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1978

Lindenwood College Faculty Meeting Minutes, 1978-1979

Lindenwood College

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PROFESSORS'

PERSONAL

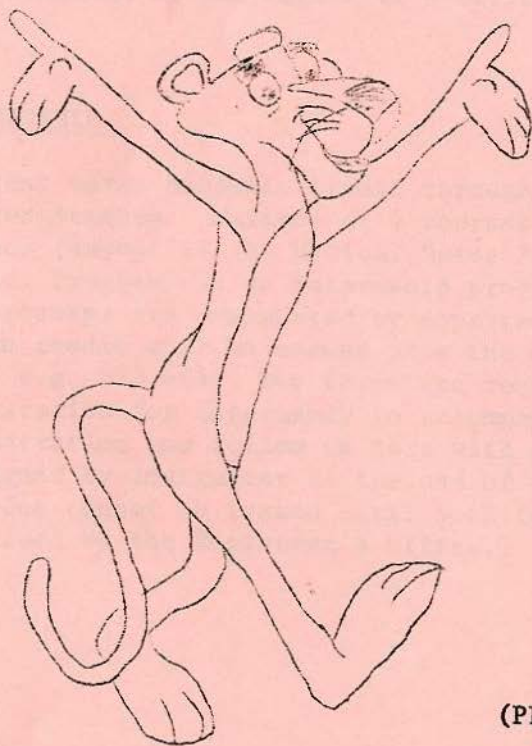
PAMPHLET

OF

PROPER

PROCEDURES

(non-structured)



(PLEASE PERUSE)

INDEPENDENT STUDY

Student, with guidance of instructor, designs his own course and does work independently of classroom instruction. Maximum of 3 graduate hours or 3.5 semester hours can be earned for each course designed (course number circled on proposal form indicates amount of credit given, e.g. 191 or 291 equals 1/4 course credit; 192 or 292 equals 2/4 course credit, etc.). Two forms are required: Proposal form to accompany the registration and follow-up form with grade assigned by instructor at the end of the term. (Grades cannot be issued until both forms are received by the Registrar's Office.)

*INTERNSHIP

Student earns academic credit through an apprenticeship. Maximum of 4 courses may be earned (except in the Medical Nurse Practitioner Program) in an Internship program. Internships are designated by department in which credit will be earned plus the number 450, e.g. BRJ 450. Two forms are required: Application for Internship to accompany the registration and follow-up form with grade assigned by instructor at the end of the term. (Grades cannot be issued until both forms are received by the Registrar's Office.)

*FIELD STUDY

Student works with supervision or sponsor and advisor to obtain academic credit by applying classroom knowledge to career or other life experience situations. Field Study can receive up to two courses of credit. Field Studies are designated by department in which credit is given and the number 400, e.g. BRJ 400. Two forms are required: Application for Field Study to accompany registration and follow-up form with grade assigned by instructor at the end of the term. (Grades cannot be issued until both forms are received by the Registrar's Office.)

*When two or more course credits are awarded, the experience is an Internship, less than two courses of credit is a Field Study.

TUTORIAL

Student meets with instructor to obtain credit for an established Lindenwood course. Tutorials are offered with permission of advisor and instructor to a limited number of students in order to meet a specific educational need of the student. Credit given for a tutorial is the same as the credit assigned to the established course. Tutorials are designated by

TUTORIALS (cont.)

the department and number of the established course followed by a "T", e.g. HIS 105T. Forms are not required for tutorials. The tutorial should be indicated on the registration form by a "T" and the name of the instructor.

PRACTICUM CREDIT

Practicum credit may be awarded for nontraditional educational experiences performed by the student and approved by his/her faculty advisor, department chairman and Dean Delaney. The application must be accompanied by proper documentation of time spent on the project, type(s) of work done, where and when the work was done and the signature of the supervisor of the work program. Amount of credit may vary. Maximum credit allowed for any student is 9 Lindenwood courses.

EXEMPTION CREDIT

Exemption credit may be granted if a student believes he/she is proficient in a subject and makes application to the appropriate department. An examination will be given and the amount of credit to be awarded will be suggested by the testing department. Forms for exemption credit may be obtained from the Dean's Office and completed by the department member who gives the examination and recommends amount of credit.

MISCELLANEOUS INFORMATION

Forms and Where to Find Them:

✓ Independent Study
(Proposal & Follow-up) Registrar's Office
Internship
(Application & Follow-up) Registrar's Office
Field Study
(Application & Follow-up) Registrar's Office
Practicum
(Application) Registrar's Office
Exemption
(Application) Dean's Office
Registration Forms Registrar's Office
Change of Registration Registrar's Office
Change of Grade Registrar's Office
Change of Name/Address/
Student Type Registrar's Office
Dean's Office

Notes:

Information on CLEP acceptance may be requested from the Registrar's Office or Ext. 306.

Missouri Grant students must have a minimum of 3.5 courses per term and must not drop below this to remain eligible for their grant.

WORLDWIDE INFORMATION

Worldwide Information

International Study

Department of Psychology

The University of Illinois

Urbana, Illinois

Department of Psychology, 601 S. Wright

Urbana, Illinois

Department of Psychology, 601 S. Wright

Urbana, Illinois

Urbana, Illinois

F A L L

1978-79



THE LINDENWOOD COLLEGES
Office of the Registrar

IMPORTANT GRADE DATES

1978-1979

First day of classes	September 7, 1978
Last day to change classes	September 15, 1978
Incomplete grades due (Spring & Summer, 1978)	October 19, 1978
Mid-term D & F grades	October 26, 1978
Final Examinations	December 13-19, 1978
Fall Term Final Grades Due	December 22, 1978
January Term Begins	January 8, 1979
January Term Ends	February 3, 1979
January Term Grades Due	February 5, 1979
Spring Term Begins	February 5, 1979
Last Day to Change Classes	February 12, 1979
Fall and January Term Incomplete Grades Due	March 19, 1979
Mid-Term D & F Grades Due	March 23, 1979
Final Examinations	May 17 - 22, 1979
Senior Grades Due	May 23, 1979
Other Spring Grades Due (12:00 noon)	May 28, 1979

*At the end of the table - Geoff Bettner - Music
Great Pianist*

THE LINDENWOOD COLLEGES

Office of the Registrar

September 1, 1978

Information Omitted From the Class Schedule Booklet for Fall, 1978

AUDITORS

Auditing of courses is permitted except where specifically prohibited in the course description. Since no credit is earned for auditing, the course fee is reduced. Persons wishing to audit a course must so indicate upon registration.

REFUNDS

The following refund schedule will apply:

Day Students and Evening College Students with classes meeting two nights a week:

Through September 15	75%
Through September 26	50%
Through October 6	25%
After October 7	none

Evening Students:

For courses which meet only once a week in the evening College, if official withdrawal is

Within 48 hours of end of 2nd class period	75%
Within 48 hours of end of 4th class period	50%
Within 48 hours of end of 6th class period	25%
Thereafter	none

WITHDRAWALS

If a student withdraws from the college without notifying the instructor(s), his grade(s) will be recorded as "F". All withdrawals must be cleared through the Registrar's Office.

ATTENDANCE

Every student who desires credit for a course is expected to attend classes regularly. Instructors will, of course, recognize and reasonably consider unavoidable absences. Make-up work will be the student's responsibility.

BOOKSTORE

Textbooks and supplies will be assigned by the instructors and can be purchased in the Bookstore located in the Arcade in the lower level of Roemer Hall. For the convenience of the evening students, the Bookstore will be open from 6:00 to 8:00 p. m. during registration period and the first week of classes. Regular hours of the Bookstore are 8:30 a. m. to 7 p. m., Monday through Thursday and 8:30 a. m. to 5:00 p. m. on Friday.

EDUCATIONAL POLICIES COMMITTEE MEETING 9/20/78 Conference Room, First Floor Roemer

Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, Soda, White and Emory. Jeffie Feely represented the students. Norma Nolan was present to speak to proposals affecting the BSN program.

Dr. Hood called the meeting to order. He asked for nominations for Chairman of EPC. Soda and Balog were nominated. Soda asked that his name be withdrawn. Balog was elected by acclamation.

Dr. Hood had several suggestions for the Committee:

1. EPC minutes are taken and published but not approved by the Committee. It was decided to elect a secretary to correct and approve the minutes for the Committee before publication. Bornmann was elected secretary of EPC.
2. To allow time for the above process, the meeting time of EPC was moved to the next-to-the-last Wednesday of the month, 3 p.m.
3. The need to keep an accurate file of policy changes and courses approved each year is necessary for a variety of reasons, including catalog revisions. The secretary was charged with keeping such a file.

Norma Nolan brought recommendations to the EPC for approval for the BSN program:

- A. NLN (National League of Nursing, the accrediting body for the BSN programs) achievement test scores in natural science be accepted for credit toward graduation, provided the tests were not taken more than five years ago and that the scores are in the fiftieth percentile or above. She proposed: Chemistry, 1 course; Microbiology, 1 course, and Anatomy and Physiology, 2 courses.
- B. Those students having had applied Science or basic Science courses in other colleges or universities will need to demonstrate their knowledge of the natural sciences by taking and scoring at or above the fiftieth percentile on NLN achievement tests. Course credit would then be assigned using the previously described scale.
- C. NLN achievement test scores in nursing be accepted for credit toward graduation provided the tests were administered by the Lindenwood Colleges and the scores were at or above the fifty percentile mark. Course credit would be assigned as follows: Basics in Nursing, 2 courses; Medical-surgical nursing, 3 courses; Psychiatric Nursing, 2 courses; Parent-Child Nursing, 3 courses.
- D. CLEP scores for Introduction to Sociology and General Psychology be accepted for elective credit toward graduation for nurses without college credit in these courses.
- E. PEP (Proficiency Examination Program, an ACT testing program) scores in nursing be accepted for credit toward graduation provided the scores were at or above the Standard Score of 50. Course credit would be assigned as follows: Fundamentals of Nursing, 2 courses; Maternal and Child Nursing (Baccalaureate Degree), 3 courses; Adult Nursing, 3 courses; Psychiatric Mental Health Nursing, 2 courses.

Ms. Nolan determined the suggested credit and scores from surveys of surrounding programs in nursing.

It was moved and seconded that all of the recommendations on transferring test credit for the BSN be adopted. Motion carried.

Dean Crozier moved that courses obtained for credit through the NLN and PEP examinations be counted toward a major in nursing even though no grades are recorded. This would apply only to the BSN program because of the special situation. Motion carried.

EPC representation to Faculty committees were selected:

LC I curriculum committee, James Feely

LC II curriculum committee, Dominic Soda

Special Terms Committee, Balog and Bornmann. Dr. Hood will sit in on the meetings.

Special Events Committee, EPC representative will be the new chairman of the Social Science division.

LC 4 Academic Standards Committee, EPC representative will be Social Science division chairman.

Bachelor of Medicine Admissions and Retention committee, appointment to be made.

Bachelor of Medicine Curriculum Committee, Balog will represent EPC.

Remarks about a long-range planning committee elicited the decision that as soon as the exact text of the resolution is made available, recommendations can then be made to the faculty.

There will be a special meeting of the EPC on Wednesday, September 27 immediately preceding the Faculty meeting, 205FA, in order to work out a recommendation for the Long-Range (5 years) planning committee.

Feely remarked that he felt that as a matter of academic competence, we need to spell out the difference between the Master of Science degree versus the Master of Arts degree as awarded by L4. It was suggested that Jack Burd, director of LC III and 4, take back a request to L4 asking for a delineation between these degrees both at the Baccalaureate and Masters levels.

Meeting adjourned.

Approved

John Bornmann, Secretary

September 18, 1978

TO: John Bornmann ✓
Dominic Soda ✓
Edward Balog -
Bob White ✓
James Feely ✓
Dean Crozier ✓
Dean Delaney ✓
Jack Burd ✓
Eva Emory ✓
Norma Nolan
Student Representation (three)

FROM: Dr. Hood *J.H.*

RE: EPC Meeting, Wednesday, September 20, 1978, 3:00 p.m.

There will be a meeting of the Education Policies Committee on Wednesday, September 20 at 3:00 p.m. in Roemer 323.

Agenda:

1. Election of Chairman
2. Procedures, Calendar, Meeting Dates for Year
3. Discussion of Nursing Examination regulations.
4. Preliminary discussion of long-range planning committees.
5. Business from Divisions, if any
6. Business from the floor.

cc: Dean Delaney
Eva Emory

FROM

THE LINDENWOOD COLLEGES
ST. CHARLES, MISSOURI 63301

TO Dr. Hood

SUBJECT: B.S.N. Program

DATE 9/13/78

FOLD ↑ This is in response to the note from Eva Emory on 8/10/78.

The policies that I would like to recommend to the EPC regarding the nursing program are:

1. NLN achievement test scores in natural science be accepted for credit towards graduation provided the tests were not taken more than five years ago and that the scores are the 50th percentile or above.

Chemistry= one course; Microbiology= one course; Anatomy-Physiology= two courses.

2. Those students having had Applied Science or Basic Science Courses in other colleges or universities will need to demonstrate their knowledge of the natural sciences by taking and scoring at or above the fifty percentile on NLN achievement tests. Course credit would then be assigned using the previously described scale.

3. NLN achievement test scores in nursing be accepted for credit towards graduation provided the tests were administered by The Lindenwood Colleges and the scores were at or above the fifty percentile. Course credit would be assigned as follows: Basics in Nursing= two courses; Medical-Surgical Nursing= 3 courses; Psychiatric Nursing= two courses; Parent-Child Nursing =3 courses.

4. CLEP scores for Introduction to Sociology and General Psychology be accepted for credit toward graduation for nurses with out college credit in these courses.

5. PEP (Proficiency Examination Program) scores in nursing be accepted for credit toward graduation provided the scores were at or above the Standard Score of 50. Course credit would be assigned as follows:

Fundamentals of Nursing= two courses; Maternal and Child Nursing (Baccalaureate Degree)= three courses; Adult Nursing= three courses; Psychiatric Mental Health Nursing=

SIGNED

PRINTED BY GRAYARC CO., INC., BROOKLYN, N. Y. 11232 TWO COURSES.

Norma Nolan
I will be glad to discuss these with you or the committee. Thank you

Special Meeting, Educational Policies Committee - 9/27/78 - 3:00 p.m., 205 FA

Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, Soda, White and Emory. Jeffie Feely and Brian Samuels represented the student body.

Balog announced that the purpose of the meeting, the discussion of formation of a long-range planning committee, was no longer valid at this time. He asked Hood to enlarge on the statement. The present plan, to come from the Board of Trustees is for the Board to initiate action. They will set up a steering committee and will approach the faculty, administration, alumni and students, inviting representation. Walter Metcalf, Board member, will send the Board document inviting representation. Until that time, the long-range planning committee will not be formed.

Hood commented that the North Central Association visitation will not be the same type of action taken by the committee on their visit to Lindenwood three years ago. The accreditation given Lindenwood at that time (1976) included both the baccalaureate and masters degree programs offered at Lindenwood. NCA accreditation for these degrees was for ten years (1986). The upcoming NCA committee visitation will evaluate and make recommendations only relating to Master Programs. In short, the visit will not be as comprehensive as previously expected.

Other business: Delaney mentioned that since Balog has been elected chairman of the Social Science division, another representative from that division should be elected. Bornmann expects to have a name to present to the faculty by the October 4 meeting.

The Humanities division brought the following new courses for approval by EPC:
MUS 016 FRENCH, GERMAN AND ITALIAN DICTION FOR SINGERS ($\frac{1}{2}$ course credit).

Students will examine rules of pronunciation in French, German and Italian. Mastery of the International Phonetic Alphabet will enable them to accurately sing each language. Instructor: La Fata

The following courses are to be available either as classes or tutorials to support the Masters program in Education:

MUS 585, 586 CHORAL CONDUCTING I, II (3 semester hours credit each)

Advanced problems in score reading, conducting techniques, rehearsal procedures, organizational problems, and selection of repertoire.

Instructor: K. Greenlaw

MUS 502, Piano; 503, Organ; 504, Voice; 505, Orchestral Instruments.
(3 semester hours each)

Private lessons ($1\frac{1}{2}$ hours per week) available only to graduate students who hold undergraduate degrees with music majors. Students must pass an audition before an appropriate member of the music faculty prior to enrollment for graduate credit. Student must perform in a department sponsored recital at the end of the term. May be repeated for up to 12 hours credit.

MUS 521, 522 LITERATURE FOR THE PIANO (3 semester hours each)

A survey of piano literature of major composers from the Baroque period to the present. Analytical and stylistic studies. Use

of the keyboard and extensive listening assignments will be an integral part of the course. Instructor: G. Bittner

Course approved by division last year but inadvertently left out of catalog:
MUS 340 Vocal Pedagogy (1 full course credit)

A course designed for the student who wishes to teach voice privately.

A study of pedagogical techniques and problems relating to teaching classical vocal literature. Prerequisite: Junior or Senior standing as a voice major or consent of the instructor. Instructor: La Fata

It was moved, seconded and passed that these courses be approved.

TA 10 Theatre Practicum ($\frac{1}{4}$)

Participation in the the production program in the capacity of stage hand, carpenter, seamstress, performer, stage manager or other assignment. Open to any student who wishes to work on productions. Required of theatre majors. May be repeated each term for a maximum of 2 courses credit. Effective, Spring 1979.

It was moved, seconded and passed that this course be approved.

Art/CA _____ (Evening course in photography)

Pictures for Publication (1 full course credit) Proposes to use photography as a communications tool. The course will be oriented toward internal and external publications, public relations and advertising. Annual reports, business publications will be used as models. A hands-on approach, with grade to be determined by individual project keyed to student's background and personal needs. Prerequisite: Art 184. Instructor: Robert La Rouche

It was moved, seconded and passed that this course be approved.

Dr. Burd brought a definition of the MA and MS degrees as LC 4 presently interprets them: The MA is considered to be not terminal, it is theoretical in nature and less prescriptive. The MS degree is considered, generally to be terminal, more quantitative and technical in nature and more prescriptive than the MA. EPC would like a more precise definition and this will be left to the team which will be defining all Masters degree programs at Lindenwood for the NCA.

Dr. Burd recommended an LC 4 student for graduation with honors: Sally Oesterling, Washington, D.C. It was moved, seconded and approved that Ms. Oesterling graduate with honors.

Meeting adjourned.

Approved by John Bornmann, EPC Secretary

North Central

Strengths (Faculty knowledge, generalization, time; ^{get} being a ^{strong} ^{showing} ^{James} ^{Evans})
 Area of Concern (time for faculty development, ^{community})
 New programs, if we had "X" (?) } Discuss at Dept. Meeting
 Physical needs (cassette recorder, phys.)

FACULTY MEETING AGENDA

October 4, 1978, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of September 1 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. NCATE Visit - Dr. Burd
- VI. Report on 1978-79 new students - Ms. Watts
- VII. North Central Self-study - Dr. Hood
- VIII. Business from the floor
- IX. Announcements
 - A. Insurance certificates
 - B. Other announcements
- X. Adjournment

New Students

LI 91 66 res
 LII 44 69 numer.

LIII
 LIV 60 new

3:054 Fresh
2:75 Transfer

1721

Head Count

MBA

Total enrollment:
 LI 272 LIII 499
 LII 161 LIV 215
 Spec 210

AC (Comp) 20
 SATU 420
 SATM 460

PLEASE NOTE THAT FACULTY MEETINGS DURING 1978-79 WILL BE AT 1:30 P.M.

Spec Day 103
 LC III 32 } new admits.
 LC IV 68

CA 27
 BA 25
 Under 15 ¹⁴ } [PSY]
 Ed. 12

L4 25 AT
 19 Ind.
 20 Ad.
 16 Health ad
 18 Psy
 9 Vol. Ad.

B.M. 9
 M 8
 B 7
 S 4
 S 3
 N 2
 Phot 1
 Lang 1

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Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, Soda, White and Emory. Jeffie Feely represented the students. Norma Nolan was present to speak to proposals affecting the BSN program.

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Dr. Burd recommended an LC 4 student for graduation with honors: Sally Oesterling, Washington, D.C. It was moved, seconded and approved that Ms. Oesterling graduate with honors.

Meeting adjourned.

Approved by John Bornmann, EPC Secretary

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
September 1, 1978

The 1978-79 opening meeting of the Faculty was held Friday, September 1, 1978, in the Fine Arts Building, with President William C. Spencer presiding. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women. There were no other student representatives since the meeting was held prior to the arrival of students on campus.

Since there were no corrections to minutes of the meetings of May 10 and May 23, 1978, the minutes were approved as distributed.

The following new members of the faculty and staff were introduced by Dr. John S. Burd, Dean Doris Crozier, Dean Patrick F. Delaney, Jr., Dean Craig R. Eisendrath, and President William C. Spencer:

Carol Craig, Assistant Professor, Department of Physical Education
Jeanne Donovan, Assistant Professor, Department of Education
Frank W. Hetherington, Director of Admissions and Financial Aid
Prakash Jain, Professor, Department of Chemistry
William R. Link, Assistant Professor, Department of Business Administration
Kathleen McCall, Assistant Professor, Department of Business Administration
Evadne McNeil, half-time Faculty Administrator in Lindenwood 4 beginning
September 15 (not present)
Jim Martin, Assistant Director of Admissions
Jeffrey G. Nemens, Director of Development and Public Relations
Norma Nolan, Associate Professor, Department of Nursing, and Director of
Nursing Programs
Diana Richards, half-time Faculty Administrator in Lindenwood 4 beginning
September 15 (not present)
Daniel Rocchio, Assistant Professor, Department of Education
Joseph W. Schwarzbauer, Director of Financial Planning and Administration
Marcelle Soda, part-time Instructor, Department of Education
Kenneth Westphal, who has been an Assistant Professor in the Business
Administration for two years, will be Chairman of the Department of
Business Administration
Rosemary Zekert, Assistant Professor in the Department of Nursing, beginning
October 1 (not present)

A motion was made, seconded and passed that faculty meetings will be held the first Wednesday of each month, at 1:30 P.M., in the Fine Arts Building.

On motion made, seconded and passed Eva Emory was elected Faculty Treasurer.

Mrs. Emory gave the following Treasurer's Report of the Administration-Faculty Fund for 1977-78:

Amount brought forward	\$ 3.20	
Deposits	242.05	
Expended	<u>217.95</u>	
Balance on hand		<u>\$ 27.30</u>

A motion was made, seconded and passed to increase the faculty dues to \$6.00.

President Spencer announced that in the last few years appointments to faculty committees were made after consultation with the Chairman of the Educational Policies Committee and the Chairman of Faculty Council. However, according to the Faculty Constitution recommendations should be made by the Nominations Committee. Since it has not been possible to get the Nominations Committee together, appointments to committees will be made within the next few weeks after the committee meets with the President.

Dr. James F. Hood, Chairman of the Educational Policies Committee, reported that EPC had taken the following action at its June 23 meeting:

It was moved, seconded and passed that, in view of the recent exhaustive "audit" by the Veterans' Administration representatives and their subsequent warning that Lindenwood is not presently meeting the required number of contact hours for certification of veterans attending Lindenwood, EPC consider for adoption the change of hours for the evening college to 7:00 - 10:20 P.M. and for the day courses to include the "passing time" with the descriptions. Thus the course listed as meeting from 8:00 to 8:50 A.M. daily would be listed as meeting from 8:00 to 9:00 daily. It was moved, seconded and passed that the proposal be adopted.

Last spring the faculty accepted in principle the Bachelor of Science in Nursing program. On the recommendation of the Educational Policies Committee it was moved, seconded and passed that the curriculum plan, courses, and general statement of admissions and graduation requirements, as attached to the agenda of the June 23 EPC meeting, for the Bachelor of Science in Nursing degree be approved.

Dr. Hood called attention to the fact that our regular ten year evaluation by the North Central Association will take place next spring. By the end of December we must submit our self-study to North Central.

Dr. Daryl Anderson, Chairman of Faculty Council, asked that the divisions meet as soon as possible to elect representatives to Faculty Council. She then reported that during the summer Faculty Council had many interviews with candidates.

Dr. Anderson then called attention to a memorandum which had been sent to the faculty a short time ago about a meeting with the Faculty-Board Liaison Committee. Some things have come out of that meeting and other circumstances. The Faculty Council members feel that the faculty should be consulted before the Council goes any further. Dr. Anderson requested that when the regular faculty meeting is over the faculty dissolve into a Committee of the Whole meeting with only voting members of the faculty present.

Dr. Hood, Director of the Summer Session, reported that this year's summer session had been very successful with an increase of 18-20 % in class seats over a year ago. This does not include students in the summer trimester of Lindenwood 4. Two very large workshops were held in Education. Dr. Hood expressed appreciation to the faculty for their assistance in making this session a successful one.

Since Mr. Frank Hetherington has been at work only a short time, he will report on the number of new students at the October meeting. Mr. Hetherington called attention to the fact that students with financial aid should be registered for at least $3\frac{1}{2}$ courses. If students with Missouri grants drop courses, they must maintain $3\frac{1}{2}$ courses or they will lose the grants.

Dean Doris Crozier reported that the College for Women is going well. There will be two new head residents - Mrs. Caddell in Sibley, and Mrs. Doelger in McCluer. Mrs. Fackler will return as Head Resident in Parker. The interest of new students appears to be in business, journalism, and communication arts. There will be more foreign students who will be taking regular courses this year. Continuing Education continues to grow, as well as the ESL program. Susan Relyea is Director of the program, Arlene Sueoka an instructor, and there probably will be one part-time instructor.

Dean Patrick F. Delaney, Jr. reported that there is an increase in transfer students in the College for Men as well as in foreign students. Mark Thomas and Tommy Hayman will be dorm managers. Coaches will be Erio Comici, soccer, and Dan Odom, basketball and baseball, assisted by Lanny Hradek.

Following Cindy Essenpreis' resignation, Dr. John S. Burd reported, Judy Brown was made Administrative Assistant for the Evening College. Pauline Hammen has been made Administrative Assistant for Lindenwood 4 and will move to Roemer in a few weeks. Both will learn about Lindenwood III and IV. The office will be open from 8:30 to 7:30 five days a week. As of August 29 there were 682 class seats in the Evening College which is below that of last year, and 247 in the MBA. All classes in the MBA are closed.

With the phasing out of the centers in California and Washington, Dean Craig R. Eisendrath reported, Dr. Boyd Morros will handle the students in California and Dr. Eisendrath in Washington. The art therapy program is growing with students in Chicago enrolling in the program. 208 students are anticipated in the program as a whole. Dean Eisendrath expressed appreciation to Dr. Lucy Morros for the organizational work she has done in Lindenwood IV. The experience with grants has been disappointing. The NIH grant was approved but has not been funded. This will be reassessed September 12. A preliminary grant has been submitted to the Kellogg Foundation but we have been notified that the Kellogg Foundation is not funding in that area any longer. Dean Eisendrath announced that this will be his last report as Dean of Lindenwood IV since he will become a Faculty Administrator prior to the October meeting.

President Spencer began his report by calling attention to the administrative changes with the appointment of Mr. Hetherington as Director of Admissions and Financial Aid, Mr. Nemens as Director of Development and Public Relations, Mr. Schwarzbauer as Director of Financial Planning and Administration. Dr. Burd is now Administrative Director of the Evening College and will become Administrative Director of Lindenwood IV. Dr. Linda Nelson has been doing a fine job

in the Computer Center with Dr. Dominic Soda's assistance as Director. She has been setting up programs to improve registration procedures and financial management and planning; she has also been programming donors' lists. Mr. John Biggs, Vice Chancellor of Financial Affairs at Washington University, is the newest member of the Board of Directors and of the Finance Committee of the Board. A new publications and printing process has been set up in Butler, thanks to Dr. Howard Barnett. A substantial amount of money will be saved in publications because of this, and the equipment will also be used for training students in printing. Four persons in the Word Processing Center will be doing the work of a considerably larger number of people. The decision to establish the Center was based on economy, quality, and speed. President Spencer urged members of the faculty to attend briefings on how to use the Center. The Student Center has been completed, and will be in full operation in a short time. The artificial turf was completed on the field early in the summer, and the field has been in full operation since the middle of July.

The Finance Committee has reviewed the budget and it will go to the Board with the approval of the Committee. It is of course always difficult to plan the income side of the budget; for example, a decrease of 10 students in Lindenwood I and II over the number estimated creates a deficit of \$27,750. The expenditure side of the budget is less difficult to estimate. The budget recommended to the Board shows a gross deficit of \$37,000. If the estimated numbers of new and returning students hold, the deficit should hold, and it is possible that we might end the year in the black.

Next summer there will be a group of Japanese high school students on campus. A new admissions bulletin has been completed, and will be available for use in a short time. The catalog will be for "in-house use," and it too will be ready soon.

President Spencer reported that in New York on September 12 he will be attending the first of four meetings with David Babcock, who will receive the Flame of Truth award in November. The other meetings will be held in Los Angeles and St. Louis, and will be climaxed by a dinner in New York in November. At these meetings business and civic leaders and corporations will honor Mr. Babcock by making contributions to an organization called "The Fund for Higher Education in Israel." The money raised will be divided, after costs, between a designated institution in Israel (about two-thirds of the money) and Lindenwood, which Mr. Babcock has designated as the American college recipient (about one-third of the money). As follow-up to the Flame of Truth campaign, a corporate campaign will be undertaken under the director of John Hannegan, of the Board, with the assistance of Mr. Nemens.

The St. Louis University soccer team will play their games at Lindenwood this year, which should generate about \$20,000 in income for Lindenwood. These games will not interfere with our own soccer activities. St. Charles West High School will play some of their football games at Lindenwood in exchange for the privilege of playing our basketball games at St. Charles West. There has been a rapid gain in income from the football field, and in addition Mr. Bidwell made an unrestricted gift of \$100,000 to Lindenwood.

President Spencer concluded his report by reminding members of the faculty of the accreditation visits by teams from the National Council for the Accreditation of Teacher Education and the North Central Association this year.

Dr. Burd said that he will be speaking briefly at the next two faculty meetings about the visit of the team from the National Council for the Accreditation of Teacher Education, which will be November 13, 14, and 15. Members of the team will include a private college president, a dean, and a former dean of S.I.U. at Edwardsville. One-half of the team will be public school professionals. One thing that must be presented to the team is that the faculty supports the teacher education program. Almost always, Dr. Burd pointed out, when NCATE accreditations are lost, these have been in private institutions and are based on financial reasons.

On motion made by Mrs. Emory, which was seconded and passed, the following have been approved for degrees since they have completed the requirements.

Bachelor of Science:

Priscilla Bein
Nancy Lesley
Marcella Petzchen

Bachelor of Arts:

Gerald Vaillancourt

Associate in Science:

David O. Porter

Dean Crozier announced that advisee's folders have been placed in advisors' mail boxes. Folders for those who did not pre-register are in the Deans' offices. Chairmen of departments are being asked to assist with the registration of new students. The registration procedure is essentially the same as in previous years. It is imperative that students sign the section pertaining to where grades are to be sent. The President's Convocation for new students and their parents will be in Jelkyl at 3:30 Monday, September 4, followed by a reception at the President's House. "Meet the faculty" for new students will be in the Library at 7:00 P.M., September 4. Registration will begin Tuesday afternoon from 1:00 to 5:00 and will continue Wednesday from 9:00 to 5:00.

Mr Anthony Perrone announced that the language placement tests will be Tuesday, September 5 at 8:00 A.M., in Young Auditorium.

Mrs. Emory explained the various forms which will be distributed at registration.

Mr. John Nichols said that he had had a note from Miss Mary Lichliter, who is a member of the Citizens Committee of St. Charles, saying there will be a series of Town Hall meetings in various wards of the city. The meetings for Ward 3 will be Wednesday, September 6. One problem in this ward that will be discussed is the parking problem around the college.

Dr. Linda Nelson announced that January and spring schedules of classes have been distributed and asked that they be corrected and returned to the Computer Center.

There being no further business the meeting adjourned at 3:15.

Mary Yonker
Acting Secretary

Approved:

John Nichols

Handwritten notes:
Faculty Meeting
3:15 Meeting adjourned
3:15

Handwritten notes:
Chair of the
Vic
Secretary

Handwritten notes:
Meeting time and place
Sept 1, 1978
10:30

Handwritten note:
Report

September 1, 1978

Faculty Minutes

Oct 4 Special Meeting

Anderson, ~~Bittner~~ Cray, Johnson, Perry, Wephal, Welmer
Mr. Linda Nelson announced the January and Spring schedules of classes have been distributed and asked that they be corrected and returned to the Computer Center.

Faculty Council

3:30 Meeting called to order.

1. Election of Officers
 - Chair - Anderson
 - Vice Chair - Cray
 - Secretary - Eisendrath

Approved:

John Nichols

2. Meeting time and place.
 - 2nd wid of the month at 1:30 109 Young
 - Next week.

3. Report.

Patrick F. Delaney, Jr.

File Faculty Meeting

FACULTY MEETING AGENDA

November 1, 1978, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of October 4 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. NCATE Visit - Dr. Burd
- VI. Report on admissions plans - Mr. Hetherington
- VII. North Central Self-study - Dr. Hood
- VIII. Proposal for a Faculty Colloquium
- IX. Business from the floor
- X. Announcements
- XI. Adjournment

NATIONAL COUNCIL FOR ACCREDITATION
OF TEACHER EDUCATION
1750 Pennsylvania Avenue, N. W.
Washington, D. C. 20006

October 2, 1978

MEMO

FROM: Lynn Gubser, Director

TO: Visiting Team for THE LINDENWOOD COLLEGES, St. Charles, Missouri
(November 13-15, 1978)

Dr. Merlin L. Frantz, Dean of Academic Affairs & Professor of Education, McPherson
College, McPherson, Kansas 67460 (CHAIRMAN)

Ms. Elaine C. Mulherin, Instructor of English & Communications, Prairie High
School; Mailing: 3212 Kenrich Drive S.W., Clear Rapids, Iowa 52547 (ELEMENTARY
TEACHING & ASSISTANT CHAIR)

Ms. Jean Brown, Classroom Teacher, Pratt High School; Mailing: 1020 Green,
Pratt, Kansas 67124 (SECONDARY TEACHING)

Dr. Charles R. Moyer, Chairman, Teacher Education Committee, Hamline University,
St. Paul, Minnesota 55101 (ACADEMIC STUDIES)

Ms. Linda C. Brower, Librarian, El Reno Junior High; Mailing: 600 South El Reno,
El Reno, Oklahoma 73036 (INSTRUCTIONAL RESOURCES)

Dr. W. Deane Wiley, Professor, Educational Administration, 48 Meridian Road,
Glen Carbon, Illinois 62034 (GENERAL TEACHER EDUCATION)

Dr. R. V. Wilson, Director, Teacher Education & Certification, State of Missouri,
Department of Elementary and Secondary Education, P.O. Box 480, Jefferson
City, Missouri 65101 (REPRESENTING THE STATE DEPT. OF EDUCATION)

Mr. Thomas M. Bennett, Social Studies Teacher, Hazelwood West Senior High;
Mailing: 7300 J. Normandie Court, Hazelwood, Missouri 63042 (REPRESENTING
THE MISSOURI NATIONAL EDUCATION ASSOCIATION)

Dr. Walter Littlejohn, Dean, School of Education, University of Arkansas at
Pine Bluff, No. Cedar Street, Pine Bluff, Arkansas 71601 (LABORATORY &
CLINICAL EXPERIENCES)

N C A T E
THE LINDENWOOD COLLEGES
November 12 - 15, 1978

AREAS OF RESPONSIBILITY-TEAM REPORT

*These may
change*

SUGGESTED ASSIGNMENTS

A. Scope of Visit

Frantz

B. Eligibility

Wilson

C. Information about Institution

Bennett

PART I BASIC PROGRAMS

Section 1. Team Information about Standards

1.1 Design of Curricula

Brower, Brown

1.2 The General Studies Component

Moyer, Wilson

1.3 The Professional Studies Component

Brower, Brown

1.3.1 Content for Teaching Specialty

Brower, Brown

1.3.2 Humanistic and Behavioral Studies

Moyer, Wilson

1.3.3 Teaching and Learning Theory with
Laboratory and Clinical Experience

Littlejohn, Brown
Littlejohn, Brown

1.3.4 Practicum

1.4 Use of Guidelines Developed by National
Learned Societies and Professional
Associations

Wiley, Bennett

1.5 Control of Basic Programs

Wiley, Moyer

2.1 Competence and Utilization of Faculty

Wiley, Moyer

2.2 Faculty Involvement with Schools

Wiley, Moyer

2.3 Conditions for Faculty Service

Wiley, Moyer

2.4 Part-time Faculty

Wiley, Moyer

3.1 Admission to Basic Programs

Moyer, Nulherin

3.2 Retention of Students in Basic Programs

Moyer, Littlejohn

3.3 Counseling and Advising for Students in
Basic Programs

Moyer, Littlejohn

3.4 Student Participation in Program
Evaluation and Development

Moyer, Littlejohn

NCATE

The Lindenwood Colleges

November 12-15, 1978

Page 2

4.1	Library	<u>Brower</u> , Wilson
4.2	Materials and Instructional Media Center	<u>Brower</u> , Wilson
4.3	Physical Facilities and Other Resources	<u>Brower</u> , Wilson
5.1	Evaluation of Graduates	<u>Wiley</u> , Brown
5.2	Use of Evaluation Results to Improve Basic Program	Wiley, <u>Brown</u>
5.3	Long-Range Planning	<u>Wiley</u> , Brown
Section 2. Team Summaries and Judgments about Groups of Standards:		
a.	Governance of Teacher Education programs	<u>Mulherin</u> , Bennett
b.	Elementary and Secondary Curricula	<u>Brown</u> , Wilson
c.	Adequacy of the Instructional Staff	<u>Wiley</u> , Moyer
d.	Student Admission and Retention	<u>Littlejohn</u> , Brower
e.	Instructional Resources and Facilities	<u>Brower</u> , Littlejohn
f.	Evaluation, Program Review, and Long-Range Planning	<u>Moyer</u> , Wiley

The Team Member whose name is underlined will be responsible for gathering the information and writing the report as designated. The other persons will assist as organized by the Team Chairperson. There are many instances where help will have to be provided for Team Members by other Team Members. Information gathered in the course of carrying out one's primary duties which relate to another area should be noted and passed on to the appropriate Team Members. If these assignments are too far out of line from your background and interest, please let me know. Adjournments can be made at our initial meeting on Sunday evening, November 12, 1978.

The Team Report will follow the format set forth in the five-page NCATE Publication, An Outline of the Visiting Team Report. The Manual for Team Members prepared by A. L. Fritschei will be very helpful in suggesting kinds of information to seek and ways of verifying it.

MLF:bb
10/17/78

EDUCATIONAL POLICIES COMMITTEE MEETING - 25 October, 1978 - 205 FA

Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, N. King, Soda, White, Emory. Brian Samuels, Jeffie Feely, Lois Boschert represented the students; Su Relyea attended to speak to the issue of a possible graduate program under the aegis of the Master of Arts in Education, Model III.

It was moved and seconded that the general education requirements for the Bachelor of Arts, Bachelor of Science, Fine Arts, Music or Music Education degrees should read:

One course from the following list:

Mathematics 104	Elementary Functions
Mathematics 105	Basic Geometry
Mathematics 106	Basic Statistics
Mathematics 171	Calculus I

The motion passed.

Students with an insufficient knowledge of algebra will be required to take Mathematics 100 prior to Mathematics 104, 105, 106. A placement test will be used to determine which students are required to take Mathematics 100 (Algebra). Mathematics 100 will receive credit toward graduation but not as a general education requirement.

Course descriptions:

Mathematics 100 - Algebra

An introduction to the algebra of real numbers including sets, linear equations and inequalities, graphs, polynomial operations, quadratic equations, quadratic functions.

Mathematics 104 - Elementary Functions

An introduction to the study of the common elementary functions including polynomial, algebraic, trigonometric and exponential functions. This course assumes a prior knowledge of algebra.

Mathematics 105 - Basic Geometry

An introduction to the Euclidean geometry of the plane, including logic, basic incidence geometry, the concept of congruence, transformations, the properties of lines and circles. The course assumes a prior knowledge of algebra.

Mathematics 106 - Basic Statistics

An introduction to the theory and application of statistics, including probability, descriptive statistics, random variables and expected values. This course assumes a prior knowledge of algebra.

This change would be effective in Fall, 1979.

Two courses from the Physical Education department were brought for approval.

PE 29 - Team Handball, Korfball, and New Games ($\frac{1}{4}$) CRAIG.

Team handball is one of the world's fastest team games. The combinations of

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An introduction to the theory and application of statistics, including probability, descriptive statistics, random variables and expected values. This course assumes a prior knowledge of algebra.

This change would be effective in Fall, 1979.

Two courses from the Physical Education department were brought for approval.

PE 29 - Team Handball, Korfball, and New Games (¼) CRAIG.

Team handball is one of the world's fastest team games. The combinations of

skills and team play will be stressed. It is played by two sides of 12 players each. The object is to score the most goals, and attackers pass or dribble the ball with their hands until a shooting into a cage is possible.

Korfball is one of the newest team games in the world. It was introduced by the International Sports Committee of the Netherlands. The teams are positioned within three zones. Goals are scored by throwing the ball into the opponent's basket. It is essentially a passing game that forbids physical contact, but allows tight marking (guarding).

New games will include team and individual and dual sports revised or founded and/or recognized by the American Alliance for Health, Physical Education and Recreation, International Sports Committee, and other recognized organizations.

PE 30 - Handball/Racquetball (½) Bornmann

A course in the fundamentals of handball and racquetball in the four-wall court. Included in the course will be rules, stance, basic strokes, eye discipline and prediction of the flight of the ball.

It was moved, seconded and passed that these courses be approved.

These courses will become effective in the Spring Term, 1979.

The question raised concerning degree requirements for graduates entering Lindenwood seeking a second baccalaureate degree was tabled.

The possible addition in Master of Arts in Education program to include specialty in Teaching of English as a Second Language was discussed. It was moved, seconded and passed that this addition be adopted as part of Model III of the MA in Education.

A list of names of persons seeking extensions for incompletes taken during the Spring and Summer terms, 1978 and including the date of expected completion was approved.

A motion to approve the graduation of Edna Freeman, Lindenwood 4 student, WITH HONORS was seconded and passed.

Norm King asked the definition of duties for the Special Events Committee and stated that he will meet again with the committee to consider recommendations regarding the status of the committee.

Meeting adjourned.

Approved

John Bornmann, Secretary

Proposed:

Master of Arts in Education

(with a Specialty in Teaching English-as-a-Second Language)

Master of Arts in Education
(with a Specialty in Teaching English-as-a-Second-Language)

Recommended Course Work

Conceptualization of Education
Analyses of Teaching And Learning Behavior
Curriculum Analysis And Design
Research

Applied Linguistics
Psycholinguistics
Methods of Second Language Learning (two semesters)
Culture and Society
Testing Assessment
Practicum

Foreign Language Proficiency will be required of all candidates before the completion of this degree.

The student must be able to demonstrate his/her proficiency in communicating both in writing and oral expression, as well as reading comprehension on a level commensurate with that of a literate adult in that native language.

After preparing and administering a suitable testing device, faculty members with language backgrounds will evaluate the student's proficiency in languages of their specialization. For other languages, outside expertise will be utilized.

The purpose of this proficiency requirement is to enable the student to become sensitive to the processes of and the problems involved in learning another language.

Proposed Summer Schedules

Summer I	June	Applied Linguistics Methods of Teaching English as a Second Language I
	July	Methods of Teaching English as a Second Language II Conceptualization of Education
Summer II	June	Psycholinguistics Culture and Society
	July	Curriculum Analysis and Design Testing Assessment
Summer III	June	Analyses of Teaching and Learning Behavior and Research
	July	Practicum

Teaching English as a second language has been an educational activity in this country for more than three hundred years. Only in the last twenty-five has it become a profession, making systematic application of a collected body of knowledge combined with learning theory. It's importance has been heightened by the critical role of the English language in the nation's educational process and by the unfortunate circumstance that ethnic and racial minorities have not always been well served by classroom practices designed for native speakers of English.

The teacher of English as a second language has a difficult task. He must set the goals of achievement for his pupils higher than those of his colleagues in the modern foreign languages, yet he must adopt certain of their practices. For those whom he teaches, a working command of English is an educational essential, but this command must be acquired through methods which differ from those customarily employed by the teacher of English to native speakers of the language. In essence this constitutes the case for a special pattern of preparation for teachers of English as a second language.

Qualifications and Guidelines

A. The Role of the English-as-a-Second-Language Teacher in American Schools

The teacher of English to speakers of other languages in American Schools is expected to:

1. Progressively develop in his students comprehension of and the ability to interact with English-speaking American society through mastery of communicative competence in English as it is used by the English-speaking population.

Help his students gain mastery of both receptive (listening and reading) and productive (speaking and writing) English-language skills.

Help his students gain an awareness of and respect for similarities and differences between the English-speaking culture and their own cultural heritage.

Help his students gain knowledge of American social customs, traditions, folklore, history and literature in such a way as to contribute to their mastery of the language and culture, and their future educational and social development.

2. Evaluate his students' progress toward the above objectives, identify their strength and weaknesses in performance, and adjust their instruction appropriately.
3. Make judicious selection and use of approaches, methods, techniques, procedures, materials and aids appropriate to effective language teaching for his pupils and curriculum objectives.

Evaluate the effectiveness of these teaching procedures and materials in bringing about student behaviors appropriate to the curriculum objectives, and revise their use as necessary.

Maintain vitality in the instructional program by implementing changes in the goals, procedures and materials whenever such changes are indicated by changes in the teaching situation, or by development in language-teaching theory and practice.

4. Correlate and sequence and scope of his teaching with that in other instructional areas in the curriculum: and contribute to the definition of curriculum goals for linguistic minority students in English-as-a-second-language specifically, as in other areas generally.

B. Personal Qualities, Professional Competencies and Experience of the English-as-a-Second-Language Teacher in American schools.

To achieve the objectives of his teaching role the teacher of English as a second language in American Schools is expected to:

1. Have personal qualities which contribute to his success as a classroom teacher, insure understanding and respect for his students and their cultural setting, and make him a perceptive and involved member of his community.
2. Demonstrate proficiency in spoken and written English at a level commensurate with his role as a language model. Whether he is a native-language or second-language speaker of English, his command of the language should combine qualities of accuracy and fluency; his experience of it should include a wide acquaintance with writings in it.
3. Have had the experience of learning another language and acquiring a knowledge of its structure; and have a conscious perception of another cultural system. If possible, the language and cultural system should be related to that of the population with which he is to work, although this is not mandatory. The student will pass a second-language proficiency exam before completion of the MA program.
4. Understand the nature of language; the fact of language varieties--social, regional, and functional; the structure and development of the English language systems; and the culture of English-speaking people.
5. Have a knowledge of the process of language acquisition as it concerns first and subsequent language learning and as it varies at different age levels; and understand the effect on language learning of socio-cultural variables in the instructional situation.
6. Have an understanding of the principles of language pedagogy and the demonstrated ability, gained by actual teaching experience, to apply these principles as needed to various classroom situations and instructional materials.
7. Have an understanding of the principles, and ability to apply the techniques and interpret the results of second-language assessment of student progress and efficiency; an ability to evaluate the effectiveness of teaching materials, procedures, and curricula.
8. Have sophisticated understanding of the factors which contribute to the life styles of various peoples, and which determine both their uniqueness and their inter-relationships in the pluralistic society.

C. Objectives and Features of a Teacher Education Program in Teaching English as a Second Language.

A program to prepare a beginning English-as a second language teacher must provide him with the opportunity to develop the academic and professional competencies set forth in Section B above. These competencies will be developed to a level of proven ability capable of enabling him to fulfill satisfactorily the role-objectives specified in Section A above, as demonstrated through actual teaching responsibility under experienced supervision.

The program teaches instruction and experiences which contribute directly to development of competencies in linguistics and English linguistics, psycholinguistics language pedagogy and assessment, including supervised teaching experience, and studies in culture. In addition, the program requires objective assessment of both the English and foreign-language proficiency of all candidates, and provides or arranges for supplementary instruction whenever necessary.

1. Academic specialization. Courses and training with the primary objective of helping the student to understanding and knowledge of the nature of the language, English-language systems, language learning, and language in culture.
 - a. Linguistics and English linguistics (B 4) - the nature of language, its systematic organization, variation and change; major models of linguistic description; major sub-systems of present-day English (grammatical, phonological/graphemic and lexical/semantic), its historical development and dialectical variation; contrastive linguistics with special reference to the comparison of English and a "linguistic minority" language.
 - b. Psycholinguistics and sociolinguistics (B 5) - language acquisition processes in first and second language learning, age differential in language learning, individual learning styles; basic socio-cultural variables in language use and language learning, types of bi-lingual and multi-lingual educational situations, social determiners of dialect and style.
 - c. Culture and Society (B3, B4, B5, B8) - the elements of socio-cultural systems; cultural pluralism in American society; description comparison and inter-relationship of English-speaking and linguistic-minority cultures; culturally determined life styles and learning styles and their effect on second language learning.
2. Pedagogy foundations, methods, and practicum - courses and training with the primary objective of providing theoretical and methodological foundations, and practical experience leading to competence in actual teaching situations.
 - a. Professional education - social foundations and organization of American education, human growth and development, learning theory, and curriculum development, including the place of English as a second language in the curriculum.

- b. Second-language pedagogy (B6) objectives, theoretical approaches to, and methods of teaching English as a second language; language-teaching techniques and procedures; curricula, teaching materials and aids; adaptation of instructional materials to specific situations; professional information sources: journals, research reports, and professional organizations; design, implementation and evaluation of innovative materials and techniques.
- c. Second-language assessment (B7) principles of testing; techniques and interpretation of second-language assessment of student progress and proficiency; evaluation of teaching materials, procedures, and curricula.
- d. Language teaching practicum (B6, B7), systematic directed observation, supervised teaching practice, and progressive teaching responsibilities which contribute to experience and competence in the primary roles of the English-as-a- second-language teaching described in Section A above.) Although experience gained in the training program will usually be more extensive and direct in the roles that helped shaped student behaviors (A1-A2) than in those roles more broadly concerned with curriculum development and evaluation (A3-A4), opportunities will be made available for some experience in all roles.

(Practicum opportunities might be provided by the following St. Louis Programs: International Institute, the program for Russian Jews, University Adult Education, Washington University Intensive ESL program, St. Louis University Intensive ESL program, and our own Intensive ESL program.

- (1) The institution provides opportunities for systematic, directed observation of a variety of English-as-a-second-language teaching situation for children, adolescents, and adults beginning, intermediate, and advanced levels of instruction, and which employ a representative variety of appropriate teaching methods, materials, and aids.
 - (2) The institution provides directed teaching practice with progressively increasing responsibility, under expert supervision in teaching situations appropriate to the student teacher's employment goals. Through this experience the candidate will both develop and demonstrate his actual and potential ability as an English-as-a-second-language teacher by achieving at least a (good) level of competence in the role-objectives of Section A above.
- 3. Another language. Learning experience, structural and cultural information (B). For those candidates who have not had recent experience learning another language, the institution offers, or provides by special arrangement, second-language instruction.
 - 4. Evaluation of candidates. Evaluation of each candidate's achievement in the areas of competence outlined above is an integral and systematic part of the teacher education program at all its stages (i.e., for admission to, retention in, and completion of the program).

- a. English language proficiency (B2) of both native and non-speakers is demonstrated by satisfactory completion of appropriate college-level course work requiring a high level of oral and written expression and/or objective assessment by standardized test instruments properly interpreted.
- b. The institution publishes a clearly formulated policy concerning admission to, retention in, and successful completion of the teaching education program. The statement of this policy includes precise information about application procedures and criteria for admission to the program: it indicates how and by what professional criteria students may be eliminated from the program; and it sets forth clearly the minimal academic achievement and level of teaching competence required for successful completion of the program.
- c. The institute evaluates the candidate's achievements by instruments appropriate to the measurement of each competency, including direct evaluation of teaching performance. The results of the evaluation are available for advising the candidate in his continuing education and career development, and for recommending licensing, and employing him. His readiness to teach is certified in the name of the whole institution. An official designated to make such certification is able to demonstrate that he has received assessment concerning the candidate's performance in all units of the teacher education program.

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
October 4, 1978

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, October 4, 1978, at 1:30 P.M., in the Fine Arts Building with Provost James F. Hood presiding. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women and Brian Samuels represented the students of Lindenwood College for Men.

There being no corrections to the minutes of the meeting of September 1, the minutes were approved as distributed.

On the recommendation of the Educational Policies Committee, Dr. C. Edward Balog, Chairman of the Educational Policies Committee, moved that the following be approved for the BSN program. The motion was seconded and passed.

1. NLN (National League of Nursing, the accrediting body for the BSN programs) achievement test scores in natural sciences be accepted for credit toward graduation, provided the tests were not taken more than five years ago and that the scores are in the fiftieth percentile or above. It was proposed: Chemistry, 1 course; Microbiology, 1 course; and Anatomy and Physiology, 2 courses.
2. Those students having had Applied Science or Basic Science courses in other colleges or universities will need to demonstrate their knowledge of the natural sciences by taking and scoring at or above the fiftieth percentile on NLN achievement tests. Course credit would then be assigned using the previously described scale.
3. NLN achievement test scores in nursing be accepted for credit toward graduation provided the tests were administered by The Lindenwood Colleges and the scores were at or above the fifty percentile mark. Course credit would be assigned as follows: Basics in Nursing, 2 courses; Medical-surgical Nursing, 3 courses; Psychiatric Nursing, 2 courses; Parent-Child Nursing, 3 courses.
4. CLEP scores for Introduction to Sociology and General Psychology be accepted for elective credit toward graduation for nurses without college credit in these courses.
5. PEP (Proficiency Examination Program, an ACT testing program) scores in nursing be accepted for credit toward graduation provided the scores were at or above the Standard Score of 50. Course credit would be assigned as follows: Fundamentals of Nursing, 2 courses; Maternal and Child Nursing (Baccalaureate Degree), 3 courses; Adult Nursing, 3 courses; Psychiatric Mental Health Nursing, 2 courses.

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St. Charles, Missouri

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On the recommendation of EPC, Dr. Balog moved that courses obtained for credit through the NLN and PEP examinations be counted toward a major in nursing even though no grades are recorded. This would apply only to the BSN program because of the special situation. The motion was seconded and carried.

Dr. Hood introduced Rosemary Zekert, Assistant Professor in the Department of Nursing.

Dr. Daryl Anderson, Chairman of Faculty Council, reported that Faculty Constitution and Bylaw changes have not yet been formally accepted by the Board. She therefore moved that the implementation of the Faculty Constitution and Bylaw Changes of March 1, April 5 and May 23, 1978 be postponed until the time of committee elections next spring. The motion was seconded and passed.

Dr. Anderson then reported that the six-part motion passed by the faculty had been sent to the Chairman of the Board, Robert Hyland. Mr. Hyland has responded, "I understand the intent of the motions perfectly." He has further indicated that there will be some attention paid to the motion, and that steps will be taken to clarify the situation.

Since Dr. John S. Burd is serving in an administrative capacity, it is necessary to elect a member at large from the faculty to replace Dr. Burd on Faculty Council. Mr. John Wehmer was nominated from the floor to fill this vacancy. A motion was made, seconded and passed to close the nominations and that Mr. Wehmer be elected to Faculty Council by acclamation.

Dr. Balog has been serving on the Educational Policies Committee as a representative of the Social Science Division elected by the faculty. He has now been elected Chairman of the Social Science Division and will serve on EPC in that capacity. It, therefore, is necessary to elect a representative to EPC from the Social Science Division. The following were nominated from the floor:

John N. Bartholomew
Norman W. King

A motion was made, seconded and passed that nominations be closed. Dr. King was elected to serve on EPC from the Social Science Division.

Dr. John S. Burd reported that the NCATE report will be sent to the accreditation team. The team will arrive Sunday, November 12, and will be on campus until November 15. They will be housed at Noah's Ark. On November 12 the team will have dinner with those responsible for writing the report. After dinner they will go back to the motel and make their assignments for the next three days. Members of the team will not visit classes, but after duties are assigned each person will check with as many as possible who are concerned with that particular area. The team must reach a consensus in regard to accreditation and they will make a verbal report before leaving, and a written report within thirty days.

Ms. Miriam King-Watts made the following preliminary report for Mr. Frank Hetherington on new students for the 1978-79 year:

I. Lindenwood 1	172 students applied
	151 were admitted
	91 entered
Lindenwood 2	99 students applied
	93 were admitted
	44 entered

Of the 135 new students, 66 are resident students and 69 non-resident.

II. Grade point average

Freshmen	3.054
Transfers	2.75

III. Standardized Mean Test Scores (freshmen only)

ACT composite	20
SAT Verbal	420
Math	460

IV. Areas of Academic Interest in Rank Order

Communication Arts (27)
Business Administration (25)
Undecided (15)
Education (12)
Bachelor of Medicine (9)
Theatre (9)
Art (9)
Music (8)
Biology (7)
Horsemanship (7)
Science (4)
Sociology (3)
Psychology (3)
Physical Education (3)
English (3)
Nursing (2)
Political Science (2)
Engineering - 3/2 program (2)
Computer Science (1)
Photography (1)
Medical Technology (1)
Languages (1)
Humanities (1)

A more complete report will be distributed to the faculty later.

Dr. Hood reported that there has been a major shift in the direction of the North Central Association visit in the spring. We had assumed that North Central had accredited us for three years in 1976 for the bachelor's and master's programs but we misinterpreted the report. We have been accredited for ten years for these programs. NCA will look only at the master's programs this spring and this visit, therefore, will not be a full accreditation visit.

Dr. Hood also reported that he will be meeting with each department together with the appropriate dean to discuss:

1. Strengths of program
2. Concerns
3. New programs that could be developed
4. Fiscal needs now with programs currently being undertaken

He continued by saying that this does not mean that departments will get more money but having this information could assist the Development Office, for instance. The Board authorized at its September meeting a Long Range Planning Committee and this information will also be needed for that study.

Following a series of meetings with faculty who will teach in the Common next spring, Dr. Hood continued, it has been suggested that those faculty would like to have a simple expression of faculty sentiment about the Common as to whether or not faculty support it and wish to continue it, and whether it should be continued as a general education requirement. An advisory vote of the faculty showed a tied vote. It was then moved, seconded and passed that the Common be continued this year and that the matter be referred to the Educational Policies Committee for recommendation in regard to the future.

The Board will meet on October 10, Dr. Hood said, and anything that transpires that will be of information to the faculty will be passed along as rapidly as possible.

Dean Doris Crozier announced that Parent's Day will be October 14. The Humanities Division will have an Enrichment Day for high school students October 26.

Miss Jean Fields announced that the English Department has exhausted its library budget for modern fiction. She asked that members of the faculty give books to the library before giving them to book fairs. She announced also that the Film Board invites members of the faculty to movies shown on weekends. The schedule of the movies is posted near the Post Office.

Mr. Robert G. White, Jr. announced that October 7 marks the tenth anniversary of KCLC-FM. Members of the faculty are invited to an open house at the radio station that day from 1:00 to 6:00 P.M.

Dr. Dominic Soda announced that a grant in the amount of \$8,5000 has been received from the National Science Foundation to assist in the improvement of the quality of undergraduate science instruction through the acquisition of the instructional scientific equipment (relating to the computer) outlined in the proposal. Expenditures from funds made available by the grant will be matched by the grantee.

Miss Patricia Delks called attention to an article in the September 25 issue of the Chronicle of Higher Education which states that a Federal appeals court has ruled that full-time faculty members of Yeshiva University are managerial personnel since they perform managerial functions by adopting degree requirements, admissions standards, and make other administrative decisions.

Mr. Jeffrey G. Nemens announced that the Lindenwood Fair will be October 14 from 10:00 A.M. to 4:00 P.M.

Dr. Kenneth G. Greenlaw announced that Barbara Kramer will give an alumna piano recital on October 20 at 2:45.

Dr. Wesley Van Tassel announced that theatre season tickets are still available at half price.

Mr. Kenneth Westphal announced that the Business Administration Department will have various business people visit the campus. Announcements of these visits will be placed in faculty boxes. He also announced that Mrs. Dar Anderson is now in the Evening College Office as Administrative Assistant in place of Mrs. Judy Brown.

Ms. Barbara Marentette asked that faculty send her information for Update by Thursday of each week, or to the Word Processing Center by Wednesday noon.

Dean Crozier announced that preregistration for the January and Spring Terms will be the first week in November.

There being no further business the meeting was adjourned.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

Patrick F. Delaney, Jr.

File For Meeting

FACULTY MEETING AGENDA

December 6, 1978, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of November 1 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. Report on Development Plans - Mr. Nemens
- VI. Approval of candidates for degrees - Mrs. Emory
- VII. Business from the floor.
 - A. January meeting date
 - B. Other business from the floor
- VIII. Announcements
- IX. Adjournment

Present: Balog, Bornmann, Burd, Delaney, Feely, Hood, Norman King, Soda, White and Emory. Lucy Morros was present to speak to a proposal she brought to the Committee. The students were represented by Brian Samuels, Jeffie Feely and Lois Boschert.

Item 1 on the agenda dealt with a proposal by Lindenwood 4 for an M.A. degree in Foreign Language Instruction. (See amended proposal attached.)

Paragraph 5, page 1 was amended. It originally read "Students may choose one or two languages as their instructional specialty. Proficiency in the language(s) is a requirement for graduation from the program. Specifically, students must demonstrate the 'good' level in their major specialty and the 'minimal' level in their minor specialty (if chosen), etc."

The amended version reads: "Students must know at least two languages. Proficiency in a second language is a requirement for graduation from the program. Specifically, students must demonstrate the 'good' level in their specialty and the 'minimal' level in a second language, etc." The rest of the proposal remained unchanged.

It was moved, seconded and passed that the amended proposal be accepted, effective for the Fall, 1979.

Dr. Morros and Dr. Burd presented a proposal for a 6-week summer term in Critical Life Procedures (non-credit) for LC 4 students claiming Critical Life experience. (See attached) The cost of the term is not a matter for EPC to decide and was therefore referred to Faculty Council.

It was moved, seconded and passed that this proposal be accepted.

Item 2 on the agenda: Offering of the course EDU 369/569 Affective Values-- Education

Course Description:

EDU 369 A study of personal and social behavior related to feelings and emotions as they enhance or hinder the educational processes. Valuing as a learned process will be investigated, as will area of value conflict and clarification processes. Materials and methods for resolving value issues will be presented.

EDU 569 A study of personal and social behavior related to feelings and emotions as they enhance or hinder the educational processes. Valuing as a learned process will be investigated, as will areas of value conflict and clarification processes. Materials and methods for resolving value issues will be presented. Students will gain experience in choosing, adapting, and implementing projects in the affective values domain.

Prerequisites: Psychology 100 and two courses in Strategies and Tactics. Donovan. To become effective Spring, 1979.

It was pointed out that the difference between the undergraduate and the graduate level courses was the underlined sentence in the latter, to be implemented by a written project.

The proposed course from the Business Administration department was returned to the department for clarification of three major questions.

The report from the committee concerning General Education requirements for transfer students possessing a baccalaureate degree and wishing to complete a second degree at Lindenwood came in the form of a motion.

It was moved, seconded and passed that "a person holding a baccalaureate degree from Lindenwood or from another accredited college, wishing to obtain from Lindenwood another baccalaureate degree in a second discipline and willing to pay the attendant fees, be permitted to obtain such a second degree upon the completion at Lindenwood of the requirements for that degree and for a major within the second discipline." Effective immediately.

The Natural Science and Mathematics Division presented a course from the Physical Education department:

PE 31 SCUBA DIVING ($\frac{1}{2}$) Guest Instructor
To acquire PADI certification (Professional Association of Diving Instructors). Fourteen two-hour sessions, $\frac{1}{2}$ pool and $\frac{1}{2}$ lecture. Check out dive at the end of the term. Fee (varies with the expense of the tanks).

It was moved, seconded and passed that the course be approved. It becomes effective with the Spring Term, 1979.

The Natural Science and Mathematics Division, also presented two courses in Mathematics:

MATHEMATICS 350 Computer Organization and Assembly Language Programming
This course examines computer organization and assembly language programming using the pseudo-computer MIX and its associated assembly language MIXAL. The study includes computer architectures, assembly language programming techniques, loaders, linkers, assemblers and systems programs. Prerequisite: Mathematics 180, BA 320 (COBOL) or the equivalent. (4/4)

MATHEMATICS 052 Introduction to Computer Programming (Basic)
An introduction to computer and programming in BASIC including variables, arrays, loops, subprograms, program organization, and interactive programming. (2/4)

It was moved, seconded and passed that the two courses be accepted; they become effective Spring Term, 1979.

It was moved, seconded and passed that the three new math courses proposed at the last EPC meeting be accepted: Math 100, Math 105 and Math 106.

A document giving the Philosophy, Purposes, and Objectives of the Department of Nursing was distributed for the information of the members of EPC.

The Humanities Division brought a proposal that the Theatre Arts course 131-- Appreciation of the Theatre, offered in the Spring Term, 1979 be one of those available as a Humanities Division Elective, just as TA 130 (Fall Term) is. It was moved, seconded and passed that TA 131 be approved as Humanities Divisional elective.

Meeting Adjourned.

Approved, John Bornmann
EPC Secretary

M.A. in Foreign Language Instruction
(including ESL)

- A. The M.A. in Foreign Lanuage Instruction (including ESL) follows the general format of the Lindenwood 4 program for the M.A. in Education but features specific components in linguistics and pedagogy essential to the effective instruction of foreign languages and/or ESL (English as a Second Language).

The M.A. in Foreign Language Instruction (including ESL) is currently available in the following areas: Spanish, French, Italian, German and ESL (English as a Second Language). The program which involves a minimum of three trimesters of study (9 LCC's or 31.5 semester hours) has been designed for experienced language teachers in the greater St. Louis Metropolitan area who are seeking to improve their supervision and research in language education.

Lindenwood 4's M.A. in Foreign Language Instruction (including ESL) is designed to provide language teachers with 1.) graduate training in linguistics, psycholinguistics, sociolinguistics, socio-cultural systems, professional education, second-language pedagogy and assessment and 2.) a systematically directed, supervised, observed and evaluated language teaching practicum. The goal of the program is to provide its students with professional skills in language education which requires the understanding and judicious selection and use of teaching methods and materials.

Lindenwood 4's M.A. in Foreign Language Instruction (including ESL) meets the guidelines for the Preparation of Teachers of English, for Teacher Education in Modern Foreign Languages, for Teachers of English to Speakers of other Languages in the United States as set out by TESOL in 1978 and the MLA in 1966.

Students must know at least two languages. Proficiency in a second language is a requirement for graduation from the program. Specifically, students must demonstrate the "good" level in a second language, as these levels are set out in the Modern Language Association Guidelines for Secondary School Teachers of Modern Foreign Languages. Students' aural and speaking level is tested by dictation, the CEEB Listening Comprehension Test, and/or similar tests designed to determine active and passive language ability. In order that students fulfill the proficiency requirement in their instructional specialty (ies), additional course work may be built into the M.A. program, expanding it to more than three trimesters of course work. The specific number of Lindenwood Course Credits required beyond the standard 9 LCC's is determined by the Director of the M.A. program in Foreign Language Instruction and the Graduate Admissions Committee of The Lindenwood Colleges.

B. Trimester Content, Organization, and Evaluation

Trimester I (3 LCC's or 10.5 Semester Hours)

The initial trimester provides the student with the linguistic foundations required by language teaching, including a general study of the nature of language, major models of linguistic description, the history of his language (s) and English, or in the case of ESL specialists, with reference to English and a linguistic minority language. Psycholinguistics and sociolinguistics are studied, including first and second language learning processes, age differentials in language learning, individual learning styles, and basic socio-cultural variables in language use and language learning. Research methodology is studied, and a minor research project focusing on contrastive analysis is required.

Students meet in weekly cluster groups with the Faculty Sponsors for approximately four hours. Each meeting concentrates on a pre-determined topic and may include presentations by specialists, lectures by the Faculty Sponsor, papers and reports by students. Each student has his own program overview and trimester plan developed according to his personal academic needs within the general framework of the program, in consultation with his Faculty Sponsor and Faculty Administrator. One-to-one tutorials may supplement cluster group meetings.

Trimester II (3 LCC's or 10.5 Semester Hours)

The second trimester is devoted to the methodology of teaching foreign languages, including a general overview of the role of language instruction in the American educational system; a specific study of second-language pedagogy, methodology, techniques and procedures, curricula, teaching materials and aids; adaptation of materials; professional information sources; evaluation techniques and principles of language assessment. Research methodology is again studied, and an experimental classroom project will be required.

Concurrent with the student's study of the methodology of teaching foreign languages is a required, supervised teaching practicum. The practicum requirement involves a minimum of 12 to 15 hours per week of actual teaching under supervision for the course of the trimester. Students can meet the practicum requirement in their on-going teaching positions. If a student is not teaching, Lindenwood 4 assists the student in securing a practicum, but cannot guarantee one. Any special costs which may be incurred in the practicum must be borne by the student. In the St. Louis Metropolitan area, we have identified unique practicum settings in which students can integrate and apply academic knowledge in foreign language instruction. The Faculty Sponsor and the Faculty Administrator supervise the practicum, evaluating the student's teaching throughout the trimester by video-taping, recording, and personally visiting the student in the classroom. The student's classroom performance is discussed in the cluster group sessions, along academic methodological presentations. The group becomes an important instrument of support, criticism, and evaluation for all of its individual members, but studies continue to be highly individualized, and separate tutorials may be arranged as required.

Trimester III (3 LCC's or 10.5 Semester Hours)

The trimester's work concentrates on a Culminating Project which demonstrates mastery of theory and practice in a certain area of language teaching. It may present a piece of original research, the development of a new curriculum in a certain area, a short teaching text, or a position paper on a major area of concern within the language teaching field. The final project proposal is submitted to the Faculty Sponsor and Faculty Administrator at the beginning of the trimester. It is approved and amended within two weeks. At the end of the trimester the final project is presented to the Culminating Project Committee consisting of

the Faculty Sponsor (s), the Faculty Administrator, a student peer (optional), and one or more specialists in the student's area of concentration not connected with Lindenwood 4.

C. Faculty for the M.A. Program in Foreign Language Instruction (including ESL)

Dr. Lucy Morros, Director of M. A. Program in Foreign Language Instruction;
Faculty Administrator, Lindenwood 4.

Dr. Elizabeth Price, Faculty Sponsor, Lindenwood 4; Language Co-ordinator,
International Institute of Metropolitan St. Louis.

Mr. Tony Perrone, Assistant Professor of Spanish, The Lindenwood Colleges.

Dr. Anne Perry, Assistant Professor of French, The Lindenwood Colleges.

D. Hardware for the Practicum:

The Lindenwood Colleges possess the necessary equipment for the evaluative aspects of the required, supervised practicum (e.g., video-taping equipment and tape-recording equipment).

E. Library Resource Materials:

At the present time some of the requisite materials and texts required for the program are available at Lindenwood's library or through inter-library loan. Certain texts, however, will need to be purchased.

Lucy Morros

LC-4 Critical Life Procedures
and
Critical Life Term

Student's First Trimester in Undergraduate Program:

In the first trimester of a student's undergraduate program in Lindenwood 4, the student identifies with his/her Faculty Administrator all college-equivalent learning experiences to be claimed. These experiences may replace an elective, the major or may be related to the major but outside requisite study. The Faculty Administrator checks to determine that the experiences (1) can be publicly verified, (2) involve conceptual learning at the college level which is still fresh in the student's mind and (3) do not duplicate academic credit granted through CLEP, Practicum Credit, previous college courses, or Lindenwood 4 study. Once this assignment is completed, the Faculty Administrator and the student complete all the requisite documents: e.g. the overview, the Advanced Standing Evaluation and the Academic Standards Form.

A Student Who is Claiming 2 LCC's or less of Critical Life Credit:

If a student is claiming 2 LCC's or less of Critical Life Credit, the student must complete all documentation and verification of these claims by the end of his/her penultimate trimester. Specifically, the student is responsible for writing up a document which clearly sets forth (1) the title of the experience, (2) the number of LCC's requested for the experience, (3) the length of time of the student's overall involvement with the subject, (4) the setting in which the learning took place, (5) proficiencies gained, identified by key concepts, skills, recognized theories or thinkers, substantive issues, practical application, products of learning and/or bibliography, (6) the type of credit requested (elective, general education, requisite study in the major, credit related to the major but outside requisite study in the major).

The Faculty Administrator is responsible for (1) reviewing the acceptability of all documentation, (2) securing the Critical Life Verification Forms sent to verifiers, (3) writing up the Critical Life Description for the Registrar, (4) presenting all documentation and verification to the chairperson of the Critical Life Committee. This committee has the final responsibility to determine the amount of elective credit and/or credit related to the major but outside requisite study in the major that is to be awarded to a student for Critical Life Experiences. The Critical Life Committee must send the approval of the appropriate department or division to determine the amount of general education credit and/or credit in the major that is to be awarded to a student for Critical Life Experiences.

The student pays \$40.00 for each LCC of credit awarded.

A Student Who is Claiming more than 2 LCC's of Critical Life Credit:

If a student is claiming more than 2 LCC's of Critical Life Credit, the student must enroll in the Critical Life Term, a non-credit, six week term that costs \$100. This term is held once a year during the Summer Trimester. This year the dates will be: June 2nd to July 14, 1979.

One Faculty Administrator handles all substantive and procedural tasks during the term. Specifically, the Faculty Administrator is responsible for: (1) teaching the students the essential components of documentation (description of critical experience, proficiencies gained); (2) setting up sessions for students with appropriate faculty who will discuss how to demonstrate proficiencies in art, psychology, communications, business, etc; (3) scheduling any tests to determine the amount of credit to be awarded (e.g. Beginning, Intermediate, Advanced typewriting; Beginning, Intermediate, Advanced shorthand); (4) processing all Critical Life Verification Forms, (5) writing up the Critical Life Descriptions; (6) presenting all finalized documentation and verification to the chairperson of the Critical Life Committee. Once again, this committee has the final authority to determine the amount of elective credit and/or credit related to the major but outside requisite study in the major to be awarded for Critical Life Experiences. The Critical Life Committee must seek the approval of the appropriate department or division to determine the amount of general education credit and/or credit in the major to be awarded for Critical Life Experiences, (7) informing each student's Faculty Administrator of the amount and type of credit awarded for all Critical Life Claims, (8) informing the Assistant to the Administrative Director of LC-4 of the amount of Critical Life Credit awarded so that the student will be billed. Each LCC costs \$30.00.

Enrollment in Critical Life Term:

The Critical Life Term is once a year during the Summer Trimester. A student may enroll any time before his/her last full or partial load trimester in the program. If a student does not complete all documentation of claims within the six week period, the student may enroll for \$50 in the next Critical Life term provided that the student has not entered his/her final full or partial load trimester in the program.

The student has the option to enroll for a partial load trimester (up to 2 LCC's) with permission of the Faculty Administrator while enrolled in the Critical Life Term.

THE LINDENWOOD COLLEGES
Office of the Registrar

November 29, 1978

PLEASE ADD THESE NAMES TO THE LIST OF PROSPECTIVE GRADUATES:

December, 1978

Associate in Arts Degrees

Bernard Hieger

Joseph Self

Joan Vomund

THE LINDENWOOD COLLEGES
Office of the Registrar

Prospective Graduates, 1978-1978 - For Approval

SUMMER TERM, 1978

Master of Business Administration

Frank R. Schonhardt

DECEMBER, 1978

Associate in Science

Charles Leon Anderson

Tommie Jean Roosmann

William Curtis Sharp

William D. Schneider

Bachelor of Arts

Marion Patricia Grace

LaDonna Fay Marsh

Elizabeth Ann Park

Bachelor of Fine Arts

Joseph C. Byrnes

Bachelor of Science

Alicemay Betz

Toby Lynn Caffray

Renee Ann Dieckmann

Virginia Ermeling

Frederick Charles Franz

Timothy Mark Geiler

Ronald F. Gruenefeld

Teresa E. Hahn

Jerri L. Koehn

Ronald W. Lawler

Kathryn Lewis

Mickie Diane McClain

Josephine Marie McCorkell

Christopher Gray Miller

Terry Clarence Mislark

Tonya Lynn O'Connell

Jerry Russell Pagoria

Tori Alice Putnam

Bobbie J. Slattey

Daniel Joseph Squires

William G. Tapia

Ethem Ibrahim Tarhan

Michael R. Taylor

Russell L. Thalacker

DECEMBER, 1978 (cont.)

Master of Business Administration

Robert D. Alton

Richard A. Bahr

Jerry L. Fitch

Gerald Andrew Gayer

Donald Edwin Gibbs

Ray Eugene Gibler

James Andrew Groos

Kedar Prasad Gupta

Clifford Price Johnson

John Thomas Johnston

John Edward Lorinc

Thomas J. Lynch

Thallis Thomas Malone

Thomas Ray Spradlin

Otto William Voettiner

Warren Orrell Williams

JANUARY, 1979

Associate in Science

Sandra Marie Honerkamp

Bachelor of Arts

Jeanine Louise Butts

Parvin Nadimi

Bachelor of Fine Arts

Thomas D. Henning

Charles A. Spatz

Bachelor of Science

Lorraine Amendola

Paul Stephen Brown

Joni S. Downes

Joann G. Hayes

Mary Kay Loeffler

Charles Edwin Moore

Richard S. Moore

Prospective Graduates, 1978-1979 - For Approval (cont.)

LINDENWOOD IV - SEPTEMBER, 1978

Bachelor of Arts

Sally F. Oesterling
Bonnie Solomon

Bachelor of Science

Ellen B. Harter Alwood
Ernestine Dantzler Betts
S. Richard Ellis
Edna Ellen Friedrich Freeman
Charles P. Greco
Jean A. Herring
Janet Harder Jungkuntz
Patricia Corrigan Krauska
John A. Nichols
Ruth Marie Taylor

Master of Arts

Mary Pardue Abrahams
Valerie Kent Brown
Margaret Ann Cotton
Gail-Beverly Cummins
Mary Althea Hilken
LaVerne Louise Hoerchler
Peggy Keim
Jean Tuholske Laventhal
Melva Lee Lohman
Dora Lee Joyce Lovell
Genena Kluck Sepulveda
Judith Simmons
Lee Sommer
M. Lois Turner

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
November 1, 1978

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, November 1, 1978, at 1:30 P.M., in the Fine Arts Building with Provost James F. Hood presiding. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women. There were no representatives of Lindenwood College for Men.

There being no corrections to the minutes of the meeting of October 4, the minutes were approved as distributed.

On the recommendation of Dr. C. Edward Balog, Chairman of the Educational Policies Committee, it was moved and seconded that the general education requirements for the Bachelor of Arts, Bachelor of Science, Fine Arts, Music or Music Education degrees should read:

One course from the following list:

- Mathematics 104 - Elementary Functions
- Mathematics 105 - Basic Geometry
- Mathematics 106 - Basic Statistics
- Mathematics 171 - Calculus I

Students with an insufficient knowledge of algebra will be required to take Mathematics 100 prior to Mathematics 104, 105, 106. A placement test will be used to determine which students are required to take Mathematics 100 (Algebra). Mathematics 100 will receive credit toward graduation but not as a general education requirement. This change would be effective in Fall, 1979. (Course descriptions are included in the October 25, 1978 Educational Policies Committee meeting minutes attached to the November 2 agenda.) The motion was seconded.

A motion was made and seconded to amend the motion to read: that the general education requirements for the Bachelor of Arts, Bachelor of Science, Fine Arts, Music or Music Education degrees should read:

One course from the following list:

- Mathematics 100 - Algebra
- Mathematics 104 - Elementary Functions
- Mathematics 105 - Basic Geometry
- Mathematics 106 - Basic Statistics
- Mathematics 171 - Calculus I

Students with an insufficient knowledge of algebra will be required to take Mathematics 100. A placement test will be used to determine which students are required to take Mathematics 100 (Algebra). This change would be effective in Fall, 1979.

A motion was made, and seconded that the question be remanded to the Educational Policies Committee. The motion was defeated.

The vote on the amendment was defeated.

The vote on the original motion was passed.

It was moved, seconded and passed that the Faculty authorize LC 4 and the Mathematics Department to interpret the application of the new general education requirements in mathematics to the curriculum of LC 4.

On the recommendation of the Educational Policies Committee Dr. Balog moved the adoption of the following new courses in Physical Education:

- PE 29 - Team Handball, Korfball, and New Games ($\frac{1}{4}$) CRAIG
- PE 30 - Handball/Racquetball ($\frac{1}{4}$) BORNMANN

The motion was seconded and passed. Description of the courses is included in the October 25, 1978 Educational Policies Committee meeting minutes attached to the November 1, 1978 agenda.

Dr. Balog, on the recommendation of the Educational Policies Committee, moved the addition in Master of Arts in Education program to include speciality in Teaching of English as a Second Language as part of Model III. The motion was seconded and approved.

Dr. Daryl Anderson, Chairman of Faculty Council, on the recommendation of Faculty Council, moved that the following be invited to attend faculty meetings during the 1978-79 with voice but not vote:

- Director of Alumni Affairs and Placement
- Director of Admissions
- Assistant Director of Public Relations
- Director of Development and Public Relations
- Director of Counseling Services
- Registrar
- Director of Financial Planning and Administration
- Student Representatives of Lindenwood I and II
- Administrative Director of Lindenwood III and IV

The motion was seconded.

A motion was made and seconded that the original motion be amended to include the Administrative Assistant of Lindenwood III.

A motion was made and seconded to amend the motion and the amendment to include the Administrative Assistant of Lindenwood IV.

The amendment to include the Administrative Assistant of Lindenwood IV passed. The amendment to include the Administrative Assistant of Lindenwood III passed. The original motion, as amended, passed.

Dr. Anderson said that the Faculty Constitution and Bylaws refer in several instances to "the appropriate dean." Since there is no "appropriate dean" of Lindenwood III and IV, on the recommendation of Faculty Council, Dr. Anderson moved that the Administrative Director of Lindenwood III and IV function as "the appropriate dean" for purposes of tenure and renewal procedures. The motion was seconded and passed.

Dr. Anderson moved that the subject of the appointment of the Acting Director of Operations be discussed. The motion was seconded and passed. Some members of the faculty felt that because of the statement pertaining to shared governance in the Faculty Constitution, Faculty Council should have been consulted about this appointment. Others did not agree and thought this was a responsibility of the Administration. It was pointed out that although members of the President's Council had been informed of the appointment of Mr. "Andy" Anderson as Acting Director of Operations, the faculty and staff had not been notified. Dr. Hood said that he probably should have notified the faculty of this appointment, and if members of the faculty see areas in which maintenance is decreasing to let him know.

After a comment that someone, probably from the Board, should come to faculty meeting to let members of the faculty know what the administrative structure is and under what guidelines we are operating, a motion was made and seconded that the Faculty request the Provost to set up such a meeting. A motion was made to amend the motion to read that the Faculty invite the Chairman of the Board, the President of the College, and the Provost to speak to these issues at the regular faculty meeting in December or on another date in December. The motion was seconded and passed.

Dr. John S. Burd announced that he would give a report at the January meeting on the NCATE visit. He called attention to several matters that departments offering teacher education programs should be aware of. Dr. Hood expressed thanks on behalf of the Faculty to Dr. Burd for all he has done in preparation for the NCATE visit.

In beginning his report on admissions plans, Mr. Frank Hetherington thanked Dean Crozier and the members of the Humanities Division for inviting high school students to the campus to learn about Lindenwood's offerings in the humanities and for all they did in preparation for this day for prospective students.

Plans for admissions are to enlarge the pool of potential candidates. 10,000 fliers have been sent to prospective students and will be sent to an additional 20,000 students within the next week. Other agencies will be contacted for names of foreign students and minority students. Candidates for admission will be followed up, and those who have been offered admission will be pursued. Ads have been taken in College Outlook, and schools and college nights have been visited. Meetings will be held before Christmas in Kansas City, Washington, D.C., and Chicago combining admissions work and alumni. Later meetings will be held in Oklahoma, Arkansas, St. Charles, St. Louis, and possibly in Denver and Boulder. Faculty will be asked to help with a telethon to students who have been admitted. Alumni have already been involved with college nights, and it is hoped that a workshop can be held next year for alumni volunteers. A letter has been prepared to go to all prospects from

last year and the year or two before. Mr. Hetherington expressed appreciation to the Faculty for the good response to his memorandum in regard to making talks to various organizations. On November 20 high school counselors from metropolitan schools will be invited to visit the campus. Mr. Jeffrey Nemens added that alumni and development are working closely with admissions.

Dr. Hood announced that Faculty Manuals will be distributed later this week or next week.

Dr. Hood distributed a proposed statement of Goals and Purposes, 1978, to be used in the North Central report. A motion was made, seconded and passed to endorse the statement as corrected. Corrected copy is attached.

Dr. Hood then asked if the Faculty would be interested in setting up a colloquium meeting pattern when no business could be discussed. Only items of scholastic interest would come forward. Dr. Anderson said that AAUP has undertaken a similar program with lectures being scheduled four times during the year. The first will be on November 3, at 3:00 P.M., with Miss Jean Fields giving a talk on Rebecca Boone. Dean Crozier pointed out that last year six faculty participated in enrichment seminars and they were asked to report back to the faculty. These people might be included in colloquia. Dr. Hood suggested that some members of the faculty might join the Executive Board of AAUP to enlarge the AAUP program. The following volunteered to serve:

Dr. Howard A. Barnett
Dr. Craig R. Eisendrath
Dr. Kenneth Greenlaw
Dr. John McClusky
Mr. Daniel Rocchio

Dean Doris Crozier announced that the international students will have a program Saturday, November 4, at 8:00 P.M., in Jelkyl Center. The international bazaar will be Thursday, Friday, and Saturday, November 2, 3, and 4.

Dr. Wesley Van Tassel announced that the proposal for SUMMERSTAGE has been sent to the deans and the provost. He hopes that faculty will read it and let him have comments.

Mrs. Jeanne Huesemann reminded members of the faculty to send her nominations of seniors for Danforth Fellowships.

Dr. John McClusky said he would like to have nominations of post baccalaureate candidates for other Danforth Fellowships.

Dr. Kenneth Greenlaw announced that Diane Stein would give a cello recital Sunday, November 5, at 3:00 P.M. On Tuesday, November 7, high school choruses will participate in a high school festival.

Mr. Robert G. White, Jr. announced that KCLC-FM will announce St. Charles election results at 10:00 P.M., November 7.

Mr. Nemens announced that the Campus Fair raised \$1,400 for the Student Center and several hundred dollars for organizations.

Mr. John Wehmer announced that on December 3 the Contemporary CERAMICS of Missouri show will open in the Hendren Gallery.

Dr. Van Tassel announced that 644 season theatre tickets have been sold for the first season.

There being no further business the meeting adjourned at 4:35.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary to the Faculty

GOALS AND PURPOSES, 1978

Since its founding in 1827, Lindenwood College has had a continuing commitment to the intellectual climate and academic framework of the Liberal Arts. We recognize that this is still where the preponderance of our resources are - in the faculty, in library, and physical facilities.

We believe that the liberal arts education provides, (1) an understanding of the cultural heritage, (2) a foundation for understanding technical and professional vocations which our students may choose to pursue, (3) a preparation for coping with long-term social, economic, and technological changes which may overtake specific vocational preparation. Therefore, we address a wide range of specific career-education alternatives, whenever we find that service to our community mandates the development of such programs.

Lindenwood's past shows a continuing commitment to the residential students of the College, the commuting students, and continuing education students. We are convinced that we have met and will continue to meet their needs. We believe that the mixture of a local, national, and international student body is healthy.

Lindenwood recognizes a special responsibility to the St. Charles area. This area has fostered and supported the College. As the only baccalaureate and graduate institution in St. Charles County, we believe we must serve this growing population. We believe that our philosophy of education, quality of faculty, and imaginative programs also commend us to the larger metropolitan community.

Our Objectives Are:

1. To maintain the commitment to a traditional Liberal Arts program.
2. To provide an environment in which students from a wide range of areas, ages, backgrounds, and goals can continue to learn in the same classes and programs.
3. To provide a variety of academic disciplines in sufficient depth that graduates will be prepared for graduate work in those areas.
4. To provide on a Liberal Arts base a variety of career-oriented programs that will give some immediate entree into careers.
5. To give pre-professional preparation for students who desire to continue careers in law, medicine, dentistry, education, social work, and veterinary medicine.
6. To keep faculty-student ratio at a level that will give students the attention expected at a small college.
7. To provide adequate library resources and services to support various programs.
8. To provide opportunities for college work for those individuals who fall into special categories:
 - a. those whose work schedule precludes regular classroom work
 - b. those who prefer non-traditional modes of instruction and learning
 - c. those whose particular interests are too specialized for ordinary programs

9. To provide opportunities for those who need or prefer college instruction in the evening to accomodate work or personal schedules.
10. To provide counseling services for adults who wish to enter or re-enter college.
11. To provide enrichment opportunities for persons over sixty-five at little or no cost.
12. To provide, in the form of internships, a melding of college theory and practice.
13. To provide, in the form of independent studies, opportunities for exploration of self-selected topics.
14. To give a broader cultural and multi-cultural dimension to the college through on-campus and off-campus programs.
15. To provide effective graduate education in those areas which meet the needs of the community.
16. To develop a realistic, workable five-year plan for the colleges.
17. To continue cooperative programs with other institutions in the St. Louis area.
18. To provide a faculty that will be committed to teaching as its primary obligation and to insure that the faculty is adequately supported both in terms of facilities and compensation.

Patrick F. Delaney, Jr.

file

FACULTY MEETING AGENDA

Faculty Meeting

February 7, 1979, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of December 6, 1978 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. Approval of candidates for degrees - Mrs. Emory
- VI. Discussion of Budget
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

Present: Bornmann, Burd, Crozier, Delaney, Emory, Hood, Soda, White.
Representing the Bachelor of Medicine students: Adrienne Thompson, James Baker.
Dr. Linda Fisher attended in order to answer questions regarding the proposed change in the Bachelor of Medicine curriculum design. Brian Samuels represented Lindenwood II students. Dr. Bornmann chaired the meeting in the absence of Dr. Balog.

~~The proposed change in the Bachelor of Medicine curriculum design reads:~~

Original Medical Associate
*In our work to develop an ~~AMA~~ accredited program for training health associates, we have to balance several factors. Our primary goal is to train competent and compassionate mid-level health professionals who have skills complementary to those of physicians and an interest in serving in doctor-poor areas. Our curriculum must be effective in educating students for such a career, and competitive with other programs which lead to similar vocational opportunities.

~~"I recommend that the curriculum be revised in the following manner:~~

Original
Current Program:

1st year	9 months	(Sept. - May)	Liberal Arts; Seminar
2nd year	9 months	(Sept. - May)	Liberal Arts; Seminar
3rd year	12 months	(Sept. - Aug)	Clinical courses; Seminar
4th year	9 months	(Sept. - May)	Clinical courses; 2 Seminars
5th year	12 months	(June - May)	Internship; 2 Seminars
	<u>51 months</u>		

Revised Program
Proposal:

1st year	9 months	(Sept. - May)	Liberal Arts; Seminar
2nd year	9 months	(Sept. - May)	Liberal Arts; Seminar
3rd year	12 months	(June - May)	Clinical courses; 2 Seminars
4th year	12 months	(June - May)	Clinical courses; 3 Seminars;
	<u>42 months</u>		Preceptorship (4 months)

At the conclusion of four years of work, a baccalaureate degree would be awarded. We expect that this revision would 1) be more attractive than a five-year program to the student looking for a career as a health associate, and, in addition, 2) facilitate the development of a masters level curriculum of one or two additional years to follow the initial training.

The months shortly to come will see the development of our general plan into formal courses and so we should come to a consensus concerning the curriculum outline."

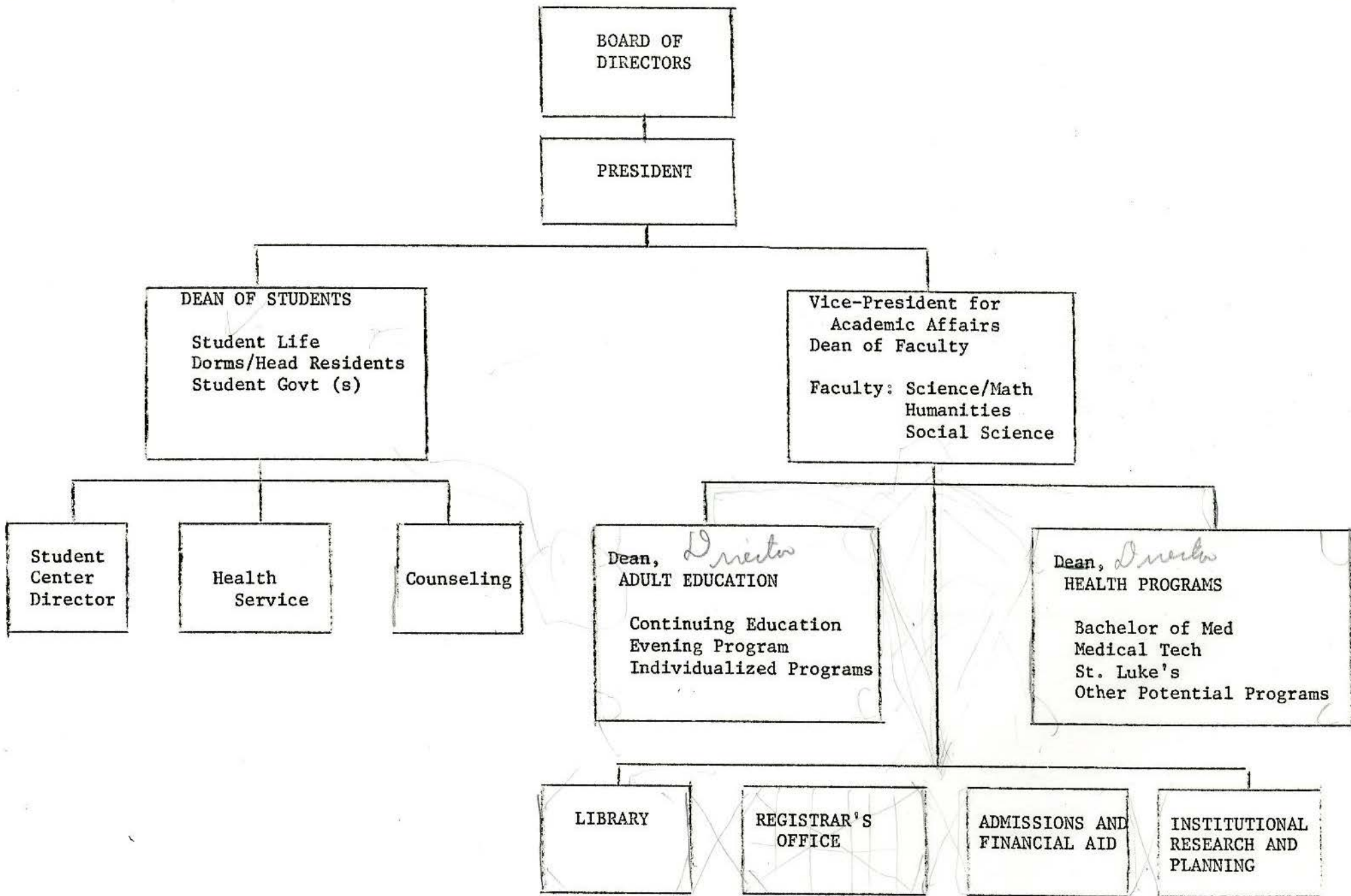
On behalf of the Division of Natural Science and the Bachelor of Medicine Curriculum Committee, it was moved and seconded that the proposed change be adopted. Motion carried.

The recommendations for reorganizing the Lindenwood Colleges' administrative structure was presented by Dr. Hood (see attached chart).

It was moved and seconded that the proposal suggested by Hood be presented to the faculty. Motion carried.

Meeting adjourned.

Approved, EPC Secretary
John A. Bornmann



THE LINDENWOOD COLLEGES
Office of the Registrar

Prospective Graduates, 1978-1979 - For Approval

JANUARY TERM, 1979

Associate in Science

David J. Echele
Thomas Earl Damron (Fall, 1978)

SPRING TERM, 1978-79

Associate in Science Degree

Clifford Lee Claxton
Mary Edith Gisi
Janet Claire Lowry
Joyce E. McCray
Sherman Robert Riegler

Bachelor of Arts

Theresa Marie Block
Lois Mayer Boschert
Valerie Jean Brown
Paul Arthur Butts
Roseann Mary Clever
Suzanne Leigh Glenzy
Virginia Ellen Guvernator
Karen Ruth Hamrick
Lee Hatcher
Susan Marie Jackson
Kristi Diane Jemison
Susan Marie Karaffa
Kathryn Ann Kochanski
Dian J. Leistner
Ned William Loetz
Julia Lynn Nichols
Sherry K. Park
Nancy Marie Rakonick
Lisa Louise Ritter
Jeanette Louise Sanders
John M. Sesti
Claudia Ann Stedelin
Joan Marie Stefanski
Lynda A. Thompson
Diana Renee Van Iseghem
Ralph R. Willey

Bachelor of Fine Arts

Joseph Carl Byrnes
Georgia Kent Tewel
Margaret R. Urian

SPRING TERM, 1978-19 (cont.)

Bachelor of Music

Mary Joyce Riley

Bachelor of Science

Sharron Lee Albrecht
Sigrid Annie Anderson
Nancy Ann Austin
~~Frank Carleton Bacon~~
Carolyn Michele Bascom
Cary Ann Bjerckstrand
Janet Musterman Boggs
Mary Elizabeth Boschert
Kevin Patrick Bowen
Lisa Marie Brazil
Kathryn Ann Brown
Linda Kay Bryant
Judith Ann Buechler
Keith Randall Carpenter
Arthur Lynn Castile
Linda Marie Conover
Donald Mark Courtney
Mary Lou Grets
William Thomas Davis
Stephen E. Dessert
Carol Diane Dollins
Stanley Joseph Dultz
Craig Raymond Emerson
Dennis Marlan Engelage
M. Ann Eyre
Dale Wayne Farley
Daniel Clay Fry
Diane Katz Gallant
Jane Christine Goesmann
Thomas Harold Hayman
Janet May Hefti
Harlan Scott Heller
Janet Lee Henry
William Lynn Holloway
Michael John Hovanec
Kevin L. Hurd
Donna Jeanne Kirchoff
Karen Lynn Kolkmeier
Lisa Ellette Krohn
Jesse Andrew Lane
Edward G. Lark

Beter Byrnes

Tina O'Connell
Man

Prospective Graduates, 1978-79 (Cont.)SPRING TERM, 1978-79Bachelor of Science

Jerry Brett Mackey
 Dennis Wayne Miller
 Terry Brent Moses
 Paula Marie Pettit
 Mary Jean Rando
 Richard Roy Ratcliff
 Pamela Kay Roesler
 Teressa Nanette Rollings
 Martha Ann Siedy-Nami
 Brian Charles Samuels
 Yvonne Lemay McCauley
 Cuddeback Schappert
 Alice Victoria Seise-Eden
 James Frank Simpson
 Helen Harie Smock
 Joanne Kay Solberg
 J. Leon Stanek
 Barbara J. Stone
 John Edward Storjohann
 Larry L. Swindler
 Pamela Ann Traugher
 Gary Lee Vierck
 Carole Sue Vorst
 Woody Wayne Wheeler
 Catherine E. Wilhelm
 Janet Prinster Wilhelm
 Vencia Lynn Williamson
 Barbara Ann Winkelmann
 Janet Marie Winkelmann
 Arleta Sue Witwer
 Roy Leon Zeigler

Master of Arts in Education

Clifdel Roylen Dowler

Master of Business Administration

Nellie Louise Bruce
 Barry R. Bruder
 James Lee Christensen
 James Dunlap
 Gary Conley Greer
 Lester V. Hager
 Leon Nathaniel Wilson
 Charles Yates

Master of Fine Arts

Cheryl Diane Metzger
 P. J. Wyand

Master of Science in Education

Jane K. Shelburg

LINDENWOOD IV

JANUARY, 1979

Bachelor of Arts

Florence Brun
 Richard A. Schonhoff
 Priscilla Griest Shoemaker
 Joyce Stack

Bachelor of Science

Cynthia Lynn Irwin Allen
 Roberta Barenfeld
 Larry Jon Baukin
 Roger C. Birkel
 Susan Lea Bryant
 Joanne G. Hayes
 Nancy L. Nelson
 Judith C. Roman

Master of Arts

Anna-Lee Aton
 Linda Sue Thompson Bauwens
 Pamela Chubbuck Bescher
 Virginia Joan Buus
 Kathy Chaney
 Martin Corcoran
 Dee Courtney
 Sarah Ann Cox
 Emily Ann Day
 Donald Detzel
 Art Erb
 Eric I. Field
 Jane Fletcher
 Diane Marie Fornaci
 Gail A. Fraser
 Dorothy Ghose
 A. J. Henley
 Robert Hukill
 Deborah Jones
 Maurice LeCroy
 Lyn Levine
 Leandra M. Lewis
 Keith Weeks Lyou
 Sherry Lynn Neal Meinberg
 Jean W. Powers
 Marjorie L. Rand
 Charles Reuter
 Shirley Rice
 Judith Ann Rose
 James Ryan

Prospective Graduates, 1978-79 (cont.)

LINDENWOOD IV

JANUARY, 1979

Master of Arts

Robert Eugene Sandberg
Barbara L. Sanders
Darrell Charles Shoults
Mariam Stovall
Carolyn Ann Goss Timm
Pamela D. Tregoe
Stuart Wallace
Evelyn Waterman
Howard F. Weber
Douglas Gregory Wiley
Magnolia Wilkinson
Wendy Wirth

Master of Fine Arts

George C. Holets
Daniel U. Krehbiel

Master of Science

JoAnn Bull
Margaret Hoven
William A. Norwood
Edward M. Peters
Jan Craig Sherman
Susan Roe VanCleve

SPRING, 1978-79

Bachelor of Arts

Rosanne Goad
Harriet Guttenberg
Lilliam Klempfner
Elisabeth Kohalmy
Theodore Pierce
Deborah Rogers
Winifred Trent

Bachelor of Science

Daniel G. Blymyer
Martha Dodge
Sarijane M. Freiman
Celia Heil
Donald Jones
Rebecca Lyles
Stephen E. McCormick
Kermit Robinson
Mark Stevens
Georganne G. Tiemann
Irene Whittaker

LINDENWOOD IV

SPRING, 1978-79

Master of Arts

Richard Balicki
Thomas Burkemper
Loretta Dubin
Nancy Follis
Martha Shu Gong
Arthus Hawkins
Penelope Herdfelder
Linda Kanagawa
Joan Katz
Mariam King-Watts
David London
Jess Mueller
John O'Connor
Alexander Patico
Dave Shaw
Elaine Rayman
Irmtraud Reswick
Randy Ring
Margaret Silver
Bettie Simon
Bobby Steward
Donald Tabone
Vivian Ware

Master of Fine Arts

Margaret Bowman
Jim Hobbs

Master of Science

Janice Franklin

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Meeting of the Faculty of The Lindenwood Colleges
December 6, 1978

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, December 6, 1978, at 1:30 P.M., in the Fine Arts Building with Provost James F. Hood presiding. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women. There were no representatives of Lindenwood College for Men.

Since there were no corrections to the minutes of the meeting of November 1, the minutes were approved as distributed.

In the sixth paragraph, last sentence, of the October 29 Educational Policies Committee minutes "Faculty Council" should be changed to "President's Council."

Dr. Hood said that in regard to long range planning it seems obvious that the Board committee which has been approved, but not appointed, will plan from the Board's standpoint development activities as they would challenge the Board. The faculty should create a long range planning committee which should be empowered to delegate two or three of that committee to meet with the Board committee. Dr. Hood proposed that that committee be organized and begin to work as soon as possible. He recommended that the committee include the following as ex officio members:

Chairman of Educational Policies Committee
Chairman of Faculty Council
Director of Development and Public Relations
Director of Financial Planning and Administration
Director of Admissions
Provost
Dean of Lindenwood College for Women
Dean of Lindenwood College for Men
Administrative Director of Lindenwood 3 and 4
Librarian

Dr. Hood also recommended that the following serve on the committee:

An elected representative of each division
A representative of Lindenwood 4 to be designated
by the Faculty Administrator and the Administrative
Director of Lindenwood 4
A representative of the Student Governments of
Lindenwood College for Women and Lindenwood
College for Men
If possible, a student from Lindenwood 3 and a
student from Lindenwood 4

A motion was made, seconded and passed that the committee be established as suggested by Dr. Hood and that each division be instructed to meet as soon as possible to elect their delegates.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, on the recommendation of EPC, moved that a person holding a baccalaureate degree from Lindenwood or from another accredited college, wishing to obtain from Lindenwood another baccalaureate degree in a second discipline and willing to pay the attendant fees, be permitted to obtain such a second degree upon the completion at Lindenwood of the requirements for that degree and for a major within the second discipline. This is to be effective immediately. The motion was seconded and approved.

A motion was made, seconded and passed that the Faculty delegate to the Educational Policies Committee the responsibility to bring back to the Faculty a recommendation on the academic reorganization of the college.

A motion was made and seconded that the amended proposal by Lindenwood 4 for the Master of Arts degree in Foreign Language Instruction (including ESL) be accepted. The proposal is attached to the October 29, 1978 minutes of the Educational Policies Committee meeting.

A motion was made, seconded and passed to amend the fifth paragraph of A in the proposal to read: "Students must know at least two languages. Proficiency in a second language is a requirement for graduation from the program. Specifically, students must demonstrate a "good" level in both languages, as the level is set out in the Modern Languages Association Guidelines for Secondary School Teachers of Modern Foreign Languages. Students' aural and speaking level is tested by dictation, the CEEB Listening Comprehension Test, and/or similar tests designed to determine active and passive language ability. In order that students fulfill the proficiency requirements, additional course work may be built into the M.A. program, expanding it to more than three trimesters of course work. The specific number of Lindenwood Course Credits required beyond the standard 9 LCC's is determined by the Director of the M.A. program in Foreign Language Instruction and the Graduate Admissions Committee of The Lindenwood Colleges."

The motion to accept the proposal, as amended, passed. Copy of the amended proposal is attached.

Miriam King-Watts introduced Mrs. Jane Smith, part-time Assistant Director of Admissions, and Rickard Scott, Director of Financial Aid.

Dr. Daryl Anderson, Chairman of Faculty Council, reported that several faculty members have requested that they be considered for promotion in rank without salary increases. Faculty Council has decided this would not be advisable, and is recommending that increases of \$750 be given those promoted from Assistant Professor to Associate Professor, and \$1,000 from Associate Professor to Professor. Faculty Council has also considered whether tenure and promotion should be considered together and recommends not to make this a bona fide rule.

Dr. Anderson said she feels the notice asking members of the faculty to send names of faculty members from other institutions to the Board Nominating

Committee as candidates for Board membership does not answer the question of a Lindenwood faculty member serving on the Board and that she will pursue this with the Board-Faculty Liaison Committee.

Dr. Anderson reported that the Faculty Council believes that since the Faculty has accepted the English as a Second Language program, the ESL faculty should be considered members of the Faculty with rights of renewal and promotion from the time of the acceptance of the program by the Faculty.

In making his report on development plans, Jeffrey G. Nemens said that the Development Office activities include fund-raising, public relations, alumni, publications, and advertising. In regard to fund-raising, the objective is very simple - to raise money necessary to balance the budget for this year. The record of current donors will be monitored, and some proposals which were pending before Mr. Nemens arrived will be followed up. A holiday appeal for gifts has been sent out to several thousand people. After the first of the year this will be followed up with alumni through a telethon. We are a member of the Missouri Colleges Fund through which we receive corporate gifts. Work will begin soon on the annual Community Support Campaign. The area of alumni support is tied to the annual fund drive. The Development Office and the Admissions Office work closely together in many ways.

In regard to new efforts that are being made, Mr. Nemens has been working with several members of the Board. The Student Center Campaign has been rejuvenated and should be completed soon. The culmination of the Flame of Truth Award occurred November 28 in New York at a dinner sponsored by the Fund for Higher Education (in Israel). It is hoped that the amount raised will be \$700,000. A series of things can come out of this effort including presentation of the check to Lindenwood in the St. Louis area, as well as using this effort for further fund raising efforts. A major effort will begin in St. Louis with corporations, and after the first of the year some approaches to foundations will be calculated.

After a discussion of the use of the money from the Fund for Higher Education (in Israel) a motion was made, seconded and passed that the Academic Resources Committee be charged with gathering data and making suggestions for the use of these funds.

Mrs. Emory moved that candidates for degrees, as listed on the attachment to the agenda, be approved when they have completed the requirements. The motion was seconded and passed.

Dr. Hood suggested that since classes do not begin until January 8 the meeting of the Educational Policies Committee be held January 10 and the faculty meeting be held on January 17 if it is necessary to have such a meeting. A motion was made, seconded and passed that the question of having a January faculty meeting be left to Dr. Hood if there are major agenda items.

Dean Doris Crozier announced that the Christmas dinner for students would be December 13, at 5:30, and asked members of the faculty to volunteer to serve.

Mr. Arthur Kanak announced that regularly scheduled hours when a security person is on duty in the Fine Arts Building are 8 A.M. to 10 P.M. Mondays through Thursdays, 8 A.M. to 5 P.M. Friday, 12 noon to 4 P.M. Saturdays, and 1 P.M. to 4 P.M. Sundays. Any group who wishes to use the building other than during these hours will be responsible for finding a security person to be on duty.

Dr. Kenneth Greenlaw announced that the Elizabethan Holiday Feastes have been sold out. The Madrigals, in addition to performing at these dinners, will be singing at several shopping centers. The St. Charles Choral Society will perform Handel's "Messiah" on December 10 and 17.

Mrs. Fern Bittner invited the faculty to the open house at the Stables from 2:00 to 5:00 P.M., Sunday, December 10.

Dr. Lucy Morros announced that the Lindenwood AAUP chapter is having a membership drive. Anyone wishing to join should send \$5.00 membership dues to Dr. Morros and should also send dues to the national office.

Dr. Wesley Van Tassel announced that Dickens' "A Christmas Carol" will run December 8-10, 13-17, and 19-22.

Dr. Anderson moved to dissolve the meeting of the faculty into executive session to discuss an article that recently appeared in the newspaper. The motion was seconded and passed.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

M.A. in Foreign Language Instruction
(including ESL)

- A. The M.A. in Foreign Language Instruction (including ESL) follows the general format of the Lindenwood 4 program for the M.A. in Education but features specific components in linguistics and pedagogy essential to the effective instruction of foreign language and/or ESL (English as a Second Language).

The M.A. in Foreign Language Instruction (including ESL) is currently available in the following areas: Spanish, French, Italian, German and ELS (English as a Second Language). The program which involves a minimum of three trimesters of study (9 LCC's or 31.5 semester hours) has been designed for experienced language teachers in the greater St. Louis Metropolitan area who are seeking to improve their supervision and research in language education.

Lindenwood 4's M.A. in Foreign Language Instruction (including ESL) is designed to provide language teachers with 1) graduate training in linguistics, psycholinguistics, sociolinguistics, socio-cultural systems, professional education, second-language pedagogy and assessment and 2) a systematically directed, supervised, observed and evaluated language teaching practicum. The goal of the program is to provide its students with professional skills in language education which requires the understanding and judicious selection and use of teaching methods and materials.

Lindenwood 4's M.A. in Foreign Language Instruction (including ESL) meets the guidelines for the Preparation of Teachers of English, for Teacher Education in Modern Foreign Languages, for Teachers of English to Speakers of Other Languages in the United States as set out by TESOL in 1978 and the MLA in 1966.

Students must know at least two languages. Proficiency in a second language is a requirement for graduation from the program. Specifically, students must demonstrate a "good" level in both languages, as the level is set out in the Modern Language Association Guidelines for Secondary School Teachers of Modern Foreign Languages. Students' aural and speaking level is tested by dictation, the CEEB Listening Comprehension Test, and/or similar tests designed to determine active and passive language ability. In order that students fulfill the proficiency requirements, additional course work may be built into the M.A. program, expanding it to more than three trimesters of course work. The specific number of Lindenwood Course Credits required beyond the standard 9 LCC's is determined by the Director of the M.A. program in Foreign Language Instruction and the Graduate Admissions Committee of The Lindenwood Colleges.

- B. Trimester Content, Organization, and Evaluation

Trimester I (3 LCC's or 10.5 Semester Hours)

The initial trimester provides the student with the linguistic foundations required by language teaching, including a general study of the nature of language, major models of linguistic description, the history of his language (s) and English, or in the case of ESL specialists, with reference to English and a linguistic minority language. Psycholinguistics and sociolinguistics are studied, including first and second language learning processes, age differentials in language learning, individual learning styles, and basic socio-cultural variables in language use and language learning. Research methodology is studied, and a minor research project focusing on contrastive analysis is required.

Students meet in weekly cluster groups with the Faculty Sponsors for approximately four hours. Each meeting concentrates on a pre-determined topic and may include presentations by specialists, lectures by the Faculty Sponsor, papers and reports by students. Each student has his own program overview and trimester plan developed according to his personal academic needs within the general framework of the program, in consultation with his Faculty Sponsor and Faculty Administrator. One-to-one tutorials may supplement cluster group meetings.

Trimester II (3 LCC's or 10.5 Semester Hours)

The second trimester is devoted to the methodology of teaching foreign languages, including a general overview of the role of language instruction in the American educational system; a specific study of second-language pedagogy, methodology, techniques and procedures, curricula, teaching materials and aids; adaptation of materials; professional information sources; evaluation techniques and principles of language assessment. Research methodology is again studied, and an experimental classroom project will be required.

Concurrent with the student's study of the methodology of teaching foreign languages is a required, supervised teaching practicum. The practicum requirement involves a minimum of 12 to 15 hours per week of actual teaching under supervision for the course of the trimester. Students can meet the practicum requirement in their on-going teaching positions. If a student is not teaching, Lindenwood 4 assists the student in securing a practicum, but cannot guarantee one. Any special costs which may be incurred in the practicum must be borne by the student. In the St. Louis Metropolitan area, we have identified unique practicum settings in which students can integrate and apply academic knowledge in foreign language instruction. The Faculty Sponsor and the Faculty Administrator supervise the practicum, evaluating the student's teaching throughout the trimester by video-taping, recording, and personally visiting the student in the classroom. The student's classroom performance is discussed in the cluster group sessions, along academic methodological presentations. The group becomes an important instrument of support, criticism, and evaluation for all of its individual members, but studies continue to be highly individualized, and separate tutorials may be arranged as required.

Trimester III (3 LCC's or 10.5 Semester Hours)

The trimester's work concentrates on a Culminating Project which demonstrates mastery of theory and practice in a certain area of language teaching. It may present a piece of original research, the development of a new curriculum in a certain area, a short teaching text, or a position paper on a major area of concern within the language teaching field. The final project proposal is submitted to the Faculty Sponsor and Faculty Administrator at the beginning of the trimester. It is approved and amended within two weeks. At the end of the trimester the final project is presented to the Culminating Project Committee consisting of the Faculty Sponsor (s), the Faculty Administrator, a student peer (optional), and one or more specialists in the student's area of concentration not connected with Lindenwood 4.

C. Faculty for the M.A. Program in Foreign Language Instruction (including ESL)

Dr. Lucy Morros, Director of M.A. Program in Foreign Language Instruction;
Faculty Administrator, Lindenwood 4.

Dr. Elizabeth Price, Faculty Sponsor, Lindenwood 4; Language Co-ordinator,
International Institute of Metropolitan St. Louis.

Mr. Tony Perrone, Assistant Professor of Spanish, The Lindenwood Colleges.

Dr. Anne Perry, Assistant Professor of French, The Lindenwood Colleges.

D. Hardware for the Practicum:

The Lindenwood Colleges possess the necessary equipment for the evaluative aspects of the required, supervised practicum (e.g., video-taping equipment and tape-recording equipment).

E. Library Resource Materials:

At the present time some of the requisite materials and texts required for the program are available at Lindenwood's library or through inter-library loan. Certain texts, however, will need to be purchased.

Lucy Morros

Patrick F. Delaney, Jr.

file Faculty Meeting

FACULTY MEETING AGENDA

March 7, 1979, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of February 7, 1979 meeting
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. Election of Nominations Committee
- VI. Community Support Campaign - Mr. Nemens
- VII. Report on Admissions - Mr. Hetherington
- VIII. Business from the floor
- IX. Announcements
- X. Adjournment

Minutes of the Educational Policies Committee Meeting
21 February, 1:30 pm, 205 Fine Arts Bldg.

Present: Balog, Bornmann, Burd, Delaney, Feely, Hood, Norm King, Soda, Emory.
Students were represented by Jamie Feely and Lois Boschert.

The meeting was opened with a discussion regarding the awarding of honorary degrees in the Commencement Exercises in May. Some nominations have been received and the discussion was tabled until further nominations could be received from the faculty.

BA 358 (originally presented as BA 158) was discussed. It was moved, seconded and passed that the course be accepted. The course description should be re-written, to include the preliminary statement read by the Chairman:

"The course is a micro view of how to market for the general retailing industry. It provides the student with details of control costs, how to price retail products, inventory control, etc."

Description: "The philosophy, human objections and problems inherent in merchandising will be covered in this course. The responsibilities and techniques of persons responsible for retailing profit control, pricing techniques, and inventory control will be examined. How merchandise planning and control can be implemented will be included. Prerequisite: BA 352 or approval of instructor."

It was the consensus of EPC that all Division chairmen request that departments within the division submit new course proposals in the spring of the year for the following academic year, and that EPC can regulate irregular course proposals by refusing to approve the courses.

The Registrar asked for an institutional statement defining a full-time graduate student. It was moved, seconded and passed that a full-time graduate student be considered one who takes 9 semester hours per long term.

The matter of reevaluation of the Lindenwood Common course was discussed at length. Pertinent considerations were (1) the course needs advanced planning, (2) it needs a set time and faculty, (3) it needs an operational budget. It was moved and seconded that the Lindenwood Common course be continued under its present structure, that a director for 1979-1980 be appointed, as well as faculty, and a time established. The motion carried.

The administrative chart was reconsidered. Dr. Eisendrath had circulated a second version with comments. Since the subject had wider connotations than the discussion time permitted, the chairman appointed a subcommittee consisting of Division heads, (Dr. Bornmann, Dr. Balog and Mr. White) and the EPC faculty representatives (Norm King, Jim Feely and Dominic Soda). The committee will meet at 1:30 pm, Wednesday, February 28 in 317 Young.

Business from the divisions consisted of the consideration of a PE workshop to be offered during the summer, for $\frac{1}{4}$ course credit.

Course description: PE 78 Workshop: Instructional Approaches to Rope Skipping (½)

Beginning, intermediate, and advanced rope skipping steps, rope maneuvers and routines will be demonstrated. Routines will be created through choice of steps, music, group size, and precision. Group discussions on ways to implement rope skipping in physical education classes, learning center activities, exhibitions, recreation and intramural programs will be conducted as well as single rope skipping, partner rope skipping, singles with long rope, rope skipping on trampoline, with bamboo hop, double dutch, and egg-beater.

After discussion, it was moved, seconded and passed that the course be returned to the Physical Education Department with the recommendation that if the workshop is offered without credit, EPC would approve. Motion carried.

Meeting adjourned.

Approved: Jack Bornmann, Secretary

Special Meeting of Educational Policies Committee
28 February, 1979, 317 Young Hall, 1:30 pm.

Present: Balog, Bornmann, Delaney, Feely, Hood, Norm King, D. Soda, W. Spencer, White and Emory. Students were represented by Jeffie Feely and Lois Boschert.

The purpose of this special meeting was to consider amending either the fee or the credit system for the evening college program: The problem: Should the fee be raised or the credit lowered?

Discussion centered on proposed changes in various areas, including credit, semester vs present calendar, number of hours to be required for graduation, distinctiveness of the Lindenwood programs vs competition, changes in time schedule. It was the consensus that the calendar be retained and that any credit changes should affect the day programs as well as the evening ones.

A new time schedule was proposed which would accommodate the present calendar and allow seven (7) 60-minute, three-time-a-week class meetings, four (4) 90-minute, twice-a-week meetings, as well as keeping the time between 12:30 and 1:30 free for lunch on all days, thus:

M W F	Tuesday	Thursday
8:00 - 9:00	8:00 - 9:00	8:00 - 9:30
9:10 - 10:10	9:10 - 10:10	9:45 - 11:15
10:20 - 11:20		
11:30 - 12:30		
		<u>The period from 11:15 to 1:30 TTh could be designated time for meetings</u>
L U N C H	12:30 - 1:30	L U N C H
1:30 - 2:30	1:30 - 3:00	
2:40 - 3:40	3:15 - 5:00	
3:50 - 4:50		

The number of credits required for a major and for the degree would need to be revised, the January Term would be retained and reworked. The 14-week term would include the final examination week, as it does presently.

It was moved, seconded and passed that EPC recommend the above proposal to the faculty.

The subcommittee appointed by the chairman at the last regular EPC meeting met following the special session and Dr. Balog will give that report to the faculty at the regular meeting.

Meeting adjourned.

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
February 7, 1979

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, February 7, 1979, at 1:30 P.M., in the Fine Arts Building with Provost James F. Hood presiding. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women. There were no representatives of Lindenwood College for Men.

Mr. Jeffrey G. Nemens pointed out that on page 3 of the December 6, 1978 minutes reference is made in the fourth paragraph that "It is hoped that the amount raised will be \$700,000." This is the total amount raised by the Fund for Higher Education (in Israel), and Lindenwood's share will be approximately \$150,000. On page 4 of the December 6 minutes it is stated that "regularly scheduled hours when a security person is on duty in the Fine Arts Building are ... 12 noon to 4 P.M., Saturdays..." Mr. Kanak said the Saturday hours will now be 9:00 A.M. to 4 P.M. In the last paragraph on page 1 "A representative of Lindenwood 4 to be designated by the Faculty Administrator ..." should be corrected to "Faculty Administrators." A motion was made, seconded and passed to approve the minutes as corrected.

Mr. Nemens introduced Mrs. Heidi Lubic, College Editor. Ms. Barbara Marentette introduced Mrs. Terry Rollings, who is doing an internship program in journalism and will be working in the Development and Public Relations Office.

Dr. Hood announced that there will be a special faculty meeting Wednesday, February 14, at 12 noon, in the Amber Room. Mr. Hyland will be at the meeting to have lunch with the faculty and to answer questions.

On the recommendation of the Educational Policies Committee Dr. C. Edward Balog, Chairman of EPC, moved that the Bachelor of Medicine curriculum be revised as follows changing it from a five-year program to a four-year program:

Current Program:	1st year	9 months (Sept.-May)	Liberal Arts; Seminar
	2nd year	9 months (Sept.-May)	Liberal Arts; Seminar
	3rd year	12 months (Sept.-Aug.)	Clinical courses; Seminar
	4th year	9 months (Sept.-May)	Clinical courses; 2 Seminars
	5th year	12 months (June-May)	Internship; 2 Seminars
		<u>51 months</u>	
Proposal	1st year	9 months (Sept.-May)	Liberal Arts; Seminar
	2nd year	9 months (Sept.-May)	Liberal Arts; Seminar
	3rd year	12 months (June-May)	Clinical courses; 2 Seminars
	4th year	12 months (June-May)	Clinical courses; 3 Seminars; Preceptorship (4 months)
		<u>42 months</u>	

At the conclusion of four years of work, a baccalaureate degree would be awarded.

The motion was seconded and passed.

At the December meeting of the faculty the Educational Policies Committee was delegated to bring to the faculty an academic organizational chart. Dr. Balog called attention to the chart attached to the agenda and moved that it be adopted. The motion was seconded. Dr. Hood said that such a change obviously rests with the Board upon the recommendation of the President. After discussion Dr. Balog moved that the chart be amended to change the Dean of Adult Education and Dean of Health Programs to Director of Adult Education and Director of Health Programs. The motion was seconded and passed. Ms. Joy Ebest moved to rescind the motion that Deans be changed to Directors and that Deans be changed to Associate Deans. The motion was seconded and defeated. Dr. Craig Eisendrath moved that the chart be returned to EPC and that the faculty have an opportunity to comment on the model by submitting statements to EPC, that the statements be considered, and that vote be postponed until EPC has had an opportunity to review faculty comments. The motion was seconded and passed.

Mrs. Eva Emory moved that the list of candidates for degrees, as attached to the agenda, be approved pending satisfactory completion of requirements, together with the following additions:

December, 1978

Associate in Science Degrees

Bernard Hieger
Joseph Self
Joan Vomund

Spring, 1979

Associate in Science Degrees

Gary Weissgerber
Ronald Pillow

Bachelor of Science Degrees

Jane Rufkahr Bell
Peter Bezemes
Patricia Ann Hradek
Tonya O'Connell
Willa Pawlikowski
Sam Word
Guy Young

Dean Doris Crozier announced that the Arts and Education Council has raised Lindenwood's quota for this year to \$700 and urged members of the faculty to contribute to this fund.

Mr. Frank W. Hetherington asked members of the faculty to volunteer to participate in the phon-a-thon to prospective students.

Dr. Kenneth Greenlaw announced that the Madrigals had a successful tour to Hawaii, and will give a performance at 3:00, February 11, using their tour repertoire.

Dr. Donna Jo Vandagriff reported that the Academic Resources Committee has been charged with the responsibility of trying to determine ideas faculty might have for use of the money to be received from the Fund for Higher Education (in Israel). She said that the members of the committee do not know much about this award except that the amount Lindenwood will receive will be in Israeli bonds which will have to go to maturity before they can be cashed. She asked members of the faculty to submit ideas for the use of this money by March 13.

Mr. John Wehmer called attention to the Glass Art Show in the Hendren Gallery. The opening reception will be Sunday, February 11. Tom Henning's senior show is in the lower gallery.

Dr. Daryl Anderson, Chairman of Faculty Council, moved that the meeting of the faculty be adjourned and that the faculty meet in executive session. The motion was seconded and passed.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary to the Faculty

The Lindenwood Colleges
St. Charles, Missouri

Minutes

Special Meeting of the Faculty of The Lindenwood Colleges
March 21, 1979

A special meeting of the Faculty of The Lindenwood Colleges was held Wednesday, March 21, 1979, at 3:00 P.M., in the Fine Arts Building. Provost James F. Hood presided and gave the invocation. The purpose of the meeting was to hear the report of the Educational Policies Committee on actions taken by divisions converting credit for graduation requirements under the new semester hour system.

Jeffie Feely represented the students of Lindenwood College for Women, and Paul Butts represented the students of Lindenwood College for Men.

Dr. Linda Nelson reported that the committee elected by the faculty to meet with members of the Board on financial matters had met with Board members. The faculty committee has several functions. There must be communication between the members of the faculty, Dr. Hood, and Mr. Joseph W. Schwarzbauer, which should take place with individual members of the committee. The committee has been invited by Dr. Hood and Mr. Schwarzbauer to meet with them to discuss budget requests for the coming year. The committee also wants to make recommendations for the preparation of the budget, and to consider the possibility of a committee of the faculty making a report to the Board. Faculty members were invited to meet with Dr. C. Edward Balog, Dr. Howard A. Barnett, and Dr. Hood March 17 but a very small number of the faculty attended the meeting. Input from the faculty is needed and the committee asks that members of the faculty write down their comments, questions, and suggestions and send them to Dr. Balog. Mr. William Link has spent time with Mr. Schwarzbauer discussing budgets and audits and has been given audit reports for the past several years. Dr. Dominic Soda is assisting the committee and is looking at historical enrollment data to see how increases in tuition affected enrollment.

On the recommendation of the Educational Policies Committee Dr. Balog moved that the Faculty recommend to the Board that Frank B. Brockgreitens, who is retiring as Mayor of St. Charles, be awarded the honorary degree of Doctor of Laws in recognition of his long standing support of Lindenwood. The motion was seconded and passed.

In regard to the conversion of graduation requirements to the semester hour basis Dr. Balog moved, on behalf of EPC, that the degree requirements shall include a minimum of twenty-four (24) semester hours within the major department, and students shall not exceed forty-two (42) semester hours in the major departments, out of the one hundred twenty (120) hours in the baccalaureate degree. Exceptions to this maximum are the (BA/BS) programs in Business Administration, Music, Education, and the Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education, Bachelor of Medicine, and Bachelor of Science in Nursing degrees. The motion was seconded and approved.

A motion was made that the minimum number of hours required for graduation be one hundred twenty (120) not including physical education activity courses. The motion was seconded. A motion was made, seconded and passed to amend the motion to read "that the minimum number of hours required for graduation be one hundred twenty (120)." The motion as amended was passed.

A motion was made, seconded and passed that each major be required to take six (6) to twelve (12) hours outside the major but within the division of the major, as specified.

There being no further business, the meeting was adjourned at 4:15 P.M.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

Special Educational Policies Committee Meeting, 3/21/79, 205 Fine Arts

Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, Norm King, Soda, White, Emory. Jeffie Feely represented the students. Mr. Nemens attended to propose Mr. Brockgreitens' name for an honorary degree.

Reports from the divisions indicated that they were in agreement regarding the number of semester hours to be required for the baccalaureate degree from Lindenwood, beginning in September, 1979. The suggestion from the Humanities Division was 120 semester hours, not including PE activities, the major to include 28 to 42 semester hours.

The Social Science division concurred with the 120 semester hour requirement for the baccalaureate degree and mentioned 2 programs which would have minor exceptions to the 28-42 sem. hr. major: Education and Business Administration. It suggested that they be recommended individually.

The Natural Science and Mathematics Division suggested that a minimum of 120 semester hours be required for graduation and 30 to 42 sem. hrs. be permitted for the major, with the stipulation that those programs already allowed to require more than 12 courses be permitted to continue to require an equivalent number of semester hours.

It was moved, seconded and passed that a minimum of 120 semester hours be required for graduation.

It was moved, seconded and passed that the number of semester hours required for any departmental major be no less than 24 semester hours and no more than 42 within a department. Also, EPC is cognizant of the fact that there are these programs that may have to exceed the maximum proposed and must be approved individually by the faculty: BFA, Business, Education, all Music degree, BSN and Bachelor of Medicine.

Regarding honorary degrees, Mr. Nemens proposed the name of Frank Brockgreitens, asking that EPC act on the nomination in order that the faculty might vote and Nemens could consult Board members for permission to announce the awarding of the honorary LLD in conjunction with the recognition of Mr. Brockgreitens' service to the city of St. Charles to be held on Saturday, March 24. It was moved, seconded and passed that Mr. Brockgreitens' name be submitted to the faculty for approval of the awarding of the honorary degree at the commencement ceremonies in May, 1979. Other names submitted will be acted on in the April 18th EPC meeting.

Students currently enrolled will be given the new conversion chart and information concerning major requirements as soon as possible. As is the policy at Lindenwood, they may choose to graduate by the catalog which was in effect at the time they entered Lindenwood.

New courses proposed by the social science division:

Edu 316/516 LANGUAGE ACQUISITION AND DEVELOPMENT FOR YOUNG CHILDREN

Description of 316: A study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course will include a concern for: understanding the influence of environment

and culture in language development; the development of techniques and materials for stimulating language growth; identification of speech and articulation problems and appropriate referral methods; familiarity with instruments and techniques for assessing language development. Prerequisite: Junior standing. (3 semester hours)

Description of 516: A study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course will include a concern for: understanding the influence of environment and culture in language development; the development of techniques and materials for stimulating language growth; identification of speech and articulation problems and appropriate referral methods; familiarity with instruments and techniques for assessing language development. Graduate students will be expected to report on research methods and particular studies done in the area of language acquisition.

Edu 335/535 PRINCIPLES OF EDUCABLE MENTALLY RETARDED/LEARNING DISABLED

In this course, the student will examine the theories, classification systems, assessment techniques and remediation programs related to the education of the Educable Mentally Retarded and the Learning Disabled. The course will also enable the student to consider the commonalities and differences in principles in these two fields of special education. (3 semester hours)

Psychology 10 CONFLICT MANAGEMENT (2 semester hours) An experiential approach to skill development in the following areas: managing conflict in the work situation, group problem-solving strategies, overcoming resistance to change, force-field analysis of conflict, open communication techniques and participant management. This course is particularly appropriate for students interested in careers in business and personnel management.

It was moved, seconded and passed that the education and psychology courses be approved. (Courses approved for Fall, 1979.)

New description for Social Science Statistics course

SS 310, Social Science Statistics (3 semester hours). This course presumes a knowledge of basic mathematical operations. Emphasis is placed on the application of descriptive and inferential statistics to research problems and data sets characteristically encountered in the social sciences. Topics included are: point and interval estimation of population parameters, correlational techniques for all scales of measurement, and parametric and nonparametric hypothesis-testing techniques. Prerequisite: completion of the distributional mathematics requirement including Math 106 or permission of the instructor.

It was moved, seconded and passed that this change be approved.

Proposal from the Psychology department:

Associate of Arts Degree in Applied Psychology

Suggested for both day and evening students. Required: a minimum of 66 semester hours in the appropriate areas of study. "The degree is designed specifically for persons who are interested in serving as volunteers, lay counselors, or psychiatric assistants in social service agencies."

EPC sent this proposal back to the department to be considered in the light of the need to change Lindenwood's policy of offering only baccalaureate degrees with the exception of the AIS in Business Administration.

The Psychology department offered a certificate in Applied Psychology for "persons who wish to develop an informed appreciation of practical psychology, but presently do not plan to pursue a degree in the field." This proposal was also referred back to the department.

Natural Science and Mathematics department proposed a new course in nursing:

Nur 28 GERONTOLOGY: NURSING MEASURES RELATED TO AGING (2 semester hours) Pinnell
A study of all aspects of aging including the physiological, pathological, psychological, economic and sociological problems of the elderly. The course will emphasize nursing measures related to each of these problem areas.

It was moved, seconded and passed that the course be approved.

EPC approved the requests for extensions for incomplete grades which were due on March 19.

Meeting adjourned.

Approved
John Bornmann, Sec.

Eva Emory

FACULTY MEETING AGENDA

April 4, 1979

Room 202, Fine Arts Building

- ✓ I. Invocation - Dr. Johnson
- ✓ II. Minutes of March 7 and March 21, 1979 meetings
- III. Report of Educational Policies Committee - Dr. Balog
- IV. Report of Faculty Council - Dr. Anderson
- V. Report of Nominations Committee and elections to committees
- ✓ VI. Discussion of Pre-Registration *Carol Craig, Evans*
Dean Eckert, ?
- ✓ VII. Degree candidates - Mrs. Emory
- VIII. Business from the floor *Fac. Sec.*
Letter to Mrs. McCluer
incl. copy Esther's prayer
** Sun. 3 pm Lakewood Chapel*
Presby. Ch.
(Search for Deane)
4/12/ receive appl.
- IX. Announcements
- X. Adjournment

Faculty Finance Committee
Report: BALOG -
↳ *of Schwarzbauer - 4/6*
non-academics

- * ↳ complete yet
- ↳ type of recommendation
↳ committee → 1st Board?
- x ↳ try to redefine us = job way of money
- o Permanent written for grants
- c Lay: One can't beyond (1)
- d There ↳ beyond (1) we can't

Students ↳ a ↳ questions
Diff type of pre-registration x

- ① ↳ require \$50 deposit / pre-register
- ② May 4 suspend ↳)
- ↳ Can get things cleared up.

3?

* End term on Mon. 14
Tues Reading Day 15
Evans Schedule Wed -
6 days

- ① Fac/Board Liaison Com.
↳ serve to rift
- ② Interviews: includes
with students
- ③? Appts ~~to~~ take eff
 - x July 15 - Dean of Students
 - x July 1 - Dean of Faculty

Hopefully the leadership question will have been settled by the time interviewing begins

Phil Lucida - 289/2100 finished *Printed*
Evans
11/11
Evans

file Faculty
Meeting

Patrick F. Delaney, Jr.
Patrick F. Delaney, Jr.
Patrick F. Delaney, Jr.
P. Delaney

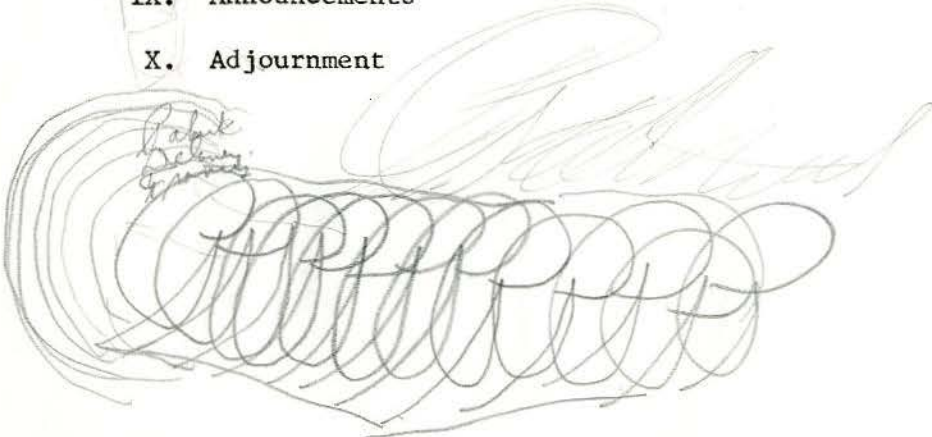
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- X. Adjournment

Patrick F. Delaney, Jr.
P. Delaney



Special Educational Policies Committee Meeting, 3/21/79, 205 Fine Arts

Present: Balog, Bornmann, Burd, Crozier, Delaney, Feely, Hood, Norm King, Soda, White, Emory. Jeffie Feely represented the students. Mr. Nemens attended to propose Mr. Brockgreitens' name for an honorary degree.

Reports from the divisions indicated that they were in agreement regarding the number of semester hours to be required for the baccalaureate degree from Lindenwood, beginning in September, 1979. The suggestion from the Humanities Division was 120 semester hours, not including PE activities, the major to include 28 to 42 semester hours.

The Social Science division concurred with the 120 semester hour requirement for the baccalaureate degree and mentioned 2 programs which would have minor exceptions to the 28-42 sem. hr. major: Education and Business Administration. It suggested that they be recommended individually.

The Natural Science and Mathematics Division suggested that a minimum of 120 semester hours be required for graduation and 30 to 42 sem. hrs. be permitted for the major, with the stipulation that those programs already allowed to require more than 12 courses be permitted to continue to require an equivalent number of semester hours.

It was moved, seconded and passed that a minimum of 120 semester hours be required for graduation.

It was moved, seconded and passed that the number of semester hours required for any departmental major be no less than 24 semester hours and no more than 42 within a department. Also, EPC is cognizant of the fact that there are these programs that may have to exceed the maximum proposed and must be approved individually by the faculty: BFA, Business, Education, all Music degree, BSN and Bachelor of Medicine.

Regarding honorary degrees, Mr. Nemens proposed the name of Frank Brockgreitens, asking that EPC act on the nomination in order that the faculty might vote and Nemens could consult Board members for permission to announce the awarding of the honorary LLD in conjunction with the recognition of Mr. Brockgreitens' service to the city of St. Charles to be held on Saturday, March 24. It was moved, seconded and passed that Mr. Brockgreitens' name be submitted to the faculty for approval of the awarding of the honorary degree at the commencement ceremonies in May, 1979. Other names submitted will be acted on in the April 18th EPC meeting.

Students currently enrolled will be given the new conversion chart and information concerning major requirements as soon as possible. As is the policy at Lindenwood, they may choose to graduate by the catalog which was in effect at the time they entered Lindenwood.

New courses proposed by the social science division:

Edu 316/516 LANGUAGE ACQUISITION AND DEVELOPMENT FOR YOUNG CHILDREN

Description of 316: A study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course will include a concern for: understanding the influence of environment

and culture in language development; the development of techniques and materials for stimulating language growth; identification of speech and articulation problems and appropriate referral methods; familiarity with instruments and techniques for assessing language development. Prerequisite: Junior standing. (3 semester hours)

Description of 516: A study of the nature of language, the normal sequence of language development, and an introduction to the theories of language acquisition. The course will include a concern for: understanding the influence of environment and culture in language development; the development of techniques and materials for stimulating language growth; identification of speech and articulation problems and appropriate referral methods; familiarity with instruments and techniques for assessing language development. Graduate students will be expected to report on research methods and particular studies done in the area of language acquisition.

Edu 335/535 PRINCIPLES OF EDUCABLE MENTALLY RETARDED/LEARNING DISABLED

In this course, the student will examine the theories, classification systems, assessment techniques and remediation programs related to the education of the Educable Mentally Retarded and the Learning Disabled. The course will also enable the student to consider the commonalities and differences in principles in these two fields of special education. (3 semester hours)

Psychology 10 CONFLICT MANAGEMENT (2 semester hours) An experiential approach to skill development in the following areas: managing conflict in the work situation, group problem-solving strategies, overcoming resistance to change, force-field analysis of conflict, open communication techniques and participant management. This course is particularly appropriate for students interested in careers in business and personnel management.

It was moved, seconded and passed that the education and psychology courses be approved. (Courses approved for Fall, 1979.)

New description for Social Science Statistics course

SS 310, Social Science Statistics (3 semester hours). This course presumes a knowledge of basic mathematical operations. Emphasis is placed on the application of descriptive and inferential statistics to research problems and data sets characteristically encountered in the social sciences. Topics included are: point and interval estimation of population parameters, correlational techniques for all scales of measurement, and parametric and nonparametric hypothesis-testing techniques. Prerequisite: completion of the distributional mathematics requirement including Math 106 or permission of the instructor.

It was moved, seconded and passed that this change be approved.

Proposal from the Psychology department:

Associate of Arts Degree in Applied Psychology

Suggested for both day and evening students. Required: a minimum of 66 semester hours in the appropriate areas of study. "The degree is designed specifically for persons who are interested in serving as volunteers, lay counselors, or psychiatric assistants in social service agencies."

EPC sent this proposal back to the department to be considered in the light of the need to change Lindenwood's policy of offering only baccalaureate degrees with the exception of the AIS in Business Administration.

The Psychology department offered a certificate in Applied Psychology for "persons who wish to develop an informed appreciation of practical psychology, but presently do not plan to pursue a degree in the field." This proposal was also referred back to the department.

Natural Science and Mathematics department proposed a new course in nursing:

Nur 28 GERONTOLOGY: NURSING MEASURES RELATED TO AGING (2 semester hours) Pinnell
A study of all aspects of aging including the physiological, pathological, psychological, economic and sociological problems of the elderly. The course will emphasize nursing measures related to each of these problem areas.

It was moved, seconded and passed that the course be approved.

EPC approved the requests for extensions for incomplete grades which were due on March 19.

Meeting adjourned.

Approved
John Bornmann, Sec.

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
March 7, 1979

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, March 7, 1979, at 1:30 P.M., in the Fine Arts Building with Provost James F. Hood presiding. Dr. John N. Bartholomew gave the invocation.

Jeffie Feely represented the students of Lindenwood College for Women. Paul Butts and Brian Samuels represented the students of Lindenwood College for Men.

A motion was made, seconded, and passed that the minutes of the February 7 meeting be approved as distributed.

Dr. Hood reported that the Chairman of Faculty Council asked that the order of the agenda be amended so that the Faculty Council report could be presented first.

Dr. Daryl Anderson, Chairman of Faculty Council, said that a question has come up since the last Faculty Council meeting concerning the search for a new Dean of Students. Dr. Anderson understands there is some beginning to the search for that position. Dr. Hood replied that a job description has been drawn up, no ads have been placed, no letters have been written, and no search has begun. The academic organizational chart was presented to the faculty for input. The final decision on academic organization would not rest with the faculty, but with the Board on the President's recommendation. If there is a position in the chart that now exists and has been filled in the normal way, that position would not be advertised. If there is a position that is a new one, there is no option but to advertise it.

Dr. Anderson then called attention to the paper, distributed to faculty members prior to the meeting, concerning what the Council perceives as the present crisis. She said that the Council is concerned that the Board believes getting additional money and a new president will help meet problems. The Council thinks a major step would be leadership, and that the only option left is for the Council to assume some leadership where leadership is needed. Dr. Anderson therefore moved on behalf of Faculty Council that the Faculty accept the Council's document and the following task forces be set up, these task forces to work with the appropriate offices:

1. Recruiting
2. Academic program
3. Student life
4. Maintenance of physical plant

After a lengthy discussion a motion was made and seconded that the motion be tabled until the next regular meeting. The motion was defeated.

A motion was then made that the question be called. The motion was seconded and defeated. The discussion therefore continued.

After further discussion it was moved to call the previous question - that is, to vote on a call to the question. The motion was seconded and passed.

The vote on the motion to accept the Council's document to set up task forces was defeated.

Dr. C. Edward Balog, Chairman of the Educational Policies Committee, reported that some people have been suggested for honorary degrees. Dr. Balog said that the committee would like to act on all recommendations at one time and if others have nominations, they should send them to EPC as soon as possible together with information about the proposed recipients.

Dr. Balog then reported that reevaluation of the Lindenwood Common Course was discussed at length by EPC. Dr. Balog, on behalf of EPC, moved that the Common Course be continued under its present structure with the requirements (1) that the course needs more advanced planning, (2) that the time and faculty must be designated before the year starts, and (3) that an operational budget for the course be set up and that someone be appointed as Director who will be responsible for administering the budget, all this to be done the previous Spring Term. The motion was seconded.

A motion was made to amend the original motion that the time, faculty, and budget should be assigned by the preceding February. The amendment was seconded and passed.

The motion, as amended, passed.

In regard to the administrative chart, Dr. Balog said that EPC feels that if there is a change in administration there would be a change in the chart. After discussion it was moved, seconded and passed that the faculty show support of changing the administrative structure for the fall with a Dean of Faculty, who would be totally responsible for academic life, and a dean of students, who would be responsible for student life, with their appropriate associates.

EPC was called into special session, Dr. Balog continued, to deal with the problem of Evening College credit and pricing. There has been concern that if we raised the Evening College tuition, we would lose students. It has, therefore, been suggested that the fee remain the same but that the credit be changed from $3\frac{1}{2}$ credit hours to 3. EPC thought this was reasonable but what would a full-time day student do if he/she took an evening course?

On behalf of EPC Dr. Balog moved to adopt the change of granting credit for all students from $3\frac{1}{2}$ credit hours to 3 semester hours for a standard course, and to adopt the following schedule beginning with the academic year 1979-80. The motion was seconded:

<u>M</u> <u>W</u> <u>F</u>	<u>T</u> <u>Th</u>
8:00 - 9:00	8:00 - 9:30
9:10 - 10:10	
10:20 - 11:20	9:45 - 11:15
11:30 - 12:30	
LUNCH 12:30 - 1:30	LUNCH
1:30 - 2:30	1:30 - 3:00
2:40 - 3:40	3:15 - 4:45
3:50 - 4:50	

The period from 11:15 to 1:30
T Th could be designated time
for meetings.

It was pointed out that the length of terms would remain the same - 14 weeks in the Fall and Spring and 4 weeks in January.

Dr. Hood pointed out that our Evening College rate is much higher than any other college or university in the area. In other areas we are in the middle in charges. We would not want to reduce our Evening College program to the point that we would not take similar offerings in transfer. We need the Evening College program but if we continue to increase our charges, we will price ourselves out of the market. He also pointed out that a student would have to have more courses for graduation at 3 semester hours than at $3\frac{1}{2}$. If we went back to the \$195 rate, Dr. Hood continued, it was decided that we would not get enough additional students to make up the difference. The rate for part-time day students is being changed so that all will pay the same rate. Differential rates for those over 25, who pay less now, cannot be continued since this is discrimination based on age. The rate for part-time day students is higher than for evening students because they receive more services.

A motion was made, seconded and passed to call the question.

The motion to adopt the above motion changing the granting of credit passed.

A motion was made, seconded and passed that the period from 11:15 to 1:30 on Tuesdays and Thursdays be designated times for meetings.

After discussion of meeting times for classes in the Evening College - once a week, twice a week, etc. - it was agreed that the normal evening schedule for a 3 hour course would be from 7:00 P.M. to 10:00 P.M. Dr. Burd will send out schedules for alternatives.

It was also agreed that the Common Course would meet on Tuesdays and Thursdays from 3:15 to 4:45 in the Spring Term.

A special faculty meeting will be held Wednesday, March 21, to set new graduation requirements, as well as departmental requirements. In the meantime, divisions will meet to work out their departmental and divisional requirements.

The following were nominated from the floor to serve on the Nominations Committee for the 1979-80 year:

Carol Craig, Natural Science Division
Lucy Morros, Lindenwood 4
W. Dean Eckert, Humanities Division
James D. Evans, Social Science Division

A motion was made, seconded, and passed to elect by acclamation the above to the Nominations Committee.

Mr. Jeffrey G. Nemens announced that the Community Support Campaign will be from April 24 to May 1. The goal is \$25,000. \$23,600 was raised last year. Mr. Charles W. Boswell will be Chairman of this year's campaign. If members of the faculty wish to help, they may volunteer to work on the campaign making five personal calls.

In beginning his report on admissions Mr. Frank W. Hetherington said that in the five months he has been here everyone has been very cooperative. In regard to current activities a news letter will be out about March 15. Two major mailings are in the process of being sent out - one is a follow-up to a student mailing and one is a first time mailing. Ms. Amy Basore will be in Oklahome and Texas next week. Mrs. Carol Craig and Ms. Joy Ebest have been visiting secondary schools. Programs of interest to education students will be on April 5 for high school students and about April 25 for graduate students. Dr. Jeanne Donovan is planning these programs. Mrs. Jane Smith has been visiting plants and hospitals and various agencies. Mr. Rickard Scott has been notified that Lindenwood has received a supplementary grant of \$25,000 for work study which must be used by June 30. Mr. Hetherington said that although he does not have accurate comparisons of applications to date he hopes to have approximately the same number of teen-age students entering in the fall. It is more difficult to tell about adult students. There were about forty new under-graduate students in January. Over three hundred calls were made during the phonathon and there was a positive response from 60%.

Mr. John Wehmer announced that the meeting for which the committee was elected to discuss financial matters with Board members will be on March 9. Faculty members elected to this committee are:

C. Edward Balog
Howard A. Barnett
John A. Bornmann
John McClusky
Linda Nelson
John Wehmer

Ms. Joy Ebest announced that the Bloodmobile will be on campus March 21 from 10:00 A.M. to 2:45 P.M.

Ms. Patricia Delks announced that faculty members should turn in book orders as soon as possible, indicating priorities.

Mrs. Eva Emory announced that diploma orders have gone in for those graduating in May. If faculty members know of students who will graduate and who are not on the list, they should notify her immediately.

Dr. John S. Burd announced that NCATE has notified us that our accreditation has been extended until 1985.

Mr. Robert G. White, Jr. announced that the Humanities Division would meet at Dean Crozier's home following the faculty meeting.

Dr. Richard Rickert announced that the Lindenwood 4 Chautauqua will be April 20-22.

Dr. John A. Bornmann announced that six students applied to medical technology schools and all have been accepted.

Dr. Wesley Van Tassel announced that "The Miser" opens March 9. In regard to SUMMERSTAGE a group of concerned citizens has decided they want to keep SUMMERSTAGE in St. Charles. Their goal is to raise \$40,000, of which \$30,000 has been raised, including a grant of \$5,000 from the National Endowment for the Arts. Two more

grants are expected. Community Federal Savings and Loan will promote SUMMERSTAGE again this year. The only cost to the college will be the use of facilities. Claudia Stedlin is one of five finalists in tryouts at the Royal Academy of the Arts. It was suggested that the Secretary of the Faculty send Ms. Stedlin a congratulatory letter.

Dr. Kenneth Greenlaw announced that the City of St. Charles has been attempting to put together an Arts and Education Council. Anyone interested in this is invited to attend a meeting Tuesday evening, March 29. He also announced that the Madrigals will perform March 18, at 7:30 P.M., in Jelkyl. On April 3 there will be a music workshop in choral music, voice, and piano.

Mr. Arthur L. Kanak announced that Dr. W. Dean Eckert will give a lecture Sunday, March 18, at 8:00 P.M., on Egypt.

Mrs. Fern Bittner announced that the fourth annual Lindenwood Hunter-Jumper Horse Show will be March 10-11 in Harvester.

There being no further business the meeting was adjourned at 4:20 P.M.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Special Meeting of the Faculty of The Lindenwood Colleges
March 21, 1979

A special meeting of the Faculty of The Lindenwood Colleges was held Wednesday, March 21, 1979, at 3:00 P.M., in the Fine Arts Building. Provost James F. Hood presided and gave the invocation. The purpose of the meeting was to hear the report of the Educational Policies Committee on actions taken by divisions converting credit for graduation requirements under the new semester hour system.

Jeffie Feely represented the students of Lindenwood College for Women, and Paul Butts represented the students of Lindenwood College for Men.

Dr. Linda Nelson reported that the committee elected by the faculty to meet with members of the Board on financial matters had met with Board members. The faculty committee has several functions. There must be communication between the members of the faculty, Dr. Hood, and Mr. Joseph W. Schwarzbauer, which should take place with individual members of the committee. The committee has been invited by Dr. Hood and Mr. Schwarzbauer to meet with them to discuss budget requests for the coming year. The committee also wants to make recommendations for the preparation of the budget, and to consider the possibility of a committee of the faculty making a report to the Board. Faculty members were invited to meet with Dr. C. Edward Balog, Dr. Howard A. Barnett, and Dr. Hood March 17 but a very small number of the faculty attended the meeting. Input from the faculty is needed and the committee asks that members of the faculty write down their comments, questions, and suggestions and send them to Dr. Balog. Mr. William Link has spent time with Mr. Schwarzbauer discussing budgets and audits and has been given audit reports for the past several years. Dr. Dominic Soda is assisting the committee and is looking at historical enrollment data to see how increases in tuition affected enrollment.

On the recommendation of the Educational Policies Committee Dr. Balog moved that the Faculty recommend to the Board that Frank B. Brockgreitens, who is retiring as Mayor of St. Charles, be awarded the honorary degree of Doctor of Laws in recognition of his long standing support of Lindenwood. The motion was seconded and passed.

In regard to the conversion of graduation requirements to the semester hour basis Dr. Balog moved, on behalf of EPC, that the degree requirements shall include a minimum of twenty-four (24) semester hours within the major department, and students shall not exceed forty-two (42) semester hours in the major departments, out of the one hundred twenty (120) hours in the baccalaureate degree. Exceptions to this maximum are the (BA/BS) programs in Business Administration, Music, Education, and the Bachelor of Fine Arts, Bachelor of Music, Bachelor of Music Education, Bachelor of Medicine, and Bachelor of Science in Nursing degrees. The motion was seconded and approved.

A motion was made that the minimum number of hours required for graduation be one hundred twenty (120) not including physical education activity courses. The motion was seconded. A motion was made, seconded and passed to amend the motion to read "that the minimum number of hours required for graduation be one hundred twenty (120)." The motion as amended was passed.

A motion was made, seconded and passed that each major be required to take six (6) to twelve (12) hours outside the major but within the division of the major, as specified.

There being no further business, the meeting was adjourned at 4:15 P.M.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

4/18/79

SUBJECT: Changes Requiring Divisional and EPC Approval.

FROM: Norma Pinnell

TO: Jack Bornmann

DATE: April 10, 1979

REQUIREMENTS - Applicants must hold an Associate Degree in Nursing or be a graduate of a hospital-affiliated diploma school of nursing and must hold a current license in Missouri. Applicants must provide their own professional liability insurance with \$100,000/\$300,000 minimum coverage. All applicants must take Nursing Achievements Tests prior to nursing courses at Lindenwood College.

Courses taken at an accredited college or university will be accepted as transfer credit provided grades are C or higher. Students without prior college credit will be granted Lindenwood College credit for natural science courses and lower level nursing courses after scoring at or above the 50th percentile level on NLN achievement examinations or after receiving the Standard Score of 45 on PEP examinations. CLEP examinations may be taken for General Sociology and Introduction to Psychology credits.

A 2.5 cumulative grade point average must be achieved before students may enroll in the upper division nursing courses offered at The Lindenwood Colleges.

A minimum of 120 credits is needed to graduate. 30 of these must be taken at The Lindenwood Colleges.

COURSES - See attached curriculum plan for changes in course credit.

ALTERATION IN PRESENT COURSE - NUR 25 Clinical Evaluation will now become NUR 25 Nursing Process. The course description will be as follows: The course reviews the nursing process: assessment, planning, intervention, and evaluation. It presents the relationship between the nursing process and the problem solving method and discusses how both can be incorporated into the nursing care plan. The clinical component includes an evaluation of the student's ability to utilize the nursing process and nursing care plan.

It should be noted that the nursing faculty is requesting a change in the Standard Score for the PEP examinations. In the past the Standard Score requirement was 50. However, after talking with other programs and reviewing the material more closely we feel that a Standard Score of 45 on the PEP examination will meet our requirements.

We are also asking at this point that students coming to The Lindenwood Colleges with an Associate Degree in Nursing be granted college credit for their nursing courses based on an evaluation by the Director of the Nursing Program at Lindenwood College. These students from Associate Degree programs will still be required to take nursing achievement tests prior to nursing courses at our institution. The results from these tests will guide the Director as she plans the program for the individual student.

Graduates from hospital-affiliated diploma schools of nursing will take the same nursing achievement tests prior to nursing courses at Lindenwood. In this instance, these tests will be used for two purposes: (1) one purpose is to grant college credit for lower level nursing courses not taught at a collegiate level; (2) the information will be used as base line data to again enable the director to plan a more realistic program for each individual student.

BACHELOR OF SCIENCE IN NURSING DEGREE

*CURRICULUM PLAN

ENGLISH

Composition I _____

Composition II _____

SOCIAL SCIENCE (15 hours)

(History needed)

General Psychology _____

Intro to Sociology _____

**PSY 300 Research Methods _____

Elective _____

Elective _____

NATURAL SCIENCE (15 hours)

Chemistry or Biology _____

Anatomy-Physiology (6-8 hours)

Microbiology _____

Advanced Physiology _____

MATH (3 hours)

HUMANITIES (9 hours)

HUM 111 or 112 _____

* 120 credit hours needed for graduation

** prerequisites for these courses must be met.

See catalog or talk to advisor.

PHYSICAL EDUCATION (2 hours)

Electives (minimum 11 hours)

LOWER DIVISION NURSING COURSES

(35 hours)

Basics in Nursing _____

Medical-Surgical Nursing _____

Psychiatric Nursing _____

Parent-Child Nursing _____

UPPER DIVISION NURSING COURSES (24 Hours)

Nursing Process (2) _____

Contemporary Issues in
Nursing (2) _____

** Assessment, Initial Step of
the Nursing Process (4) _____

Methodology of Teaching-Learning
in Patient Counseling and Health
Education (2) _____

** Health Care Delivery in Distribu-
tive Setting (5) _____

** Health Care Delivery in Episodic
Setting (5) _____

2 Electives (2) _____
(2) _____

Patrick F. Delaney, Jr.

fid

FACULTY MEETING AGENDA

May 2, 1979, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of April 4 meeting
- III. Report of Educational Policies Committee - Dr. Bálog
- IV. Report of Faculty Council - Dr. Anderson
- V. Report of Nominations Committee and elections to committees
- VI. Degree candidates - Mrs. Emory
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

Minutes of Educational Policy Committee, 18 April, 1979, 1:30 pm, 205 Fine Arts Bldg.

Present, Balog, Bornmann, Burd, Crozier, Feely, N. King, D. Soda, White, Emory. Jeffie Feely and Lois Boschert represented the students.

The Registrar asked for an official ruling regarding the "rounding" of semester hours which will be the result of multiplying present courses by 3.5. It was moved, seconded and passed that any fraction of a semester hour above .50 should be rounded to the nearest complete semester hour, anything below .50 should be dropped.

It was moved, seconded and passed that any student who has achieved senior standing by September, 1979, for the 1979-80 academic year only, be allowed to complete his/her degree by taking the necessary number of courses needed to complete his degree under the course system without reference to the number of semester hours required for the degree under the 36 course system.

The Natural Science and Mathematics division brought a proposal for a course titled ENERGY AND SOCIETY. It was the concensus that the course should be returned to the division for consideration as another distributional elective, and for a more precise definition of the word "energy."

The Natural Science and Mathematics division brought a proposal to offer the former January Term course, Mus/Phy 120J, ACCOUSTICS AND THE SOUND OF MUSIC, during the long terms, and to drop the "J". The course would not be considered a distributional elective. EPC passed on the proposal from the Natural Science/Mathematics division, but since the course is cross-listed with the Humanities division, their approval of the course as a Humanities offering must be brought to EPC also. If approved, the change will be effective with the 1979-1980 academic year.

The Natural Science and Mathematics division brought a report from Norma Pinnell which describes proposed changes in title and content of some nursing courses. This report did not require EPC action, but it is here noted that the report was received.

The Humanities Division brought a proposal from the Art department which asked that 15 Art History courses (not specifically named) be approved for graduate credit in support of the Masters degree in Education, to complement the offerings now available in Studio Art. Since it is the policy of the College that graduate courses be offered selectively, and with the possibility of proliferation considered, this proposal was returned to the division with the suggestion that the Art department propose a smaller number of courses for consideration for graduate credit.

The Humanities division presented a proposal that Shakespeare 233 and 234 be offered at a graduate level, to supplement the graduate degree in Theatre Arts. When it was pointed out that courses of the 200 level were not available for graduate consideration, Mr. Feely stated that he preferred to keep the 200-level numbering of his courses in order to attract undergraduates. He also pointed out that there is presently one graduate-level Shakespeare course already listed in the catalog. The proposal was rejected.

Dr. Burd moved that the name of Joan Bull, a graduate student in the Lindenwood 4 program, be graduated with distinction. The motion was seconded and passed.

It was moved, seconded and passed that EPC recommends to the Natural Science and Mathematics division that they add other courses to the list of those presently allowed as distribution electives.

Meeting adjourned.

Approved

John A. Bornmann

Degree Candidates
Spring and Summer 1979

Spring 1979

Fackler, Susan	BS
Hechler, Robert D.	BS
Hradek, Patricia	BS
Marshall, Lori Ann	BFA

Summer 1979

Bartholomew, Mary Townsend	BS
Ciaramitaro, John Jr.	BS
Fees, Robin Elaine	BS
Fleming, Jean	BS
Fromme, Michael O.	AIS
Glynn, Susan Anne	BS
Jameson, Richard Gene	BS
McLean, M. Carolyn	BS
Owen, Barbara Jean	BA
Pagoria, Jerry Russell	BS
Reichelt, Ronald G.	BS
Thompson, Darrell Eugene	BS
Yust, Mara B.	BS

Cohen, Jack	MBA
Cox, Ivalee	MA/Ed
Relyea, Susan	MA/Ed
Walters, Franklin L.	MBA

Lindenwood 4

Balicki, Richard	MA
Boschert, Gerald	BFA
Gismegian, Mary	MA
London, David	MA
Palladino, Patricia	BS
Seward, Janet	MA

The Lindenwood Colleges
Office of the Registrar

ADDITIONS TO LIST OF PROSPECTIVE GRADUATES:

Spring, 1979

Bachelor of Science Degree

Joy Moore

Lindenwood IV

Bachelor of Science Degree

Ruth Dwyler

Edna M. Ditto

Master of Arts Degree

Michael O. Daramola

Ann Dugan

Marian Woyna

Summer, 1979

Bachelor of Arts Degree

Cynthia Ann Delaney

Bachelor of Science Degree

James E. Dwyer

Cindy Bjerkestrand

Masters in Education

Marilyn C. Dreyer

Masters in Business Administration

Dennis Cavanagh

Janet Schowe

John Shannon

Gerald Varker

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
April 4, 1979

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, April 4, 1979, at 1:30 p.m., in the Fine Arts Building. Provost James F. Hood presided. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely and Paul Butts represented the students of Lindenwood College for Women and Lindenwood College for Men respectively.

It was agreed that an official letter from the Faculty Secretary to Mrs. F. L. McCluer expressing sympathy on the death of President Emeritus McCluer would be sent together with a copy of Dr. Johnson's prayer.

A motion was made, seconded and passed that in the minutes of the March 7 meeting the following sentences on the first page, sixth paragraph be deleted: "She said that the Council is concerned that the Board believes getting additional money and a new president will help meet problems. The Council thinks a major step would be leadership, and that the only option left is for the Council to assume some leadership where leadership is needed."

The minutes of the March 7 meeting, as corrected, and the March 21 meeting were approved.

There was no report from the Educational Policies Committee.

Dr. C. Edward Balog reported that the Faculty Finance Committee has been meeting regularly. The committee has gone through the academic portion of the budget, and has recommended that Dr. Hood talk again with department chairmen. The committee has looked at items in the non-academic budget but has not met with Mr. Joseph Schwarzbauer. This meeting will be held soon.

There was no report from Faculty Council.

The Nominations Committee has no report. The committee expects to have a report in May at which time elections to faculty committees will be held.

Dr. Hood said that he and the deans believe that students will have a great many questions with the change in granting of credit, and they, therefore, would like to have a different kind of preregistration. It was, therefore, proposed and agreed upon that classes be suspended on Friday, May 4, and that the deans schedule every advisee into an appointment with the advisor that day unless a faculty member has so many advisees that they cannot all be taken care of that day. The preregistration will be held in the library.

Dr. Hood reported that the final examination schedule is one day shorter than it has been. On two days, therefore, there will be examinations scheduled at three times instead of two. A motion was made, seconded and passed that the Spring Term end on May 14, one day early, so that the number of final examination days would not be reduced. Reading day will be on Tuesday, May 15.

Mrs. Eva Emory moved that degree candidates, per list attached to these minutes, be approved for the appropriate degree upon the satisfactory completion of requirements.

In regard to the status of the search for deans, Dr. Hood announced that ads have been submitted to the Chronicle. Vacancy statements will be sent to colleges and universities. The normal process of the Constitution will take place after applications are received.

Mr. John Nichols announced that Philip Lucido placed 228, out of 2,100, on the 1978 William Lowell Putnam Mathematics Examination. A motion was made, seconded and passed to send Mr. Lucido a letter of commendation.

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Mrs. Fern Bittner announced that the Lindenwood Riding Club will have a rummage sale in the gymnasium April 4 and 5.

There being no further business the meeting was adjourned at 2:30.

Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

Jeffrey Remond

FACULTY MEETING AGENDA

May 2, 1979, 1:30 P.M.

Room 202, Fine Arts Building

- I. Invocation - Dr. Johnson
- II. Minutes of April 4 meeting
- III. Report of Educational Policies Committee - Dr. Bálog
- IV. Report of Faculty Council - Dr. Anderson
- V. Report of Nominations Committee and elections to committees
- VI. Degree candidates - Mrs. Emory
- VII. Business from the floor
- VIII. Announcements
- IX. Adjournment

Minutes of Educational Policy Committee, 18 April, 1979, 1:30 pm, 205 Fine Arts Bldg.

Present, Balog, Bornmann, Burd, Crozier, Feely, N. King, D. Soda, White, Emory. Jeffie Feely and Lois Boschert represented the students.

The Registrar asked for an official ruling regarding the "rounding" of semester hours which will be the result of multiplying present courses by 3.5. It was moved, seconded and passed that any fraction of a semester hour above .50 should be rounded to the nearest complete semester hour, anything below .50 should be dropped.

It was moved, seconded and passed that any student who has achieved senior standing by September, 1979, for the 1979-80 academic year only, be allowed to complete his/her degree by taking the necessary number of courses needed to complete his degree under the course system without reference to the number of semester hours required for the degree under the 36 course system.

The Natural Science and Mathematics division brought a proposal for a course titled ENERGY AND SOCIETY. It was the concensus that the course should be returned to the division for consideration as another distributional elective, and for a more precise definition of the word "energy."

The Natural Science and Mathematics division brought a proposal to offer the former January Term course, Mus/Phy 120J, ACCOUSTICS AND THE SOUND OF MUSIC, during the long terms, and to drop the "J". The course would not be considered a distributional elective. EPC passed on the proposal from the Natural Science/Mathematics division, but since the course is cross-listed with the Humanities division, their approval of the course as a Humanities offering must be brought to EPC also. If approved, the change will be effective with the 1979-1980 academic year.

The Natural Science and Mathematics division brought a report from Norma Pinnell which describes proposed changes in title and content of some nursing courses. This report did not require EPC action, but it is here noted that the report was received.

The Humanities Division brought a proposal from the Art department which asked that 15 Art History courses (not specifically named) be approved for graduate credit in support of the Masters degree in Education, to complement the offerings now available in Studio Art. Since it is the policy of the College that graduate courses be offered selectively, and with the possibility of proliferation considered, this proposal was returned to the division with the suggestion that the Art department propose a smaller number of courses for consideration for graduate credit.

The Humanities division presented a proposal that Shakespeare 233 and 234 be offered at a graduate level, to supplement the graduate degree in Theatre Arts. When it was pointed out that courses of the 200 level were not available for graduate consideration, Mr. Feely stated that he preferred to keep the 200-level numbering of his courses in order to attract undergraduates. He also pointed out that there is presently one graduate-level Shakespeare course already listed in the catalog. The proposal was rejected.

Dr. Burd moved that the name of Joan Bull, a graduate student in the Lindenwood 4 program, be graduated with distinction. The motion was seconded and passed.

It was moved, seconded and passed that EPC recommends to the Natural Science and Mathematics division that they add other courses to the list of those presently allowed as distribution electives.

Meeting adjourned.

Approved

John A. Bornmann

Degree Candidates
Spring and Summer 1979

Spring 1979

Fackler, Susan	BS
Hechler, Robert D.	BS
Hradek, Patricia	BS
Marshall, Lori Ann	BFA

Summer 1979

Bartholomew, Mary Townsend	BS
Ciaramitaro, John Jr.	BS
Fees, Robin Elaine	BS
Fleming, Jean	BS
Fromme, Michael O.	AIS
Glynn, Susan Anne	BS
Jameson, Richard Gene	BS
McLean, M. Carolyn	BS
Owen, Barbara Jean	BA
Pagoria, Jerry Russell	BS
Reichelt, Ronald G.	BS
Thompson, Darrell Eugene	BS
Yust, Mara B.	BS

Cohen, Jack	MBA
Cox, Ivalee	MA/Ed
Relyea, Susan	MA/Ed
Walters, Franklin L.	MBA

Lindenwood 4

Balicki, Richard	MA
Boschert, Gerald	BFA
Gismegian, Mary	MA
London, David	MA
Palladino, Patricia	BS
Seward, Janet	MA

The Lindenwood Colleges
Office of the Registrar

ADDITIONS TO LIST OF PROSPECTIVE GRADUATES:

Spring, 1979

Bachelor of Science Degree

Joy Moore

Lindenwood IV

Bachelor of Science Degree

Ruth Dwyler
Edna M. Ditto

Master of Arts Degree

Michael O. Daramola
Ann Dugan
Marian Woyna

Summer, 1979

Bachelor of Arts Degree

Cynthia Ann Delaney

Bachelor of Science Degree

James E. Dwyer
Cindy Bjerkestrand

Masters in Education

Marilyn C. Dreyer

Masters in Business Administration

Dennis Cavanagh
Janet Schowe
John Shannon
Gerald Varker

The Lindenwood Colleges
St. Charles, Missouri

Minutes
Meeting of the Faculty of The Lindenwood Colleges
April 4, 1979

The regular meeting of the Faculty of The Lindenwood Colleges was held Wednesday, April 4, 1979, at 1:30 p.m., in the Fine Arts Building. Provost James F. Hood presided. Dr. Esther L. Johnson gave the invocation.

Jeffie Feely and Paul Butts represented the students of Lindenwood College for Women and Lindenwood College for Men respectively.

It was agreed that an official letter from the Faculty Secretary to Mrs. F. L. McCluer expressing sympathy on the death of President Emeritus McCluer would be sent together with a copy of Dr. Johnson's prayer.

A motion was made, seconded and passed that in the minutes of the March 7 meeting the following sentences on the first page, sixth paragraph be deleted: "She said that the Council is concerned that the Board believes getting additional money and a new president will help meet problems. The Council thinks a major step would be leadership, and that the only option left is for the Council to assume some leadership where leadership is needed."

The minutes of the March 7 meeting, as corrected, and the March 21 meeting were approved.

There was no report from the Educational Policies Committee.

Dr. C. Edward Balog reported that the Faculty Finance Committee has been meeting regularly. The committee has gone through the academic portion of the budget, and has recommended that Dr. Hood talk again with department chairmen. The committee has looked at items in the non-academic budget but has not met with Mr. Joseph Schwarzbauer. This meeting will be held soon.

There was no report from Faculty Council.

The Nominations Committee has no report. The committee expects to have a report in May at which time elections to faculty committees will be held.

Dr. Hood said that he and the deans believe that students will have a great many questions with the change in granting of credit, and they, therefore, would like to have a different kind of preregistration. It was, therefore, proposed and agreed upon that classes be suspended on Friday, May 4, and that the deans schedule every advisee into an appointment with the advisor that day unless a faculty member has so many advisees that they cannot all be taken care of that day. The preregistration will be held in the library.

Dr. Hood reported that the final examination schedule is one day shorter than it has been. On two days, therefore, there will be examinations scheduled at three times instead of two. A motion was made, seconded and passed that the Spring Term end on May 14, one day early, so that the number of final examination days would not be reduced. Reading day will be on Tuesday, May 15.

Mrs. Eva Emory moved that degree candidates, per list attached to these minutes, be approved for the appropriate degree upon the satisfactory completion of requirements.

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Mary Yonker
Acting Secretary

Approved:

John Nichols
Secretary of the Faculty

TO: The Faculty

FROM: Faculty Council

SUBJECT: Proposed Amendment to the Bylaws of the Faculty Constitution

Section IV, B, 2 of the bylaws, (page 21.), as it now stands, sets out the criteria for Faculty Council's consideration in the recommending for sabbatical leaves as follows:

- a. The length and quality of service of the applicant at The Lindenwood Colleges.
- b. The merit of the proposal for professional growth.
- c. The feasibility of transferring resources from other areas of the Colleges, if it is impossible to staff the interim needs of the department from the department itself.

Faculty Council moves the amendment of this portion of the bylaws to read as follows:

- a. Receipt of written proposal by the Appropriate Dean on or before January 31 of the academic year preceeding effective date.
- b. The length and quality of service of the applicant at The Lindenwood Colleges.
- c. The merit of the proposal for the individual's professional growth, and the return of benefit to the institution by means of a report, lecture, publication, exhibition or performance following the leave.
- d. The feasibility of providing resources if it is impossible to staff the interim needs of the department from the department itself.

Minutes of Educational Policy Committee, 18 April, 1979, 1:30 pm, 205 Fine Arts Bldg.

Present, Balog, Bornmann, Burd, Crozier, Feely, N. King, D. Soda, White, Emory. Jeffie Feely and Lois Boschert represented the students.

The Registrar asked for an official ruling regarding the "rounding" of semester hours which will be the result of multiplying present courses by 3.5. It was moved, seconded and passed that any fraction of a semester hour above .50 should be rounded to the nearest complete semester hour, anything below .50 should be dropped.

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Meeting adjourned.

Approved

John A. Bornmann

John Nichols

TO: Members of the Faculty

FROM: James F. Hood JFH.

1:30
May 18, 1979

There will be a special meeting of the Faculty at 1:30 on Thursday, May 24, in 202 Fine Arts. We have some end-of-the year business to clean up.

1. EPC has a report.
2. There are a few summer graduates to approve.
3. There are some items of general information to report on dean's search and the like.

I hope that the meeting can be relatively brief, but your attention is necessary to these last few items.

PROPOSED:

"... and twelve semester hours from the Natural Science and Mathematics Division. Of the twelve, six semester hours must be chosen from MTH 100: Algebra, MTH 104: Elementary Functions, MTH 105: Basic Geometry, MTH 106: Basic Statistics, MTH 171: Calculus I, and MTH 172: Calculus II. Of the remaining six semester hours, three must be chosen from

BIO 101, 102 General Biology
CHM 151, 152 General Chemistry
PHY 151, 152 Introductory Physics

and an additional three semester hours either chosen from the above or

BIO 110 Field Biology
BIO 120 Environmental Biology
SCI 101, 102 Introduction to Science I or II
SCI 150 Energy and Society
CHEM 140 Introductory Chemistry

EXPLANATION:

The mathematics requirements have already been approved. The selection within the natural sciences has been expanded with the addition of four courses. Of the two courses required within the natural sciences one of which must be from

BIO 101, 102
CHM 151, 152
PHY 151, 152

and the second course can be from the above list or

BIO 110
BIO 120
CHEM 140
SCI 101, 102
SCI 150

Motion was seconded and passed. This will become effective with the Summer '79.

The Natural Sciences and Mathematics division brought for approval the course Science 150, ENERGY AND SOCIETY, with the promise that a clearer description will be provided. It was moved, seconded and passed that Science 150 be approved. It will become effective with the 1979-80 academic year.

Dr. Hood requested an opinion on reopening before the faculty the matter of staffing and structuring the Lindenwood Common course for next year. The consensus was that the whole matter, including approval of the continued offering of the Common, be part of the discussion.

Meeting adjourned.

Minutes of the Meeting of Educational Policies Committee, 2 May, 1979, Red Room, Ayres Cafeteria, 12:30 p.m.

Present: Balog, Burd, Delaney, Feely, Hood, N. King, D. Soda, White and Emory. Jeffie Feely and Brian Samuels represented the students.

Dr. Hood explained his position on recommending to the Board the honoring of Frank Brockgreitens with the Sibley Award. It was moved, seconded and passed that the faculty be asked to honor Frank Brockgreitens by making him the first recipient of the Sibley Award as recognition for his service to St. Charles and to Lindenwood Colleges.

It was moved that Mary Hall, former LC Board member and St. Louis Woman of Achievement Award winner (1979), be given an honorary degree, Doctor of Humane Letters, to be presented at the May 26, 1979 commencement ceremonies. This motion was seconded and passed.

The subject of honors for graduates from Lindenwood 4, baccalaureate or master's level, was discussed. It was proposed that the percentage system presently in use be abolished. EPC tabled the discussion until the next meeting and asked Dr. Burd to meet with Lucy Morros and return with a statement of definite criteria for LC 4 students to graduate "with honors" or "with distinction."

Meeting adjourned.

Approved
John Bornmann, Sec.

The Social Science division moved that the course, MBA 518, Corporate Tax Planning be approved. The motion was seconded and passed. Course description:

MBA 518 CORPORATE TAX PLANNING

A study of the practical application of federal and state tax regulations dealing with the corporate business organization. An emphasis is placed on the tax consequences of business decisions and effective tax planning. Prerequisite: MBA 510 or consent of instructor
This course would be effective with the Fall Term, 1979.

The Social Science Division moved the adoption of an Associate of Arts degree in Applied Psychology for Evening College students. Motion was seconded and passed.

Associate of Arts Degree in Applied Psychology

Evening College students may pursue an Associate of Arts degree in Applied Psychology by completing a minimum of 66 semester hours in the appropriate areas of study. This degree is designed specifically for persons who are interested in serving as volunteers, lay counselors, or psychiatric assistants in social service agencies. The program is not intended to qualify individuals as professional counselors but rather as support personnel who would render paraprofessional services under the supervision of licensed practitioners or agency directors.

- (1) General Requirements
ENG 201, LCC 301
- (2) Distribution Requirements
6 semester hours in Humanities
6 semester hours in Social Science courses (in at least two different areas of the social sciences, exclusive of psychology)
MTH 106 and 3 semester hours in the Natural Sciences
- (3) Psychology Course Requirements
PSY 100, 101, 103, 201, 31, 32, six semester hours of PSY 194 (spread across two terms) and three electives from the following list: PSY 102, 202, 302, 310, 324, 341
- (4) Related Courses
SOC 102, SS 310
- (5) Electives
6 semester hours of elective courses

The Natural Sciences and Mathematics division, acting on the directive from EPC to reconsider the list of general education requirements for the division, moved the following:

PRESENT: Page 12, line six of the 1978-79 catalog
"... and four from the Natural Sciences and Mathematics Division. Of the four, two must be chosen from: MTH 101, 102, 103, 104, 171, 172; and two from: BIO 101, 102, CHM 151, 152, PHY 151, 152 and SCI 101, 102."

Meeting of Educational Policies Committee, 16 May, 1979. 317 Fine Arts Bldg., 3:30 p.m.

Present: Balog, Bornmann, Burd, Crozier, Feely, Hood, N. King, D. Soda, White and Emory.

Jeffie Feely represented the students and Richard Rickert attended to bring a proposal for a new program.

Dr. Burd presented as a motion the criteria for LC4 graduates to receive honors. The motion was seconded and passed. Criteria are:

1. For the purpose of considering "with honors" and "with distinction" recommendation, a committee of two faculty administrators will be established to be called the Committee on Honors.
2. Faculty Administrators will recommend students to the Committee on Honors whom they believe merit the award, and will present the following documentation:
 - a. Trimesterly evaluations by faculty sponsors which indicate that the student's work has been consistently excellent (this would correspond to A level work);
 - b. Evaluations by faculty administrators and resource persons which also indicate such a consistent record;
 - c. Evaluation of the culminating project (particularly in the case of graduate students) at this level.
 - d. B level or above transfer credit.
 - e. Undergraduates must have 4 trimesters of excellent work.

This record may be supplemented by other evidence which the faculty administrator may wish to send including indication of outstanding papers or projects, and examples of outstanding community or vocational accomplishments which is clearly relevant to the academic program.

The entire set of documents will be summarized with a recommendation by the student's faculty administrator. Awards will be given only in the Spring, and all documents must be submitted to the Committee on Honors by April 15.

3. The Committee on Honors will then evaluate the recommendation and documentation and recommend to the Administrative Director that the award be given.
4. The Administrative Director will accept or reject the Committee on Honors recommendations, and if accepted, will forward the student's name and awards for information to the EPC and for action to the Registrar.

Richard Rickert presented a proposal for a BS or an MS in Valuation Sciences. (Revised description attached.) After much discussion, it was moved that the program be approved on both levels without the page headed GENERAL EDUCATION. It was the consensus that the General Education requirements listed were too specific and not necessary, if the General Education requirements were met for this degree as they are for others offered at Lindenwood. The vote was a tie with the chairman breaking the tie in favor of approving the proposal. The program would be in effect starting with the Fall Term, if passed by the faculty.

A BACCALAUREATE DEGREE PROGRAM IN VALUATION SCIENCES

AND

A MASTER'S DEGREE PROGRAM IN VALUATION SCIENCES

LINDENWOOD 4

ST. CHARLES/ST. LOUIS, MISSOURI

MAY, 1979

These proposals have been drafted and approved by the faculty of Lindenwood 4, and have been accepted by local and national officers of the American Society of Appraisers. They are presented for approval as official programs of Lindenwood 4.

BACCALAUREATE DEGREE IN VALUATION SCIENCES

LINDENWOOD 4

This program for a baccalaureate degree in Valuation Sciences is designed to meet the recommendations of the American Society of Appraisers as to the educational needs of the profession.

A four-trimester sequence of core studies which are needed by all appraisers is followed by a one-trimester sequence of specialization, in which the candidate focusses on his or her special appraisal field. Once the core studies are completed, the student would choose to concentrate on studies for appraisal in industry, government and management, or in real estate, or in personal property, for example. In the final term, the student completes a Culminating Project, drawing on the prior studies and resources, as well as on practical application in the field. Sections of the final project should be developed prior to the final term, with faculty assistance. In these phases of the program there should be room for individualizing studies according to the student's professional background and needs.

During trimesters needed to complete the full twelve trimesters, or 120 semester hours for graduation, candidates can choose various elective studies, in Technical or Natural Sciences, Social Sciences, Communications, or Humanities. It is generally expected that candidates will choose a Bachelor of Science degree in Valuation Sciences. Candidates who need and desire knowledge of foreign languages can take such languages as electives or can choose a B.A. degree which requires two trimesters of study in language or foreign culture. Because of the need for reading ability in foreign languages for candidates specializing in Personal Property and Fine Arts appraisal, such candidates should choose the B.A. program, and study at least one trimester of French and one of German. All candidates in Personal Property and Fine Arts should continue studies in history and/or art history, through their program. Mastery of methods of historical research will be developed over the period of the program.

Each program then will include studies in General Education, Electives, and the Major Concentration. In each Lindenwood 4 trimester the student contracts to complete ten semester hours, equivalent to three courses. Students can gain advanced standing through transfer credit, CLEP credit, and/or Critical Life Credits. Critical Life Credits are awarded for college-equivalent knowledge and life experience, after careful documentation, review and verification.

Candidates without sufficient experience in the field of appraisal will complete one or more course equivalents in an internship in the chosen specialization.

VALUATION SCIENCES / APPRAISAL CORE AND SPECIALIZATIONS

Four Trimesters in the Valuation-Appraisal Core;
One or more Trimesters in Appraisal Specialization

Interdisciplinary Appraisal Core: One Trimester

Interdisciplinary Thought and Process: The Uses and Synthesis of
Valuation Disciplines
Observation, Analysis, Intuition, Description, Interpretation,
Synthesis, Assessment, Valuation

Advanced Value Theory: What are Values? What are Valuation Processes?
Instrumental, Economic, Intrinsic and Use Values
Organic, Biological Value
Personal, Ethical, Aesthetic, and Political Values
Valuation: Assumptions, Processes and Relations of Values

Contemporary Value Issues and Social Imperatives:
Rights and Responsibilities: Ethical, Political, Legal
Issues: Natural resources (food, energy, etc.), ecology,
environment, population, poverty, race, male/female roles,
intercultural relations, international problems (war,
disarmament, conflict resolution)

Business in Appraisal Core: Two Trimesters

Finance and Law Core
Finance and Financial Analysis
Business and Administrative Law
Insurance and Taxation

Economics and Computation Core
Economics: Macro and Micro
Statistics
Intro to Data Processing

Appraisal Tools and Process Core: One Trimester

Varieties of Use Values
Analytical Reasoning: Deductive and Inductive Logic; Informal
Analysis
Observation, Testing and Assessment
Documentation
Information Systems: Research, Retrieval, Historical Data
Professionalism in Appraisal: The Role of the Appraiser

Appraisal Specializations: One or More Trimesters

Industry/Government/Management Track
Organizational Behavior/Management Theory
Marketing
Managerial Accounting

Real Estate Track

Real Estate: Theory of Property; Residential, Commercial,
Industrial, Special Use
Land, Urban and Nonurban Property, Development, Investment
Appraisal; Fair Market Value, Taxation, Insurance, Condemnation.

Candidates in other tracks (e.g. Personal Property and Fine Arts) will complete a minimum of one trimester in an area of specialization, with appropriate individual studies and faculty sponsor.

M.A. IN VALUATION SCIENCE

LINDENWOOD 4

PROGRAM OVERVIEW

Graduate study in Lindenwood 4 is designed to meet both individual and professional needs for advanced study in the chosen field. The format of the Valuation Science program then provides for graduate knowledge of the foundations of valuation, of human motivation, of economic and organizational behavior, of knowledge in business and finance, of value issues in society, of ethical principles in appraisal, of appraisal tools and process, and finally, of a culminating interdisciplinary project, which meets individual and professional needs.

In Lindenwood 4 the individual needs of the student are an essential component in planning a degree program. Individual objectives are balanced with professional requirements. At a minimum the candidate writes a final project which unites these needs. The most desirable program would be one which ensures essential foundations in valuation sciences while preserving an individual emphasis throughout. Individual variations within the broad format of the program can be admitted where justified.

The Lindenwood 4 proposal for Master's degree studies in Valuation Science then reflects the recommendations of the American Society of Appraisers, of existing graduate programs in the field, and Lindenwood 4's philosophy of individualized, professional and interdisciplinary study. The program integrates value studies in the field of humanities with studies of motivation and economic behavior from the social sciences. These studies will be supported with essential and integrated knowledge in business and finance, along with appraisal tools and processes. A final project, which unites these studies and is given an individual practical application in the field, will be completed by the candidate. The planning procedures for Lindenwood 4 are outlined in attached program material. During each trimester the candidate contracts to complete 9 semester hours. A minimum of 36 semester hours, from a total of 4 trimesters, is needed to graduate. Following are the proposed objectives of a workable Master's degree in Valuation Sciences.

PROGRAM OVERVIEW: OBJECTIVES

TRIMESTER I: Interdisciplinary Value Theory; Motivation and Value Behavior

1. Understand the nature, kinds and sources of value. What is value? How is value created? How is value assessed?
2. Develop the basis for relating applied value theory and contemporary social-ethical issues to the appraisal process.
3. Develop the interdisciplinary philosophy needed for using and integrating various disciplines into appraisal theory and practice.

4. Understand contemporary motivation theories and their relation to economic behavior and practice, both production and consumption.
5. Review and develop foundations for one's personal value attitude and principles consistent with appraisal practice in American and international society.

TRIMESTER II: Organizational and Economic Behavior

1. Understand the psychology, behavior and management of organizations -- economic and political, profit and non-profit.
2. Understand international as well as American comparative economic thought and systems, as they relate to economic behavior, business and appraisal practice.
3. Understand finance and financial analysis (e.g., capital funding and budgeting, financial statements, investment, insurance, fair market value, taxation.)

TRIMESTER III: The Appraisal Process

Based on the needs of the candidate and the recommendations of the ASA, studies in this term will be chosen from the following areas. The exact format for these studies will be carefully planned with the candidate, in light of recommendations from the appraisal profession and the candidate's needs. The special studies in appraisal process are intended to meet individual needs as well as to ensure graduate level knowledge needed in the field.

1. Business and Administrative Law
2. Information Systems and their Uses
3. Appraisal Tools
 - a. Data gathering (observation, research, retrieval, etc.)
 - b. Review (analysis, description, statistics, testing, synthesizing)
 - c. Assessment (interpretation, valuation, reporting)
4. Focus on the candidate's specialization (e.g. industry/government/business, real estate, machinery, personal property and fine arts)

TRIMESTER IV: The Culminating Project

1. Complete a final project which draws on the previous studies, integrates these disciplines and develops a practical application, with emphasis on the candidate's special field.

That is,

2. Be able to identify and explicate the sources and processes of valuing.
3. Be able to assess motivation and economic, organizational behavior in relation to valuing.

4. Be able to use relevant appraisal tools and processes in assessing the modes and products of valuing and economic behavior.

For Valuation Science students an adequate baccalaureate degree and some experience in appraisal or related fields (such as management, marketing, accounting, insurance, real estate) are needed. For candidates working in a field of appraisal, the program will build on the needs for advanced study to enhance existing and new knowledge, skills and individual objectives.

For candidates with no experience in the appraisal profession, studies will be designed to ensure knowledge of the basics in valuation science. Depending on the candidate's baccalaureate degree and professional experience, such a program might require a term of preparatory study in addition to the usual four trimesters in valuation science as such. The candidate would also complete one or more course credits of an internship in the appraisal field.

SUMMER DEGREE CANDIDATES 1979

Moore, Willie R.	BS
Cavanagh, Dennis L.	MBA
England, Ada Lee	MA/ED
Shannon, John Thomas	MBA