the Ad Hoc Committee Report, in this instance I fully expect the Board of Curators to set guidelines that will prohibit the implementation of the recommendations of the Ad Hoc Committee. For this reason, and for two others which I will cite in just a moment, I would urge that we continue discussion of this critical item through the early fall semester. Two additional reasons for continuing discussion are these: (1) We will have a new Chancellor on board in September, and (2) Inasmuch as time was limited for my response and for further discussion this spring, we need to commence

Dr. Wayne Cogell
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early in the fall so that we can review any questioned areas well in advance of implementation next spring, assuming we can move in the direction of the report of the Ad Hoc Committee.

I would now like to present my response to the Ad Hoc Committee Report, and would invite further discussions on this matter with the Academic Council, or the faculty as a whole.

Although I have several "small" questions both from the viewpoint of clarification and personal bent, let me respond at this time a bit more philosophically and in a broader range. In the first place, without qualification I concur in the implicit if not explicit conclusion of the committee report that faculty salaries are too low. They are too low in terms of merit, market, and inflation. In the second place, I endorse the concept that some across the board salary increases are justifiable for those persons doing creditable work; I assume that the committee report is in agreement with that concept. Thirdly, I agree with the sense of the committee report dealing with the establishment of a salary base, or floor. I would be concerned, however, that there needs to be some differentiation in that base which would recognize the differences in academic disciplines; this is especially true in the entry level. At the same time, it would seem that a base would of necessity have to be the bottom figure at which the most inexperienced and unjudged individual is brought on board. From that base, there should be provisions for adjusting the salaries of individuals to recognize experience, merit, market, etc. Could the faculty reexamine the question of the salary floor, or base?

In each of the above three responses, I am in basic philosophic agreement with the report of the Ad Hoc Committee, but find some need for further discussion on the details. On the other hand, it would seem to me that the 10 percent of total salary monies available each year as the "discretionary" or "merit" portion must be larger than the 10 percent. To administer such a merit portion, whether 10 percent or 90 percent, one obviously needs a procedure that can be judiciously applied, understood, and defended. The committee of course did speak to a procedure, and I again endorse generally the guidelines which they set forth. We do need a procedure that is responsive to both the administration of the salaries and to the faculty who are being evaluated for merit.

I concur with the committee that the extensive differentiation in the subject matters included within higher education in the teaching of those subject matters and in their practice, in terms of scholarship, research, and service, require that there be different means by which judgments can be made about the effectiveness of the delivery of those services or the effectiveness of the teaching in those subject matters. It is not therefore inappropriate for different schools and even different departments within the same school to develop and utilize differing procedures for merit evaluations. In that regard, then, depending upon its intent, the committee's statement that teaching, research, and public

service are necessarily of equal importance is an area that the faculty should examine further.

You will note, of course, that I have made no specific mention of the relationship between faculty salaries and administrative salaries. If there be a "gap" that should be closed, then it must be closed. On the other hand, my bent is to view the question of salary considerations as a whole, not as the comparison necessarily of one group's salaries with that of another. If, because of experience, level of responsibility, merit, rank, etc., a particular individual should be paid more or less than another, we should accomplish it. In this regard, an administrator may earn more, or less, than a given faculty member, and a given faculty member may well earn more than any administrator. I would certainly stipulate, however, that an administrator should not receive a higher salary simply because he is an administrator. It would seem to me that the above is a fair and honest statement of "equity" in the administration of university salaries.

Let me conclude this response with some statements that are either explicit, or I believe implicit, in the report of the Ad Hoc Committee, and to which I subscribe:

- (1) We should take whatever steps are necessary to identify individual salary inequities and lack of parity between schools and departments, and to implement a process for earmarking some portion of future appropriations for salary increases to cure those inequities or lack of parity.
- (2) We should develop a system to ensure that each employee being evaluated knows in advance the criteria upon which the individual will be evaluated and the weight to be attached to specific items of criteria. That system should not only make known to the faculty the specific criteria on which it will be judged but should also provide each faculty member with an opportunity to speak to the reasonableness of the criteria and the order of their priority.
- (3) We should develop a system whereby the individual involved is notified of his or her merit evaluation and salary recommendation, and any subsequent change made in either the merit evaluation or the salary recommendation. Such notices should be provided prior to final adoption of an individual's salary.
- (4) We should adopt a grievance procedure for reviewing disagreements concerning an individual's merit evaluation or salary recommendation.

In closing this response, I would refer to my earlier comments to urge that we have continued discussion on the Ad Hoc Committee Report with the understanding that there is a need to improve faculty salaries, as well as the process by which they are administered. I philosophically

Dr. Wayne Cogell
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June 14, 1977

support most of what is contained in the committee report but do request further discussion with the Academic Council and the faculty regarding specific details of the report. I would hope that we can implement mutually agreed upon improvements and changes to be effective for use in the spring semester, 1977-78. To reach this goal, we will have to pursue our discussions expeditiously during the fall semester.

JCP/kjg

cc Academic Council Members

A handwritten signature in cursive script, appearing to read "Jim".