EASTERN KENTUCKY UNIVERSITY

Minutes of the Faculty Senate
November 6, 1967

The Faculty Senate of Eastern Kentucky University met at 4:10 p.m., Monday, November 6, 1967, in Room 318, Combs Building, with Miss Helen Reed, Chairman, presiding. A quorum being present, the Chairman called the meeting to order.

Miss Reed stated that copies of the minutes of the last regular meeting of the Faculty Senate on October 2, had been distributed and asked for a motion concerning the approval of the minutes. On motion by Mr. Elmo Moretz, which motion was seconded, the Faculty Senate voted to approve the minutes.

The Chairman then asked for the Report of the Council on Academic Affairs. Mr. Thomas Stovall stated that copies of recommendations of changes to be made in the Policy on Class Attendance had been distributed. He pointed out that these changes had been made when the original proposal on the Policy on Class Attendance had been referred back to the Council on Academic Affairs and the ad hoc Committee on Class Attendance for study and revision. He moved that the Policy on Class Attendance be considered and approved. This motion was seconded by Mr. W. E. Sexton. In the discussion which followed, Mr. Byno Rhodes stated that it did not necessarily follow that students taking upper division courses were more responsible and moved that the recommendations be made consistent in compulsory attendance not be required at any level. This motion failed to secure a second. Mr. Thomas Stovall then explained that a typographical error appeared in Amendment 1 (Paragraph 2) and said that the phrase "with satisfactory explanation" should have read "without satisfactory explanation." Mrs. Aughtum Howard asked why the second amendment (Paragraph 4) should appear at all in the college catalogue since the word "may" appeared in the first sentence and therefore the policy was not binding. Motion was made by Mr. Joseph Young, seconded by Mr. Branley Branson, that the word "may" appearing in Paragraph 4 of the Policy on Class Attendance as amended be changed to read "shall." The motion carried. Motion was made by Mr. Byno Rhodes to delete the phrase "or for a class as a whole" in Paragraph 4 of the amended Policy on Class Attendance. This motion was seconded by Mrs. Aughtum Howard. The Secretary, Mr. Charles Ambrose, was then asked to read the amended statement. In the discussion which followed concerning the motion to strike "or for a class as a whole," a question was raised concerning the advisability of changing the regulation in effect at present. Mr. Thomas Stovall stated that the ad hoc committee thought that a relaxation of the present regulation concerning class attendance might be feasible; that in the lower division courses it was still felt that some guidance was required; that, however, by the junior year a student should be operating more independently and would not require the same attention. He noted that the Council on Academic Affairs was more conservative in its approach to setting up a new policy on class attendance than was the ad hoc committee. In further discussion, Mr. Joseph Young called to the attention of the Faculty Senate the fact that failure to adopt a new policy on class attendance would leave the old policy in effect which made an "F" mandatory for a grade in a course in which the student was absent more than 20% of the time. Mrs. Aughtum Howard told the Faculty Senate that she had discussed the question of class attendance with a number of students and received some surprising answers, a few indicating that attendance in some classes was considered a waste of time by the students questioned. She stated that she felt that there should be something of value to a student at every class meeting. Mrs. Howard further stated that she felt students who were absent from class because of illness or misfortune should have some recourse
for receiving credit if class work were satisfactorily made up. Questions were also raised concerning whether or not the Southern Association, the accrediting association of the institution, had any requirement relating to class attendance. Mr. Thomas Stovall stated that it did not.

Mr. Alvin McGlasson asked if liberalizing class attendance might not encourage teachers to dismiss whole classes at any time. He called attention to what had come about when the procedure for changing a grade in a class was liberalized; and inquiry revealed that under the old system when it was necessary for a faculty member to petition the faculty in regular faculty meeting for permission to change a grade that perhaps nine changes were approved per year and that under the new setup the number was approximately 400.

When the first ballot on the amendment to strike the phrase "or for a class as a whole" from the amended paragraph 4 of the Policy on Class Attendance appeared to be too close for a clear count, Miss Reed appointed Mr. John Vickers and Mrs. Thelma Whitlock to serve as tellers for a recount. The tellers reported that 28 members voted in favor of the motion and that 16 members voted against the motion. The Chairman declared the motion as carrying.

The Chairman then called for a vote on the original motion to approve the Policy on Class Attendance as amended. The motion carried. The Policy on Class Attendance as finally passed by the Faculty Senate is as follows:

Policy on Class Attendance

1. Each instructor shall maintain a record of attendance in all classes for which he is responsible.

2. Each instructor shall promptly report to the Office of Student Affairs the names of students absent without satisfactory explanation for three (3) consecutive class meetings or for a total of six (6) class meetings. For those classes which are scheduled for only one meeting per week, a report shall be made after two absences without satisfactory explanation. These reports are to be made on the form provided.

3. The Office of Student Affairs shall report such absences to the student's academic adviser so that he may counsel the student.

4. Any student with more than twenty per cent absences in a course shall be assigned an "F" grade. This policy may be waived for individuals in 100 and 200 level courses by approval of the instructor, department chairman and college dean. In courses above the 200 level, waiver may be effected by the instructor for individuals.

5. A student who presents the instructor with an adequate and documented reason for an absence should be given an opportunity to make up the work missed, if this is feasible. Adequate reasons would involve circumstances beyond the student's control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity. The responsibility for initiating the request to make up class work missed is vested in the student.
Miss Reed asked Mr. Thomas Stovall to present the Report of the Council on Academic Affairs relative to the proposed Policy on Official Activities Necessitating Absence from Classes. Mr. Stovall indicated that copies of this proposed policy had been distributed to members of the Faculty Senate and moved the adoption of the policy. This motion being seconded and no discussion following, on voting the Faculty Senate approved the following:

Policy on Official Activities Necessitating Absence from Classes

Students who are to be absent for participation in activities approved by the Vice President for Academic Affairs shall show their instructors the official notice of such approval. Such notice does not constitute an excuse from meeting course requirements, but rather it is an explanation of the fact that the activity has been approved as legitimate use of the school day. In the case of such absence, the student should be provided an opportunity to make up class work missed as is feasible.

Faculty members scheduling activities which will necessitate their students being absent from other classes shall:

a. Secure approval of the activity by the department chairman, college dean, and by the Vice President for Academic Affairs.

b. Distribute to their students copies of the notice of approval which will be provided by the Office of Academic Affairs.

The Chairman then asked that the third item in the Report of the Council on Academic Affairs be presented for consideration by the Faculty Senate. Mr. John Rowllett stated that copies of a proposed Two-Year Food Service Technology Program approved by the Council on Academic Affairs had been distributed and moved that the proposed program be approved. This motion was seconded by Mr. Thomas D. Myers. In discussing the motion Mr. Branley Branson pointed out that on page 5 under Third Semester there appeared the course, Biology 211, Microbiology. He stated that he believed this was an error and that the course was intended to be Biology 221, Microbiology. However, he noted that Biology 221 had a prerequisite, Biology 111, which did not appear in the outlined curriculum. Mrs. Effie Creamer, being present to answer questions on the new proposed curriculum, stated that Mr. H. H. LaFuzie, Chairman of the Biology Department and Mr. Robert Larnace, the instructor in the course, had indicated that in this particular curriculum the prerequisite for Biology 221 might be waived. Mr. E. E. Byrn then stated that the college catalogue not only listed Biology 111 as a prerequisite for Biology 221 but also Chemistry 111 and 112, which also did not appear in the curriculum. Mr. Sanford Jones then asked that if instead of Biology 221 the course in the proposed curriculum should not be Biology 273, Applied Microbiology. Mr. Byrn also indicated that GSC 170 would perhaps be a better course than Chemistry 104 listed in the curriculum. Mr. Bert Bach then moved that, because of the existing ambiguity in the outlined curriculum, the motion to approve the curriculum be tabled. This motion was seconded and carried.
Faculty Senate Minutes
November 6, 1967
Page 4

Miss Reed then called for any old business. Mr. A. G. McIlvaine asked when the new Policy on Class Attendance would become effective. It was pointed out that any action of this nature was subject to approval by the President of the University and the Board of Regents. Mr. D. B. Pettengill moved that the new Policy on Class Attendance become effective at the beginning of the next semester immediately following approval of the policy by the Board of Regents. This motion was seconded by Mr. Joseph Young. The motion carried.

The Chairman then called for any new business to come before the Faculty Senate. She recognized Mr. D. B. Pettengill who stated that he wished to make some remarks of a personal nature and requested a motion be made that his remarks not be recorded by the Secretary. This motion was made, seconded, and carried.

Mr. Byno Rhodes then stated that he would like to bring to the attention of the Faculty Senate two items which should appear on the agenda of the next regular meeting. The first was the regulation requiring that final grades in courses be reported to the Registrar's Office within twenty-four hours after final examinations. He stated that he was personally opposed to any change in this particular regulation since, after checking with the Admissions Office he understood that such a change might necessitate a shortening of holiday periods. The second item which he presented was the fact that certain services formerly offered at the Infirmary to faculty members and children of faculty members and listed in the Faculty Handbook were apparently no longer available. He felt that such a change should properly be brought to the Faculty Senate for consideration. He also brought forth the question of making changes in the Faculty Handbook without consultation with the faculty.

The Chairman then recognized Mr. Joseph Howard who stated that a memorandum had been placed in faculty boxes on November 1 relative to a recommendation which the Committee on Student Organizations wished to present to the Faculty Senate. The proposed recommendation was "that approved social fraternities and sororities be permitted the privilege of selecting assistant sponsors in addition to the required sponsor." Mr. Howard stated that some fraternities and sororities were experiencing difficulty in obtaining tenured sponsors and it was thought that permission to use assistant sponsors with a minimum of two years as members of the faculty would serve as a temporary solution. Such assistant sponsors would serve only until a tenured sponsor could be obtained or might, if desirable, continue to assist the official sponsor. This motion was seconded by Mr. Fred Darling. Motion carried.

Mr. Joseph Howard presented the name of Women's Officiating Service as an organization which had met all requirements of the Committee on Student Organizations and moved the approval of this organization. He stated that this group participated in both on- and off-campus sports. This motion was seconded and carried.

On motion and second the Faculty Senate adjourned at 5:20 p.m. 
Minutes of the Faculty Senate
September 13, 1967

The Faculty Senate of Eastern Kentucky University met at 4:10 p.m., Monday, September 13, 1967, in Room 313, Combs Building, with Mr. D. B. Pettengill, Chairman, presiding. The Secretary, after roll check, informed the Chairman that a quorum was present.

After the call to order the Chairman stated that the first item on the agenda was approval of the minutes of the last regular meeting held on May 1 and the minutes of two special meetings on June 19 and July 24, copies of which had been previously distributed. Motion was made by Mr. Jack Luy, seconded by Mr. T. L. Arterberry, that the minutes of the three meetings be approved as submitted to the Faculty Senate. The motion carried.

The Chairman then asked for the report from the Committee on Elections and stated that at a meeting held in the summer Mr. Byno Rhodes had been elected chairman of this committee, which was composed of Mr. Rhodes, Mr. Donald Shadoan, Mr. Dale Patrick, Mr. T. L. Arterberry, and Mr. Sanford Jones. Mr. Rhodes then presented the report from the committee in which he outlined the proposed manner in which the election of new members to the Faculty Senate would be conducted. He emphasized the fact that there existed a deadline (the October meeting of the Faculty Senate) and asked that all cooperate in the expediting of lists of faculty, nominations, and ballots. Mr. Rhodes moved that the report of the Elections Committee relative to the conduct of the election of new members be approved. This motion was seconded by Mr. D. D. Gatwood. The Chairman of the Faculty Senate, Mr. Pettengill, explained that under Section VII B-2 of the Faculty Organization the Elections Committee was empowered to conduct the election of new members to the Faculty Senate and that the motion and second was to approve the adoption of procedures proposed by the committee. The motion carried.

Mr. Pettengill stated that the next item on the agenda was a report from the Council on Academic Affairs on action taken on recommendations received from the ad hoc Committee on Class Attendance, copies of which had been distributed to the Faculty Senate prior to the meeting. He then requested Mr. Thomas Stovall, Vice President for Academic Affairs, to present the report from the Council on Academic Affairs. Mr. Stovall told the Senate that they had received copies of the report and moved the adoption of the recommendations of the ad hoc Committee on Class Attendance as modified and approved by the Council on Academic Affairs. This motion was seconded by Mr. Ralph Whalin. In the discussion which followed questions were raised by a number of Senate members concerning the wording and interpretation of item 14 on page one of the report. As a result of the divergence of suggestions offered in rewording and recasting the regulations of this particular item motion was made by Mr. Paul Seyfrit that the report be remanded to the Council on Academic Affairs and they in turn remand the report to the ad hoc committee for reconsideration and that the faculty as a whole be canvassed concerning the adoption of regulations relative to class attendance. This motion was seconded by Mr. F. D. Ogden. On voting the motion to reconsider was approved by two-thirds of the Faculty Senate.

Mr. Thomas Stovall, after being recognized by the Chair, stated that he was at a loss as to what instructions to take back to the Council on Academic Affairs and the ad hoc Committee on Class Attendance because of the multiplicity of suggestions offered. Mr. Byno Rhodes moved that the Council on Academic Affairs and the ad hoc Committee on Class Attendance consider the rewording of item 14
on page one as follows: "Any student in a 100 or 200 level course, absent from
class, regardless of reason, in excess of twenty per cent of the class meetings
shall be assigned an "F" grade unless a waiver is approved by the instructor,
department chairman of the department in which the course is offered, and the
college dean of the college in which the department is located. At the
discretion of the instructor, the policy may be waived in courses above the
200 level." This motion was seconded by Miss Hazel Chrisman. In discussing
this motion and second further suggestions and differences in wording were
offered. The Chairman called for a vote on the motion offered by Mr. Rhodes.
The motion failed.

Mr. F. D. Ogden then moved that in returning the report to the Council on
Academic Affairs and the ad hoc Committee on Class Attendance for reconsideration
the two be asked to reconsider item I 4 in accordance with the discussion and
suggestions given in this meeting of the Faculty Senate. This motion was
seconded by Mr. Raymond Lewis. The motion carried.

The Chairman then asked for the presentation of any old business. There
was none. At this point Mrs. Aughton Howard stated that she also felt that
item I 5 in the report from the Council on Academic Affairs and the ad hoc
Committee on Class Attendance was vague as to the responsibility of the student
to make up work missed by non-attendance.

There being no further new business, Mr. Pettengill thanked the Faculty
Senate for its cooperation and asked for any suggestions from the Senate to be
passed on to his successor as Chairman and in his report to the President of
the institution.

The Secretary, having to leave, turned over his duties to Mr. Jack Luy for
the remainder of the meeting.

On motion by Mr. William Berge, seconded by Mr. John Vickers, the meeting
adjourned at 5:10 p.m.
4. A research proposal must be submitted by each faculty member desiring support. The proposal should be approved by the head of the department.

5. Research proposals will be evaluated by committees composed of the Director of Research and other faculty members designated by the President.

6. The following general criteria are suggested for evaluating research proposals:

(a) **Economy.** Do the projected outcomes of the study seem reasonable in terms of the proposed expenditure of time and funds?

(b) **Significance.** Is the proposed study significant to the discipline involved and to the broad purposes of Eastern Kentucky State College?

(c) **Publication.** Will the research report be of a type to be considered for publication in an appropriate journal?

C. With respect to research supported by outside agencies:

1. Such research should be strongly encouraged.

2. Departments should compile current materials describing availability of grants.

3. The Office of Research will maintain a current file of agencies and foundations that support research.

4. The Director of Research will assist in the development and processing of proposals."

Dr. Herndon seconded the motion for acceptance of the report. Motion carried.

The President stated that the report was a beginning in the way we should like to go.

The President recognized Dr. Herndon who made a motion that the following report be accepted by the faculty:

"REPORT OF AD HOC COMMITTEE ON CLASS ATTENDANCE, ABSENCES, PLAGIARISM CHEATING, ETC.

The report is in two parts: Part One deals with class attendance, absences, etc., and Part Two deals with plagiarism, cheating, etc.

**PART ONE --- Class Attendance, absences, etc**

1. Faculty members have full responsibility for dealing with student
absences from class, within the following limitations:

(a) Regular class attendance is required of all students

(b) Students absenting themselves from class more than 20% of the scheduled class meetings, are not eligible for credit, and a failing grade is mandatory. (A waiver of this policy is possible only through a petition initiated by the student, approved by the instructor, approved by the departmental chairman, and approved by the Dean of Instruction.

2. Each faculty member is expected to keep a daily record of attendance in his classes.

3. Faculty members are expected to report chronic absentees and students with excessive absences to the Dean of Students, using the forms provided for this purpose.

4. Students who present the instructor with adequate reasons for their absences should be given an opportunity to make up the work missed, if this is possible. (Adequate reason might normally be interpreted as personal illness verified by a physician or registered nurse, critical illness or death in the immediate family, or other unavoidable circumstances beyond the control of the student)

5. Students who are absent from classes for special activities or off-campus trips approved by the Dean of Students, are required to show their instructors an official notice of this approval. (Official notice of approval by the Dean of Students constitutes endorsement of the specific activity as it relates to the total college program, and its utilization of time in the school day. It does not excuse the student from meeting the obligations of the class.)

6. Faculty members scheduling such special activities or off-campus trips are responsible for:
   (a) Securing official notices of approval of the Dean of Students
   (b) Distribution of these notices to the students concerned.

PART TWO ... Plagiarism, cheating, etc.

Students who are admitted to the college are expected to observe an acceptable standard of behavior pertaining to academic achievement, both in and out of class. Practices on the part of the individual faculty member can do much to prevent plagiarism, cheating, or other behavior prejudicial to the best interests of Eastern's academic life. The committee offers suggestions that may contribute to reducing cheating and plagiarism on Eastern's campus. One of the following courses of action may be implemented, depending on the offense.

1. No credit given for a particular assignment.
2. Failure of the course with notification to the Academic Dean.
3. Academic probation (At the discretion of the Dean of Students)
4. Suspension from the college (At the discretion of the Dean of Students)

It is advised that if each individual faculty member would observe certain practices, much could be done to discourage infractions of honesty:

1. Explain the meaning of plagiarism and insist on adherence to intellectual honesty.
2. Revise tests frequently and use two or more equivalent forms when teaching large classes.
3. Space students whenever classroom facilities permit this arrangement.
4. Keep all tests under strict security.
5. Supervise the administration of all tests.
6. Accept responsibility for dealing with infractions as soon as feasible."

Motion to accept report seconded by Mr. Whalin and was carried.

In the discussion that followed Miss Chrisman requested information relative to excused absences being a part of the 20% rule. She was informed that the total absences of more than 20% would take into consideration the excused absences regardless of the reason involved.

Dr. Grise questioned the word "expected" to keep etc. in that he felt that the word should be stronger and suggested the substitution of the word "will". The President stated that he felt that they meant one and the same thing. Dr. Herndon stated that regardless of the word used it is up to the individual teacher to keep an accurate record and felt that we would get just about the same result.

Mr. Chrisman requested information relative to the possibility of the department making the requirements for attendance more severe. The President stated that as the individual teacher you could require a higher percentage of class attendance if you let the pupil fully understand the "rules of the game". Mr. Chrisman again requested if a department could set up a policy more severe than the general policy and the President requested Dean Moore to give his opinion. The Dean stated that he felt it might have the danger of confusing the general student body if a department made a policy more binding or severe than that of the college general policy.

Dr. Aebersold wanted information on whether a student could instigate a petition during the semester in which absence was occurring. The President stated that he felt the student must make up the work missed. Dr. Herndon stated that over the years that it had been assumed that the work should be made up and felt that the action taken here would be binding on this semester's work. The President stated that permission could be granted during the semester in which the absences were occurring.
Mrs. Richards stated that it would be necessary for the instructor to thoroughly examine the causes of illness after class cuts so that the general policy could not be destroyed. The President stated that he agreed with her.

Dr. Young brought up the case of two young ladies who were now over the 20% rule and who in his opinion should have a waiver relative to the rule, and wanted to know if they could withdraw at this period in the semester. The President stated that he felt that this had been done before by this and other institutions.

The Report was approved.

The President stated that Mr. Van Perven was getting ready for a choir trip on May 12, and that these absences would be institutional recognized absences and that they could be made up. He went on to state, however, if the prior absences of the students involved were excessive they could not be expected to get credit for the days of unauthorized absences. He further stated that these students, however, deserved all consideration for their excused absences. The President noted that if the personal absences plus the recognized absences took over 20% the situation should be carefully examined by the individual instructor.

In reference to informal dress and attire on the campus, the President brought to the attention of the faculty the regulations as set forth in the Student Handbook and stated that these regulations should be enforced.

"Students may wear shorts in the areas immediately adjacent to their dormitories, to and from the tennis area, and at the Student Union Grill in the afternoon until 5:00 P. M. Shorts are not to be worn at other times or at other places on campus. Neither should students wear shorts in town."

The President also brought to the attention of our faculty that some of our boys were reverting to the "native" and needed to be encouraged to properly groom and dress themselves.

The President informed the faculty that on Wednesday night of last week at the Falls of the Rough the five college Presidents and the President of the University of Kentucky met and discussed mutual problems. He further stated that when graduate and under graduate educational problems were discussed, there was a great deal of progress made and apparently there is more unanimity of thought on the part of the college presidents than had been previously assumed. The University is apparently far more concerned with the Masters and Doctorate Programs than the President originally believed. Some progress has been made on the cooperative programs at the six year level such as is written in the laws of the state of California. A later phone call by President Martin to Dr. Oswald indicated still further that a basic administrative plan could be developed that would not be detrimental to Eastern.

Meeting adjourned at 4:50 P. M.
FACULTY MINUTES -- October 9, 1961

The faculty of Eastern Kentucky State College met in the Little Theatre Monday, October 9, 1961, with Dean Moore presiding.

The minutes of the previous meeting were approved as distributed by the secretary.

Mr. Craceh announced the called meeting of the Faculty Club immediately following the close of the faculty meeting.

Dr. Synovitz announced the Open House at the Health Building, Friday, October 13.

It was announced that there would be Open House in Case Hall from 2:30 to 4:00, Sunday, October 15.

Dr. Grise called a meeting of the English staff to meet following the business meeting of the Faculty Club.

Dean Moore discussed the plans for handling student absences. He announced that a copy of the regulations would be placed in the faculty boxes Tuesday morning and that Dr. Henry Martin, Dean of Students, would give a follow-up letter explaining how it would work with respect to his office. The regulations as distributed are as follows:

INSTITUTIONAL POLICY AND PROCEDURES FOR IMPLEMENTATION OF STUDENT ABSENCES FROM CLASS

1. Regular attendance of class is required of all students.

2. Faculty members are wholly responsible for handling class attendance except in cases of excess absences.

3. Each faculty member will keep a daily record of all absences in his classes.

4. Unexcused absences are not permitted. (There is no institutional regulation entitling the student to a certain number of "cuts" from classes.)

5. It is the obligation of the student to inform his teachers of contemplated absences from classes, whenever possible to do so. In cases where emergencies make this impossible, he should notify the Dean of Students, giving a list of teachers whose classes he will miss. The Dean of Students will notify each teacher.

6. Students who give reasonable excuses before or after missing classes should be permitted to do make-up work, and to remain in class.

7. Students who are absent from classes for approved activities and off-campus trips will be given an opportunity to make up the work missed. Students are marked absent for such activities and these absences are reported at the end of each term on the official class card.
Instructors sponsoring such activities will give the Dean of Students a list of all students who are expected to be absent.

8. Any student who has an excessive number of absences should be reported to the Dean of Students on a form provided by the Office of the Dean of Students. The Dean of Students will take whatever action he deems advisable.

Dean Moore announced that the evaluation date had been moved up to the fall of 1963, which would give more time to get the institution in order for the evaluation.

Dean Moore called attention to the problem of selecting students for teacher education. He said that research had not established criteria for the selecting of these people but that it would be necessary to develop a plan to be presented to the committee that evaluates the school.

Dr. Howard, who was on leave to work on the Governor's Committee to study curriculum during the second semester last year, gave a report on the work of the Committee. She stated that the members of the Committee were given freedom to make a study and that the limitations on their work were self-imposed. She explained that at the beginning meetings were held to develop guide lines for the study. Members of the Committee represented various phases of education. She mentioned that Dr. Rowlett, of our faculty, was asked to assist in developing the guide lines in industrial arts. She explained that the selection of schools to be visited was made by chance but that a study of the ones selected showed a representative cross section of the schools of the state. Dr. Howard stated that the newspapers had been fair in reporting the work of the Committee. Some of the things pointed out by Dr. Howard were:

1. Lack of attention to individual differences.

2. Elementary principals with no preparation in elementary education.

3. Seventh and eighth grades "no man's land" where students are repeating work of the sixth grade.

4. Teachers in the seventh and eighth grades are frequently teaching outside their major and minor fields.

5. Social science courses are uninteresting. General mathematics courses are not being taught effectively.

Dr. Howard recommended:

1. That principals for the elementary schools be trained in elementary education.

2. Special teachers should be trained for seventh and eighth grade work.

3. More time should be given to expository themes and that a minimum of four units of English, exclusive of speech and journalism, be required for graduation.

Dr. Howard closed by saying that regardless of the size of the plant and
The Faculty of Eastern Kentucky State Teachers College met in the Little Theater Monday, November 4, 1940, 4:10 p.m. with Dean Jones presiding. The minutes of the previous meeting were read and approved. The roll was called.

The committee that had been appointed to study class attendance presented its report with the recommendation that the faculty adopt the following as a part of the faculty rules:

1. All faculty rules governing class attendance heretofore passed are hereby repealed.

2. It is recognized that class attendance is the responsibility of individual faculty members.

3. Absence reports shall be made to the Registrar's Office daily.

4. Each faculty member shall instruct his students to arrange with him for absences before they occur.

5. In case of an emergency the instructor may excuse the absence after it has occurred and report the excuse to the Registrar's Office on a form to be provided.

6. At the end of each semester a tabulated report shall be made showing the percentage of absences each instructor has had.

After due discussion the faculty voted to accept the recommendations as presented.

Dean Jones announced that the play, "Our Town," would be given in the Hiram Brock Auditorium by the Little Theater Club at 8:00 p.m. Thursday, November 14 and again on Friday, November 15. He urged the faculty to attend.

Dean Jones announced that a Work Conference on the Improvement of Instruction will be held in the Little Theater, Student Union Building, on Tuesday, November 12, beginning at 9:30 a.m. He urged the faculty to take advantage of this opportunity to meet the
President Donovan announced that the final figures for registration showed that 924 had completed registration.

Dean Jones discussed the problem of class attendance and offered a resolution providing for a reduction in quality points for absences in excess of the number of times the class meets per week. The resolution was as follows:

"Class attendance is required in all courses offered by the college. Students shall be penalized for unexcused absences in excess of the number of times that the course meets per week. The schedule of penalties for failure to attend classes is as follows:

For each unexcused absence in excess of the number of times the course meets per week one-half quality point will be deducted from the student's permanent record.

Unexcused absences on the day immediately preceding or following a vacation or holiday shall carry a double penalty."

Dean Jones discussed the Personnel Program and asked the cooperation of the Faculty in carrying out the more elaborate program of personnel work which has been planned for this year.

President Donovan stated that he would speak on his conception of the guidance program at the next Faculty meeting.

Miss Lucile Rice, who is taking Dr. Krick's place for the first semester, was presented to the Faculty.

Meeting adjourned.

Signed: __________
Secretary

Approved: __________
President
The faculty of the Eastern Kentucky State Teachers College met in Room A, Administration Building, October 3, 1932, with President Donovan presiding. The roll was called and the minutes of the previous meeting read and approved.

Mr. Beckley, president of the Y. M. C. A. announced that the Christian organizations were sponsoring Friendship Week beginning Monday, October 3, and continuing until Saturday. He asked the faculty's cooperation.

Dr. Farris made a report for the committee who had been appointed to study methods of handling absences from classes. He presented the following recommendation:

1. "If a student has more absences in a class than the number of meeting periods per week, he automatically gets a grade of "F" on the course except in such cases where the Committee on Certification and Graduation sees fit to waive this regulation".

2. "Such students, referred to above, who have been absent from class more than the number of times the class meets per week, must file a petition in the Registrar's office not later than noon before the day of the beginning of final examinations for the action of the Committee on Certification and Graduation. Such petition must be accompanied by statements from the attending physician and from teacher of class missed.

3. Absence reports shall be made weekly.

A motion was made, seconded and carried, to adopt the recommendation as a rule of the faculty.

Mr. Van Peursem made a statement concerning the singing at the assembly period. He requested all members of the faculty to join in the singing, especially those who are on the stage.

Dr. Jaggers made an announcement concerning the plans of the meeting of the Central Kentucky Education Association. The following committees were appointed by the President to handle various phases of the work:

Assembly Committee - President Donovan, Dr. Jaggers, Prof. Keith, Dr. Jones, Mr. Mattix

Dinner Committee - Mr. Brock, Miss McIlvaine, Mr. Herndon, Mr. Rummell, Miss Burrier, and Miss Dix.

Enrollment Committee - Dr. Moore, Miss Colley, Miss Krick, and Dr. Kennamer

Fellowship Committee - Miss Buchanan, Dr. Dorris, Mr. Keene, Miss Hansen, and Miss Ford.
The faculty of Eastern Kentucky State Teachers College met in the auditorium October 5, 1939, with President Donovan presiding.

The roll was called and the minutes of the previous meeting were read and approved.

President Donovan announced that during the first semester, the faculty would hold their meetings in Room A, Administration Building.

Mr. Clark made a report for the Committee appointed to determine the faculty wishes concerning the weekly meetings for the year. He stated that it was the consensus of opinion that the dinner meetings should be continued and offered the following motion:

"That the original plan for the dinner meetings be amended as follows:

1. One meeting each semester shall be a social meeting after the dinner hours with wives, husbands, or other companions as guests.
2. One dinner meeting each semester shall be a guest meeting.
3. Meetings shall close promptly an hour and a half after the dinner is served. (except social meetings)
4. The program of the dinner meeting shall be more varied and occasionally out-of-town speakers be invited."

The motion was adopted as read.

Mr. Mattox reported for the Committee appointed to make recommendations for rules governing class attendance. The Committee recommended the following rules:

1. Students who are absent one-fifth of the class recitations are automatically denied credit in the course. (This includes excused absences.)
2. Students receiving excuses from those authorized by the President to give excuses shall present them promptly to the teachers as evidence of deserving an opportunity to make up the work.
3. Excuses shall be presented at the Registrar's Office after being approved by the teachers.
4. Attendance reports shall be made to the Registrar's Office daily, giving the names of students who are absent.
5. No credit shall be allowed in courses where the student has unexcused absences in excess of the number of semester...
hours credit the course carries for the semester or term.
6. These rules become effective October 12, 1931.

On motion the faculty voted to approve the recommendations of
the Committee.

President Donovan spoke briefly of the progress that had been
made by the institution. He stressed the importance of standing
together as a faculty to demonstrate the value of the institution
to the State. He advised the faculty to cast votes in the coming
election as they so desire, but not to play politics for either side.

President Donovan announced that the Experimental Curricula
Bulletin has been well received and that he has had many favorable
comments. He further announced that faculty members would be expected
to prepare syllabi of the courses in cooperation with Mr. Jones.

The petition of Mr. John S. Osborne to be permitted to take
nineteen hours during the first semester was presented. On motion,
the faculty granted the request.

Signed: [Signature]
Secretary

Approved: [Signature]
President
FACULTY MINUTES

November 9, 1925.

The Faculty of the Eastern Kentucky State Normal School and Teachers College met in Room 16, Roark Hall, at 4:30 p.m., November 9, 1925, with President Coates presiding.

The roll was called and the minutes of the previous meeting were read and approved.

The Secretary made a report for the Rules Committee. The committee recommended the following rules:

1. Students at Eastern will not be given credit for correspondence work done through any institution while in residence, unless this is listed on the student's program card and counted on the student's load as if the course were being taken in regular class work.

2. No extension class, or class group, shall be taught by a member of its faculty except as organized or authorized by the Director of Extension.

3. The recommendation to rescind the rule requiring attendance at student meetings on Friday is to be passed upon.

4. A teacher may, for good reason, excuse absences on the part of a student in his course if such absences do not exceed in number the number of hours credit in the course; but each such excuse, with reason therefore, shall be reported within twenty-four (24) hours to the Dean, who may disallow such excuse.

and reported unfavorably on these:

1. A student who is absent at his last recitation before a holiday or from his first recitation following a holiday shall forfeit one-tenth of a grade point for each offense.

2. That students be permitted to take all extra-curricular activities work they desire so long as the student is doing satisfactory class work.

The Faculty approved the report on all of the rules except the one dealing with the taking of all the extra-curricular activities desired so long as the student is doing satisfactory work. On motion by Mr. Papp, the Faculty approved this rule to come up for final action four weeks from date.
The minutes of the meeting of March 14, were dispensed with.

The following resolution was put and carried:

Be it Resolved:

That the Committee on Credits and Credentials acting as an advisory council, be instructed to prepare and report to the Faculty a scheme of regular departmental or sectional meetings for professional improvement; such meetings to take place in part of the present professional programs of the entire faculty.

Announcements of committee meetings were made at this time.

Question of change to summer time discussed. Dean stated that no announcement in President’s absence can be made.

Question of new law regarding county certificates. No definite knowledge as to provisions of the bill.

Miss Patridge asked if excuses for absence released the pupil from responsibility for work missed. After some informal discussions, it was stated by the Dean that it was understood that pupils may be required to make up lost work and that unexcused absence automatically cut the student’s grade approximately 2%.

Miss Reid read a paper on The Library as Educational Equipment.

Mr. Pullen called for survey reports.

Dr. Grinstead moved that the President be requested to consider the creation of a permanent Library Committee. Seconded and carried.

The faculty adjourned at 5:30 o’clock.

Signed:

__________________________
Secretary

Approved:

__________________________
Chairman