

October 10, 1957

Present: Mr. Swartz, Mr. D'Isa, Mrs. Botty, Mrs. Bridgham, Mr. Smith
Mrs. McCarty, Mr. Behen, and Mr. Dykema.

Item 1. Mr. Behen pointed out that he had not received a notice for the heads of departments meeting which was held Wednesday afternoon, October 9; this failure to receive an important notice is a repetition of what happens all too frequently. Other members of the committee confirmed his comments and cited numerous instances of their having failed to receive notices of meetings, and even of not receiving packages addressed to them or of having letters forwarded to them during the summer in spite of careful forwarding arrangements having been made. It was suggested that a messenger system might remedy these faults. Dean Smith agreed to investigate the possibility of such a system.

Item 2. Mr. Dykema asked permission to give his Orientation final examinations during the week preceding the final examination period. Mrs. Botty moved that the request be granted, Mr. Behen seconded the motion which was unanimously approved.

Item 3. The chairman called attention to the note added to the minutes of 11 April 1957. In that note he stated that he had appointed a subcommittee on foreign students with Mrs. Botty, Mrs. Harder, Mr. Gillespie, Miss Sterenberg, and Mrs. McCarty as chairman. This committee held two meetings on June 7 and June 10, 1957 and brought in a report, a copy of which is in the Academic Standards Committee files. The report was submitted to the President who has appointed a permanent committee on foreign students with Miss Sterenberg as chairman.

Item 4. The petition of Mrs. Gladys Davis to take Education 224 for three hours credit was approved by the committee by a vote of 3 to 2, three abstaining.

Item 5. The petition of Mrs. Davis led to a discussion of the policy of permitting part-time instructors to offer courses for extra hours. Since the sentiment of the committee was clearly opposed to the present policy, Mr. Dykema moved that the statement of policy regarding courses taken for extra hours be altered by deleting Item 6, "Any exception to these regulations must be approved by the Academic Standards Committee," on page 78 of the 1957-58 catalog. Mrs. McCarty seconded the motion which was unanimously approved. The effect of this action, if confirmed by the Executive Committee or the Faculty, will be to prohibit students from taking courses for extra hours if those courses are taught by part-time instructors. As in all administrative matters, of course, exceptions may be authorized by the Dean of the University.

Item 6. Mr. Smith reported that the subcommittee on science courses appointed jointly by the Academic Standards and the Curriculum Committees last year, had completed its assignment, and had submitted recommendations for new courses which must now be acted on by the Curriculum Committee. He felt that these recommendations were of such importance that they should be discussed by both committees as well as by other members of the faculty, and suggested that meetings be held on Thursday of the odd weeks of the semester. It was agreed that those periods should be reserved for meetings on the report of the Science Committee.

Item 7. Mr. Dykema read the items on last year's agenda which were not acted on by the committee; these are listed after the minutes for 11 April 1957. Item 1 was taken care of today; the request in Item 7 was carried through at the last commencement; the remaining items are as follows:

- (2) Mimeographed material sold through the book store.
- (3) Revision of faculty by-laws.
- (4) Admission examinations.
- (5) Establishment of a basic core of advisors for registration.
- (6) Consideration of material from the Institute of Higher Education referred to the committee by the President's office.
- (8) Request of the Library Committee to hold a joint meeting with the Academic Standards Committee.
- (9) Establishment of a committee on awards and honors.

Item 8. Mrs. McCarty introduced a request by a polio victim to continue his college education by conference courses. Time did not permit a discussion of the request.