1-1-1978

Faculty Senate Minutes 1977 - 1978

Missouri University of Science and Technology Faculty Senate

Follow this and additional works at: http://mst.bepress.com/facsenate_min

Recommended Citation
http://mst.bepress.com/facsenate_min/6

This Minutes is brought to you for free and open access by the Faculty Senate at Scholars' Mine. It has been accepted for inclusion in Minutes & Agendas by an authorized administrator of Scholars' Mine. For more information, please contact weaverjr@mst.edu.
THOMAS JEFFERSON HALL ASSOCIATION
CONSTITUTION

Preamble

We, the residents of the University of Missouri-Rolla Residence Halls, in order to establish an effective, self-sustaining and dynamic organizational community for the promotion and realization of individual self-actualization, the creation and availability of academic, social and recreational opportunities, the development of high living standards within the Residence Halls environment, and the provision of a base, by which to become an integral part of the total University Community, do hereby ordain and establish the Constitution for the Thomas Jefferson Hall Association.

Name

The name of this organizational community shall be the Thomas Jefferson Hall Association, hereafter referred to as T.J.H.A.

Membership

Membership within the T.J.H.A. shall be composed of all resident dwelling in the living units located on Highway 63 North, Rolla, Missouri and known by the name Thomas Jefferson Residence Hall, hereafter referred to as Thomas Jefferson. The membership of the T.J.H.A. shall be divided into floors with a floor being defined as a specific group of residents as stipulated in the By-laws with a further stipulation that no floor shall carry on any policy or action or establish any constitution or related document contrary to the T.J.H.A. Constitution or its By-laws.

T.J.H.A. Executive Council

The Executive Council of the T.J.H.A. shall consist of the following members: President, Vice-President Committee Affairs, Vice-President Business Affairs, Secretary and 1 (one) elected representative from each floor at Thomas Jefferson. In addition, the T.J.H.A. Executive Council shall recognize and seat 1 (one) faculty advisor and 2 (two) ex-officio members to be the Director of Auxiliary Enterprises or representative and the Dean of Student Affairs or representative.
The Executive Council shall be responsible for all administrative functions within the T.J.H.A. and such other duties as so stipulated in the By-Laws of the T.J.H.A. All procedural questions or matters not specified in the Constitution or By-Laws shall be resolved by the T.J.H.A. Executive Council.

T.J.H.A. PROGRAM COUNCIL

The Program Council of the T.J.H.A. shall consist of the following members: Vice-President Committee Affairs (Council Chairman), Intermural Committee Director, Public Relations Committee Director, Food Committee Director, Special Interests/Hobbies Committee Director, Outdoor Recreation Committee Director, Special Events Committee Director, Resident Living/Learning Committee Director and Float Committee Director. In addition, 2 (two) ex-officio members to be the Director of Auxiliary Enterprises or representative and the Dean of Student Affairs or representative.

AMENDMENTS

Amendments to this constitution may be proposed and ratified by a petition bearing the signatures of 3/4 (three-fourths) of the total membership of the T.J.H.A.; or amendments to this Constitution may be proposed by a 2/3 (two-thirds) vote of the voting members of the T.J.H.A. Program Council and ratified by an affirmative vote of 3/4 (three-fourths) of the total T.J.H.A. membership. All amendments must be approved by the Student Affairs committee and the Academic Council or their designated representative. No amendment to this Constitution shall be made during any summer academic session.

ADOPTION

Adoption of this Constitution shall consist of an affirmative vote of 3/4 (three-fourths) of the total membership of the T.J.H.A. This Constitution must be approved by the Student Affairs Committee and the Academic Council or their designated representative at which time this Constitution shall become effective.
THOMAS JEFFERSON HALL ASSOCIATION
BYLAWS

Article I. Organization of Membership
A. The seven physical levels of the Thomas Jefferson Residence Hall building shall be hereafter defined and referred to as floors.

B. The membership of each floor shall be determined as that group of residents under the direct supervision of their Resident Assistant.

Article II. Honorary Membership
A. The executive council may install honorary members of the T.J.H.A. by a two-thirds (2/3) majority vote.

B. Honorary members:
   1. Cannot hold elected office
   2. Cannot vote in T.J.H.A. elections
   3. Have other rights of T.J.H.A. members as prescribed by the Executive Council.

Article III. Executive Council
A. Organization
   1. Officers of the T.J.H.A. Executive Council shall include the President, vice-president of Committee Affairs, vice-president of Business Affairs, and Secretary, who shall each serve for terms of one year upon election by a simple majority of the direct popular vote of all T.J.H.A. members.

B. Duties and Powers
   1. Through such action as is necessary and proper according to this Constitution and its Bylaws, the Executive Council shall strive to improve all facets of student life for the members of T.J.H.A.
   2. The Executive Council shall serve as the representative for all T.J.H.A. members to the University and other campus organizations.
   3. The Executive Council shall establish and follow a schedule of regular meetings in order to carry out these duties.
   4. All legislative powers, except as provided elsewhere, shall be vested in the Executive Council.
   5. Each Executive Council member shall have the power to appoint and organize a staff to aid him in the performance of his duties. Executive Council members shall be responsible for the actions of each member of their staffs.
   6. The Executive Council shall set up such committees as it deems necessary to carry out the functions of T.J.H.A.
C. General Provisions
   1. The Executive Council shall require a quorum of two-thirds of its total membership in order to
   2. Questions of procedure shall be resolved according to the latest revision of Robert's Rules of Order.

D. Responsibilities of Officers of T.J.H.A.
   1. President
      a. The President shall be the official representative of the T.J.H.A.
      b. Shall be the chief administrator of the business of the T.J.H.A.
      c. Shall have the power to make all necessary appointments (with the approval of the Executive Council) except as specified elsewhere.
      d. Shall have the power to enter into contract on behalf of the T.J.H.A. residents with the approval of the Executive Council.
      e. Shall preside over the meetings of the Executive Council.
      f. Shall assist the Vice-President of Committee Affairs and the Program Council in the preparation of the year's preliminary budget.
      g. Shall have the power to call special meetings of the Executive Council.
      h. Shall issue Executive Orders as necessary to further the effectiveness of the Executive Council.
   2. Vice-President of Committee Affairs
      a. Shall be the Chairman of the Program Council and shall carry out special assignments made by the President.
      b. Shall assume the office and title of the President if that office is vacated and shall fulfill the remainder of the term of office.
      c. Shall be accountable to the President.
      d. Shall assist the President, Vice-President of Business Affairs and the Committee Directors in the preparation of the year's preliminary budget.
   3. Vice-President of Business Affairs
      a. Shall disburse T.J.H.A. funds as directed by the President and the Executive Council.
      b. Shall keep records of all financial affairs conducted by the T.J.H.A.
      c. Shall make a written report each month concerning expenditures and current financial position to the Executive Council.
d. Shall assist the President and the Program Council in the preparation of the year's preliminary budget.

e. Shall be accountable to the President.

4. Secretary

a. Shall record, publish, and distribute the minutes of all regular and special meetings of the Executive Council.

b. Shall notify Executive Council members and other involved persons of all special meetings.

c. Shall be responsible for the written communications of the T.J.H.A.

d. Shall maintain the files and records of the Executive Council.

e. Shall be accountable to the President.

Article IV. Program Council

A. Organization

1. The Program Council shall be chaired by the Vice-President of Committee Affairs.

2. The other members of the Program Council shall be the Directors of the standing committees currently in existence.

B. Duties and Powers

1. Through such action as is necessary and proper according to this Constitution and its By-laws, the Program Council shall strive to carry out the specific goals of the T.J.H.A. through the committee structure.

2. The Program Council shall establish and follow a schedule of regular meetings in order to carry out its duties.

3. The Program Council, along with the President and the Vice-President of Business Affairs, shall assist in the preparation of the year's preliminary budget.

C. General Provisions

1. The Program Council shall require a quorum of two-thirds of its total membership in order to conduct business.

2. Questions of procedure shall be resolved according to the latest revision of Robert's Rules of Order.

3. In the absence of the Vice-President of Committee Affairs, a Committee Director may be appointed to preside over a Program Council meeting.

D. Accountability

1. The Program Council is accountable to the Executive Council.
Article V.

A. Directorship
1. Each Committee shall be chaired by a Director, selected by the Executive Council and the outgoing Committee Directors on the basis of a personal interview.
2. Interviews of Directorships shall be held during the April prior to the effective year of service, and shall be open to all residents in good academic standing as defined by the University.
3. Responsibilities of Committee Directors include:
   a. scheduling committee meetings
   b. arranging for the selection of a Committee Secretary
   c. arranging for the selection of other Committee officers as necessary
   d. submitting, at the beginning of each month, a brief written report to the Vice-President of Business Affairs including:
      1) expenditures for the preceding month
      2) estimated expenditures for the coming month
   e. submitting, at the end of each semester, a written report of the committee's activities to the Executive Council.
4. Responsibilities of Committee Secretaries include:
   a. keeping records and minutes of Committee meetings
   b. notifying committee members of upcoming meetings

B. Standing Committees
1. Social Committee
2. Outdoor Recreation Committee
3. Intramural Committee
4. Special Events Committee
5. Special Interests/Hobbies Committee
6. Living-Learning Committee
7. Food Committee
8. Float Committee
9. Public Relations Committee

C. General Guidelines for Committee Activities
1. The Social Committee shall make arrangements for and provide parties, dances, movies, and similar social events for the residents, and shall assist in efforts to secure bands for special events.
2. The Outdoor Recreation Committee shall organize and sponsor non-intramural sports and recreational events open to all residents; e.g., swim meets and float trips; the Committee shall arrange the provision of equipment for informal sports participation by the residents.
3. The Intramural Committee shall publicize and organize participation in all official intramural sports activities in which there is significant resident interest, shall see that all guidelines and rules of eligibility are followed and shall assist in the organization of intra-dorm sports activities where sufficient interest exists.
4. The Special Events Committee shall plan and sponsor a significant contribution to major campus affairs including Homecoming, St. Pat's Week, Christmas, Alumni and Parent's Days, and any special Dedications of the Thomas Jefferson Residence Hall.

5. The Special Interests/Hobbies Committee shall aid in the development of special-interest clubs and groups by arranging for necessary publicity, equipment, and facilities especially during the formative period of the club. The committee's obligation is to see that all residents are informed about these special-interest groups, but has no responsibility to perpetuate groups for which interest has lagged.

6. The LIVING/learning Committee shall receive complaints and suggestions regarding improvement of the Residence Hall and its facilities and convey them to the proper authorities; it shall organize programs to enrich the educational experience of the residents.

7. The Food Committee shall receive complaints and suggestions for improvement of the Residence Hall Food Service and convey them to the proper authorities; it shall measure interest in having special dinners portraying cultural aspects of ethnic and minority groups and assist in the planning and execution of such projects in which significant interest exist.

8. The Float Committee shall design and organize work on the T.J.H.A. St. Pat's Parade entry.

9. The Public Relations Committee shall assist other committees in publicity matters, including sign-posting, news releases, and radio community messages; it shall organize, develop, administer, and maintain a rider's board to facilitate ride-pooling.

D. Temporary Committees

1. Temporary Committees may be established at any time by the Executive Council.

2. Such Committees shall perform investigative and administrative duties as defined at the time of their establishment.

3. Temporary Committees shall be accountable to the Executive Council.

Article VI. Finances

A. T.J.H.A. Budget

1. At the end of each school year, the newly-elected T.J.H.A. President, Vice-President of Business Affairs, and Program Council shall prepare a preliminary budget for the following year. During this process, the following information shall be available for consideration:

a. The current budget, including notations of all actual expenditures,

b. The projected total budget amount for the following year, and

c. Advice from outgoing Executive and Program Council members if sought
2. The preliminary budget shall be presented to the Executive Council at their first Fall Semester meeting. The budget shall be reviewed and adjusted as necessary with the final version requiring approval by three-quarters of the Executive Council, three-quarters of the Program Council, copies should be given to accounting.

3. Both the preliminary and final budgets shall include an unearmarked Reserve Fund of amount not less than 20% of the total funds available.

B. Expenditures

1. All committees and/or individuals must receive prior authorization from the T.J.H.A. President or Vice-President of Business Affairs for any expenditure of T.J.H.A. funds, except as provided elsewhere.

2. All expenditures must be conducted in such a manner that the Department of Auxiliary Enterprises and the Vice-President of Business Affairs have prompt record of the transaction.

3. In the event that a committee, group, or person's expenditures of T.J.H.A. funds exceeds the amount appropriated in the budget, further expenditures (to be taken from the Reserve Fund) must receive a three-fourths vote of approval by the Executive Council for proper authorization.

C. General Provisions

1. The Executive Council shall have the sole power to transfer funds budgeted for one committee, group, or person to another, or to other purposes, by a three-fourths vote.

2. Any T.J.H.A. committee, group, or person authorized by the Executive council and the University to engage in the purchase and sale of goods or services shall deposit the proceeds of such activities in the T.J.H.A. treasury. Funds acquired in this manner shall be credited to the budget allocation of their source.

3. At the end of the school year, all remaining funds in committee or group budgets shall be considered as unbudgeted funds for the following year.

Article VII.

A. Eligibility

1. To be eligible for the Presidency or either Vice-Presidency of T.J.H.A. for at least two semesters and must have held a position on the Executive or Program Councils for at least one semester. He or she must be in good academic standing as defined by the University.

2. To be eligible for the Office of Secretary, one must have been a member of T.J.H.A. for one year and must be in good academic standing.
3. To be eligible for the office of Floor Representative, one must have been a duly registered resident of the respective Floor and must be in good academic standing as defined by the University.

B. Nominations for the Four Executive Council officership positions may come from a member of the Executive Council or by petition of twenty-five members of the T.J.H.A.
1. All nominations shall be received no later than April 1 in order to be valid.
2. Eligible persons not nominated for T.J.H.A. office may actively campaign and run for the office by notifying the Executive Council by April. Their name, however, shall not appear on the ballot, and he must abide by all election rules and regulations.

C. Voting
1. The election of officers of the Executive Council shall take place on the second Tuesday in April.
2. Voting in T.J.H.A. elections shall be by secret ballot, with the names of all duly nominated candidates appearing there on.
3. The candidate receiving the highest number of votes for each office shall be declared the winner and shall take office at such time specified by the Executive Council.
4. Tie Votes shall be settled by special election, held not later than one week past the original election date.
5. Election of Floor Representatives shall take place at a meeting of all resident of the Floor not later than one week past the first class day of each semester.
6. Election of Floor Representatives may by show of hands, during which time the nominees shall be excused.

D. General Provisions
1. No candidate for T.J.H.A. elective officer may spend more than twenty dollars for campaign purposes. Each candidate shall produce a list of their expenditures, by 5:00 p.m. the day before the election, to the Executive Council. Candidates failing to submit such a list, or having spent more than the specified limit, forfeit their opportunity to serve in the T.J.H.A. office. The expenditure lists of the winning candidates shall be posted publicly after the results of the election are known.
2. All disputes concerning election proceedings and results shall be brought before those Executive Council members not participating as candidates. Their decision in the matter shall be considered final.
3. Administration of the officerships elections shall be by the Executive Council or their appointees. Lists of those voting shall be kept to insure fairness.
Article VIII. Vacancies and Removals

A. Vacancies in Officerships and Directorships
1. The T.J.H.A. President shall submit two candidates for the vacated position to the Executive Council.
2. The vacancy shall be filled by a majority vote of the Executive Council in a secret ballot election (except for a vacancy in the office of President which shall be filled by the Vice-President of Committee Affairs.)

B. Vacancies in Floor Representative Positions
1. A Floor meeting shall be called by the Floor's Resident Assistant in the event of a vacancy in the position of Floor Representative.
2. Nominations from the floor for new candidates shall then be in order, with election conducted in the usual manner.

C. Impeachment and Removal from Office
1. Impeachment proceedings may be brought against any elected or appointed officers of the Executive Council or members of the Program Council, by three-fourths vote of the Executive Council members not under accusation.
2. Impeachment proceedings may be brought against any Floor Representative by petition of fifty percent of the Floor membership or by three-fourths vote of the Executive Council members not under accusation.
3. Impeachment proceedings shall be presided over by the highest-ranking officer of the Executive Council not under accusation.
4. A secret ballot vote of three-fourths of the remaining Executive Council members shall be necessary for conviction and removal from office.
5. Any elected T.J.H.A. officer may be recalled from office by petition of three-fourths of the T.J.H.A. members.

Article IX. Amendments to the By-Laws

A. Proposal
1. Proposed amendments to these By-Laws may be submitted directly to the Executive Council by any member of that body, or by petition of ten percent of the T.J.H.A. members.

B. Adoption
1. All bylaws must be approved by the student affairs committee and the Academic Council or their designated representative.
2. Adoption of these amendments shall be effective upon affirmative vote by two-thirds of the entire Executive Council.
Article x. Adoption of these Bylaws

A. Adoption
1. These Bylaws shall be duly adopted upon aff­vote of three-fourths of the T. J.H.A. mem­bers and becomes effective with the approval of the student affairs committee and the Academic Council or their designated represent­ative with the exception of Article VIII Sections A and B which shall become effective in time for the election of officers for the 1977-1978 school year.
THOMAS JEFFERSON HALL ASSOCIATION
CONSTITUTION

Preamble

We, the residents of the University of Missouri-Rolla Residence Halls, in order to establish an effective, self-sustaining and dynamic organizational community for the promotion and realization of individual self-actualization, the creation and availability of academic, social and recreational opportunities, the development of high living standards within the Residence Halls environment, and the provision of a base, by which to become an integral part of the total University Community, do hereby ordain and establish the Constitution for the Thomas Jefferson Hall Association.

Name

The name of this organizational community shall be the Thomas Jefferson Hall Association, hereafter referred to as T.J.H.A.

Membership

Membership within the T.J.H.A. shall be composed of all residents dwelling in the living units located on Highway 63 North, Rolla, Missouri and known by the name Thomas Jefferson Residence Hall, hereafter referred to as Thomas Jefferson. The membership of the T.J.H.A. shall be divided into floors with a floor being defined as a specific group of residents as stipulated in the By-laws with a further stipulation that no floor shall carry on any policy or action or establish any constitution or related document contrary to the T.J.H.A. Constitution or its By-laws.

T.J.H.A. Executive Council

The Executive Council of the T.J.H.A. shall consist of the following members: President, Vice-President Committee Affairs, Vice-President Business Affairs, Secretary and 1 (one) elected representative from each floor at Thomas Jefferson. In addition, the T.J.H.A. Executive Council shall recognize and seat 1 (one) faculty advisor and 2 (two) ex-officio members to be the Director of Auxiliary Enterprises or representative and the Dean of Student Affairs or representative.
The Executive Council shall be responsible for all administrative functions within the T.J.H.A. and such other duties as so stipulated in the By-Laws of the T.J.H.A. All procedural questions or matters not specified in the Constitution or By-Laws shall be resolved by the T.J.H.A. Executive Council.

T.J.H.A. PROGRAM COUNCIL

The Program Council of the T.J.H.A. shall consist of the following members: Vice-President Committee Affairs (Council Chairman), Intermural Committee Director, Public Relations Committee Director, Food Committee Director, Special Interests/Hobbies Committee Director, Outdoor Recreation Committee Director, Special Events Committee Director, Resident Living/Learning Committee Director and Float Committee Director. In addition, 2(two) ex-officio members to be the Director of Auxiliary Enterprises or representative and the Dean of Student Affairs or representative.

AMENDMENTS

Amendments to this constitution may be proposed and ratified by a petition bearing the signatures of 3/4 (three-fourths) of the total membership of the T.J.H.A.; or amendments to this Constitution may be proposed by a 2/3 (two-thirds) vote of the voting members of the T.J.H.A. Program Council and ratified by an affirmative vote of 3/4 (three-fourths) of the total T.J.H.A. membership. All amendments must be approved by the Student Affairs committee and the Academic Council or their designated representative. No amendment to this Constitution shall be made during any summer academic session.

ADOPTION

Adoption of this Constitution shall consist of an affirmative vote of 3/4 (three-fourths) of the total membership of the T.J.H.A. This Constitution must be approved by the Student Affairs Committee and the Academic Council or their designated representative at which time this Constitution shall become effective.
THOMAS JEFFERSON HALL ASSOCIATION
BYLAWS

Article I. Organization of Membership
A. The seven physical levels of the Thomas Jefferson Residence Hall building shall be hereafter defined and referred to as floors.
B. The membership of each floor shall be determined as that group of residents under the direct supervision of their Resident Assistant.

Article II. Honorary Membership
A. The executive council may install honorary members of the T.J.H.A. by a two-thirds (2/3) majority vote.
B. Honorary members:
   1. Cannot hold elected office
   2. Cannot vote in T.J.H.A. elections
   3. Have other rights of T.J.H.A. members as prescribed by the Executive Council.

Article III. Executive Council
A. Organization
   1. Officers of the T.J.H.A. Executive Council shall include the President, vice-president of Committee Affairs, vice-president of Business Affairs, and Secretary, who shall each serve for terms of one year upon election by a simple majority of the direct popular vote of all T.J.H.A. members
B. Duties and Powers
   1. Through such action as is necessary and proper according to this Constitution and its Bylaws, the Executive Council shall strive to improve all facets of student life for the members of T.J.H.A.
   2. The Executive Council shall serve as the representative for all T.J.H.A. members to the University and other campus organizations.
   3. The Executive Council shall establish and follow a schedule of regular meetings in order to carry out these duties.
   4. All legislative powers, except as provided elsewhere, shall be vested in the Executive Council.
   5. Each Executive Council member shall have the power to appoint and organize a staff to aid him in the performance of his duties. Executive Council members shall be responsible for the actions of each member of their staffs.
   6. The Executive Council shall set up such committees as it deems necessary to carry out the functions of T.J.H.A.
C. General Provisions
   1. The Executive Council shall require a quorum of two-thirds of its total membership in order to
   2. Questions of procedure shall be resolved according to the latest revision of Robert's Rules of Order.

D. Responsibilities of Officers of T.J.H.A.
   1. President
      a. The President shall be the official representative of the T.J.H.A.
      b. Shall be the chief administrator of the business of the R.J.H.A.
      c. Shall have the power to make all necessary appointments (with the approval of the Executive Council) except as specified elsewhere.
      d. Shall have the power to enter into contract on behalf of the R.J.H.A. residents with the approval of the Executive Council.
      e. Shall preside over the meetings of the Executive Council.
      f. Shall assist the Vice-President of Business Affairs and the Program Council in the preparation of the year's preliminary budget.
      g. Shall have the power to call special meetings of the Executive Council.
      h. Shall issue Executive Orders as necessary to further the effectiveness of the Executive Council.
   2. Vice-President of Committee Affairs
      a. Shall be the Chairman of the Program Council and shall carry out special assignments made by the President.
      b. Shall assume the office and title of the President if that office is vacated and shall fulfill the remainder of the term of office.
      c. Shall be accountable to the President.
      d. Shall assist the President, Vice-President of Business Affairs and the Committee Directors in the preparation of the year's preliminary budget.
   3. Vice-President of Business Affairs
      a. Shall disburse T.J.H.A. funds as directed by the President and the Executive Council,
      b. Shall keep records of all financial affairs conducted by the T.J.H.A.
      c. Shall make a written report each month concerning expenditures and current financial position to the Executive Council.
4. Secretary
a. Shall record, publish, and distribute the minutes of all regular and special meetings of the Executive Council.
b. Shall notify Executive Council members and other involved persons of all special meetings.
c. Shall be responsible for the written communications of the T.J.H.A.
d. Shall maintain the files and records of the Executive Council.
e. Shall be accountable to the President.

Article IV. Program Council

A. Organization
1. The Program Council shall be chaired by the Vice-President of Committee Affairs.
2. The other members of the Program Council shall be the Directors of the standing committees currently in existence.

B. Duties and Powers
1. Through such action as is necessary and proper according to this Constitution and its By-Laws, the Program Council shall strive to carry out the specific goals of the T.J.H.A. through the committee structure.
2. The Program Council shall establish and follow a schedule of regular meetings in order to carry out its duties.
3. The Program Council, along with the President and the Vice-President of Business Affairs, shall assist in the preparation of the year's preliminary budget.

C. General Provisions
1. The Program Council shall require a quorum of two-thirds of its total membership in order to conduct business.
2. Questions of procedure shall be resolved according to the latest revision of Robert's Rules of Order.
3. In the absence of the Vice-President of Committee Affairs, a Committee Director may be appointed to preside over a Program Council meeting.

D. Accountability
1. The Program Council is accountable to the Executive Council.
Article V.

A. Directorship

1. Each Committee shall be chaired by a Director, selected by the Executive Council and the outgoing Committee Directors on the basis of a personal interview.

2. Interviews of Directorships shall be held during the April prior to the effective year of service, and shall be open to all residents in good academic standing as defined by the University.

3. Responsibilities of Committee Directors include:
   a. scheduling committee meetings
   b. arranging for the selection of a Committee Secretary
   c. arranging for the selection of other Committee officers as necessary
   d. submitting, at the beginning of each month, a brief written report to the Vice-President of Business Affairs including:
      1) expenditures for the preceding month
      2) estimated expenditures for the coming month
   e. submitting, at the end of each semester, a written report of the committee's activities to the Executive Council.

4. Responsibilities of Committee Secretaries include:
   a. keeping records and minutes of Committee meetings
   b. notifying committee members of upcoming meetings

B. Standing Committees

1. Social Committee
2. Outdoor Recreation Committee
3. Intramural Committee
4. Special Events Committee
5. Special Interests/Hobbies Committee
6. Living-Learning Committee
7. Food Committee
8. Float Committee
9. Public Relations Committee

C. General Guidelines for Committee Activities

1. The Social Committee shall make arrangements for and provide parties, dances, movies, and similar social events for the residents, and shall assist in efforts to secure bands for special events.

2. The Outdoor Recreation Committee shall organize and sponsor non-intramural sports and recreational events open to all residents; e.g. swim meets and float trips; the Committee shall arrange the provision of equipment for informal sports participation by the residents.

3. The Intramural Committee shall publicize and organize participation in all official intramural sports activities in which there is significant resident interest, shall see that all guidelines and rules of eligibility are followed and shall assist in the organization of intradorm sports activities where sufficient interest exists.
4. The Special Events Committee shall plan and sponsor a significant Contribution to major campus affairs including Homecoming, St. Pat's Week, Christmas, Alumni and Parent's Days, and any special Dedications of the Thomas Jefferson Residence Hall.

5. The Special Interests/Hobbies Committee shall aid in the development of special-interest clubs and groups by arranging for necessary publicity, equipment and facilities especially during the formative period of the club. The committee's obligation is to see that all residents are informed about these special-interest groups, but has no responsibility to perpetuate groups for which interest has lagged.

6. The Living/Learning Committee shall receive complaints and suggestions regarding improvement of the Residence Hall and its facilities and convey them to the proper authorities; it shall organize programs to enrich the educational experience of the residents.

7. The Food Committee shall receive complaints and suggestions for improvement of the Residence Hall Food Service and convey them to the proper authorities; it shall measure interest in having special dinners portraying cultural aspects of ethnic and minority groups and assist in the planning and execution of such projects in which significant interest exist.

8. The Float Committee shall design and organize work on the T.J.H.A. St. Pat's Parade entry.

9. The Public Relations Committee shall assist other committees in publicity matters, including sign-posting, news releases and radio community messages; it shall organize, develop, administer, and maintain a rider's board to facilitate ride-pooling.

D. Temporary Committees

1. Temporary Committees may be established at any time by the Executive Council.

2. Such Committees shall perform investigative and administrative duties as defined at the time of their establishment.

3. Temporary Committees shall be accountable to the Executive Council.

Article VI. Finances

A. T.J.H.A. Budget

1. At the end of each school year, the newly-elected T.J.H.A. President, Vice-President of Business Affairs, and Program Council shall prepare a preliminary budget for the following year. During this process, the following information shall be available for consideration:
   a. The current budget, including notations of all actual expenditures,
   b. The projected total budget amount for the following year, and
   c. advice from outgoing Executive and Program Council members if sought
2. The preliminary budget shall be presented to the Executive Council at their first Fall Semester meeting. The budget shall be reviewed and adjusted as necessary with the final version requiring approval by three-quarters of the Executive Council, three-quarters of the Program Council, copies should be given to accounting.

3. Both the preliminary and final budgets shall include an unearmarked Reserve Fund of amount not less than 20% of the total funds available.

B. Expenditures
1. All committees and/or individuals must receive prior authorization from the T.J.H.A. President or Vice-President of Business Affairs for any expenditure of T.J.H.A. funds, except as provided elsewhere.

2. All expenditures must be conducted in such a manner that the Department of Auxiliary Enterprises and the Vice-President of Business Affairs have prompt record of the transaction.

3. In the event that a committee, group, or person's expenditures of T.J.H.A. funds exceeds the amount appropriated in the budget, further expenditures (to be taken from the Reserve Fund) must receive a three-fourths vote of approval by the Executive Council for proper authorization.

C. General Provisions
1. The Executive Council shall have the sole power to transfer funds budgeted for one committee, group, or person to another, or to other purposes, by a three-fourths vote.

2. Any T.J.H.A. committee, group, or person authorized by the Executive council and the University to engage in the purchase and sale of goods or services shall deposit the proceeds of such activities in the T.J.H.A. treasury. Funds acquired in this manner shall be credited to the budget allocation of their source.

3. At the end of the school year, all remaining funds in committee or group budgets shall be considered as unbudgeted funds for the following year.

Article VII.

A. Eligibility
1. To be eligible for the Presidency or either Vice-Presidency of T.J.H.A. For at least two semesters and must have held a position on the Executive or Program Councils for at least one semester. He or she must be in good academic standing as defined by the University.

2. To be eligible for the Office of Secretary, one must have been a member of T.J.H.A. for one year and must be in good academic standing.
3. To be eligible for the office of Floor Representative, one must have been a duly registered resident of the respective Floor and must be in good academic standing as defined by the University.

B. Nominations for the Four Executive Council officerhip positions may come from a member of the Executive Council or by petition of twenty-five members of the T.J.H.A.
1. All nominations shall be received no later than April 1 in order to be valid.
2. Eligible persons not nominated for T.J.H.A. office may actively campaign and run for the office by notifying the Executive Council by April 1. Their names, however, shall not appear on the ballot, and they must abide by all election rules and regulations.

C. Voting
1. The election of officers of the Executive Council shall take place on the second Tuesday in April.
2. Voting in T.J.H.A. elections shall be by secret ballot, with the names of all duly nominated candidates appearing there on.
3. The candidate receiving the highest number of votes for each office shall be declared the winner and shall take office at such time specified by the Executive Council.
4. Tie Votes shall be settled by special election, held not later than one week past the original election date.
5. Election of Floor Representatives shall take place at a meeting of all residents of the Floor not later than one week past the first class day of each semester.
6. Election of Floor Representatives may be by show of hands, during which time the nominees shall be excused.

D. General Provisions
1. No candidate for T.J.H.A. elective office may spend more than twenty dollars for campaign purposes. Each candidate shall produce a list of their expenditures, by 5:00 p.m. the day before the election, to the Executive Council. Candidates failing to submit such a list, or having spent more than the specified limit, forfeit their opportunity to serve in the R.J.H.A. office. The expenditure lists of the winning candidates shall be posted publicly after the results of the election are known.
2. All disputes concerning election proceedings and results shall be brought before those Executive Council members not participating as candidates. Their decision in the matter shall be considered final.
3. Administration of the officerhip elections shall be by the Executive Council or their appointees. Lists of those voting shall be kept to insure fairness.
Article VIII. Vacancies and Removals

A. Vacancies in Officerships and Directorships
1. The T.J.H.A. President shall submit two candidates for the vacated position to the Executive Council.
2. The vacancy shall be filled by a majority vote of the Executive Council in a secret ballot election (except for a vacancy in the office of President which shall be filled by the Vice-President of Committee Affairs.)

B. Vacancies in Floor Representative Positions
1. A Floor meeting shall be called by the Floor's Resident Assistant in the event of a vacancy in the position of Floor Representative.
2. Nominations from the floor for new candidates shall then be in order, with election conducted in the usual manner.

C. Impeachment and Removal from Office
1. Impeachment proceedings may be brought against any elected or appointed officers of the Executive Council or members of the Program Council, by three-fourths vote of the Executive Council members not under accusation.
2. Impeachment proceedings may be brought against any Floor Representative by petition of fifty percent of the Floor membership or by three-fourths vote of the Executive Council members not under accusation.
3. Impeachment proceedings shall be presided over by the highest-ranking officer of the Executive Council not under accusation.
4. A secret ballot vote of three-fourths of the remaining Executive Council members shall be necessary for conviction and removal from office.
5. Any elected T.J.H.A. officer may be recalled from office by petition of three-fourths of the T.J.H.A. members.

Article IX. Amendments to the By-Laws

A. Proposal
1. Proposed amendments to these By-Laws may be submitted directly to the Executive Council by any member of that body, or by petition of ten percent of the T.J.H.A. members.

B. Adoption
1. All bylaws must be approved by the student affairs committee and the Academic Council or their designated representative.
2. Adoption of these amendments shall be effective upon affirmative vote by two-thirds of the entire Executive Council.
Article x. Adoption of these Bylaws

A. Adoption
1. These Bylaws shall be duly adopted upon aff- vote of three-fourths of the T. J.H.A. mem- mbers and becomes effective with the approval of the student affairs committee and the Academic Council or their designated represent- ative with the exception of Article VIII Sections A and B which shall become effective in time for the election of officers for the 1977-1978 school year.
## COLLEGE OF ARTS & SCIENCE

### Chemistry
- Biolsi, Louis
- Roach, D. Vincent

### Computer Science
- Baird, Thomas B.

### Geology & Geophysics
- Grant, Sheldon K.

### Humanities
- Cogell, Wayne C.
- Wixson, Douglas C.

### Mathematics
- Johnson, Charles A.
- Kieffer, John C.
- Pursell, Lyle E.

### Military Science
- Marvin, Charles G.

### Physics
- Parks, William F.
- Pauls, Franklin B.
- Sparlin, Don M

### Social Science
- Bledsoe, Wayne M.
- Desvousges, William H.
- Ruhland, David

## SCHOOL OF ENGINEERING

### Chemical Engineering
- Park, Efton L.

### Civil Engineering
- Lowsley, Ivon H.
- Modesitt, Donald E.
- Muir, Clifford D.

### Electrical Engineering
- Bertnolli, Edward C.
- Fannin, D. Ronald
- Stigall, Paul

### Engineering Management
- Babcock, Daniel L.
- Brooks, William A.

### Engineering Mechanics
- Parry, Myron G.
- Schaefer, Rodney A.

### Mechanical & Aerospace Engineering
- Rhea, Lyle G.
- Schowalter, Ralph E.
- Selberg, Bruce P.

## OTHER DEPARTMENT

### Physical Education
- Pease, Robert L.

## EX-OFFICIO MEMBERS (voting)

- Chancellor (4114)
- Thompson, Dudley, Vice Chancellor (4114)
- Pogue, Jim C., Provost & Dean of Faculties (4138)
- Daane, Adrian H., Dean of A & S (4127)
- Johnson, J. Stuart, Dean of Eng. (4151)
- Lorey, G. Edwin, Dean of Extension (4156)
- McFarland, Robert H., Dean of the Graduate School (4142)
- Planje, Theodore J., Dean of M & M (4153)
- Ponder, Paul E., Dean, Student Affairs (4292)

## EX-OFFICIO MEMBERS (non-voting)

- Bohley, Ronald B., Librarian (4227)
- Lee, Ralph E., Director, Computer Center (4841)
- Lewis, Robert B., Registrar (4164)
- Wollard, Joseph D., Business Officer (4121)
INDEX

ACADEMIC COUNCIL MINUTES

1977-78

Academic Council Elections, VII, 8.7; 8.9
Academic Council Meeting Dates, VII, 9.9
Academic Council Replacements, VII, 9.11
Ad Hoc Committee on Merit Salary Increases, VII, 7.11
Admissions & Academic Standards Committee, VII, 2.7; 3.1-3.3
Admission Requirements, VII, 2.7; 3.2

Chancellor Search Committee, VII, 2.15; 3.12
Change in February Meeting Date, VII, 5.4
CLEP (Transfer Credit), VII, 3.4; 4.4
Collective Bargaining, VII, 3.13; 4.12
Compensation Survey, VII, 8.11
Computer Committee, VII, 2.8
Course Numbering System, VII, 4.3; 9.7
Curricula Committee, VII, 4.3-4.4; 6.11; 7.9; 9.7

Degree Programs, VII, 2.2; 3.6; 4.7; 6.5; 7.7; 8.3
Discussion with President Olson, VII, 5.1

Energy, VII, 6.4; 7.3
Evaluation of Administrators, VII, 6.8; 7.13; 7.15; 9.2

Fee Structure Task Force, VII, 7.6; 9.4
Final Exam Schedule, VII, 4.11
Financial Exigency Policies, VII, 3.12; 4.5; 7.4; 8.5; 9.5; 9.8

Graduate Record Examination (GRE), VII, 2.7; 3.1
Grievance Procedures, VII, 1.4; 2.10; 3.8; 4.9; 6.9; 7.14; 8.10; 9.3
Guidelines for Admission and Employment of International Graduate Students, VII, 2.7; 3.1
Guidelines for Merit Evaluation, VII, 7.15
Helix, VII, 8.8
Housing, VII, 9.6

Intercampus Faculty Council, VII, 8.10
Intervisitation Policy for University-Affiliated Housing Units, VII, 6.14
Intervisitation Policy for University-Supervised Housing Units, VII, 6.14

Little Sisters of the White Star, VII, 9.10

Meeting Dates, VII, 9.9
Memorial Resolution: Robert F. Bruzewski, VII, 8.1
Memorial Resolution: Delmar Gale Bullman, VII, 1.1
Memorial Resolution: A. Vern Kilpatrick, VII, 6.1
Memorial Resolution: William J. Murphy, VII, 8.1
Memorial Resolution: Richard E. Oeffner, VII, 1.1
Merit Salary Increases, VII, 1.5; 2.4; 3.7; 4.8; 6.7; 7.11
Mid-Term Grades, VII, 2.7; 3.3
Miner 4-H Club, VII, 9.10
Missouri Assembly of Faculty in Higher Education, VII, 2.13; 3.9; 3.12

Personnel Committee, VII, 4.5; 8.4; 8.5
Procedural Resolution, VII, 8.6
Procedures for Promotion and/or Tenure Recommendations, VII, 2.3; 8.4
Public Event Dates (78-79), VII, 4.1
Publication of Brochures, VII, 6.6

Rap Session, VII, 7.5
Resolution: Displacement of regularly scheduled classes by conferences and short courses, VII, 3.11; 4.10; 6.10
Resources Management & Planning Council, VII, 2.1; 3.5; 4.6; 6.3; 7.2; 9.1
Retirement & Staff Benefits Committee, VII, 1.6; 5.3
Rules, Procedures & Agenda Committee, VII, 8.6; 8.7; 9.9

Scheduling Errors, VII, 6.15
Security & Traffic Safety Committee, VII, 2.9; 7.10
Sigma Chi Omega Sorority, VII, 6.13
Speculative Fiction Society, VII, 8.8
Stardusters, VII, 8.8
Student Affairs Committee, VII, 2.11; 6.13-.14; 8.8; 9.10
Student Fee Increase, VII, 6.16b

Table Tennis Club, VII, 8.8

UMR Calendar (79-80), VII, 4.2
UMR Motorcycling Club, VII, 9.10

Venezuelan Students Association, VII, 2.11

Wargames Association of Rolla at UMR, VII, 2.11
Western Historical Manuscripts Collection Committee, VII, 3.10
ACADEMIC COUNCIL MEETINGS
(l:30 p.m. in G-5, Humanities & Social Sciences Building)

September 1, 1977
October 6, 1977
November 3, 1977
December 1, 1977

January 26, 1978
February 23, 1978
March 30, 1978
April 27, 1978
June 15, 1978

AGENDA DEADLINES

August 17, 1977
September 21, 1977
October 19, 1977
November 16, 1977

January 11, 1978
February 8, 1978
March 15, 1978
April 12, 1978
May 31, 1978

GENERAL FACULTY MEETINGS
(4:00 p.m. in 104 Mechanical Engineering Building)

August 30, 1977
December 6, 1977

February 7, 1978
April 25, 1978

AGENDA DEADLINES

August 17, 1977
November 23, 1977

January 25, 1978
April 12, 1978

R.P.& A. COMMITTEE MEETINGS
(l:30 p.m. in 210, Mechanical Engineering Building)

August 16 & 18, 1977
September 20 & 22, 1977
October 18 & 20, 1977
November 15, 17 & 22, 1977

January 10, 12 & 24, 1978
February 7 & 9, 1978
March 14 & 16, 1978
April 11 & 13, 1978
June 1 & 6, 1978
(PLEASE STUDY THESE GRIEVANCE PROCEDURES AND PREPARE SPECIFIC AMENDMENTS TO ITEMS THAT NEED REVISION. W.C.)

July 28, 1977

MEMORANDUM TO: Deans, Directors, Department Chairmen, and Academic Council Chairman

FROM: J. C. Pogue

SUBJECT: Grievance Procedures

Enclosed is a revised copy of the proposed academic grievance procedures for the University. These procedures are being circulated now for campus review. I will need to submit any responses to the President no later than October 17, 1977, with the expectation that it can be presented to the Board of Curators at its November meeting. Please note that any recommended change in these procedures should be submitted in the form of a substitute statement that can be considered without further editing or correction. Please let me have any such recommendations by no later than October 10, 1977. As you will be aware, these procedures have been circulated once before and replies forwarded from this campus. My general feeling is that they generally represent procedures more or less agreed upon by this campus at an earlier date.

Jim C. Pogue

JCP/kjg

Attachment

an equal opportunity institution
I. The Administration and the Board of Curators recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. Accordingly, the members of the faculty, are encouraged to use the grievance procedure.

II. A. A grievance is defined as an allegation that:

1. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure as such applies personally to the faculty member, relating to the privileges or terms and conditions of employment, or

2. The faculty member has been discriminated against on the basis of sex, race, religion, national origin, marital status, age, or physical handicap.

B. Complaints concerning matters governed by the Academic Tenure Regulations are not subject to this grievance procedure.

C. It is understood that this Grievance Procedure in no way diminishes the responsibility of faculty, department chairpersons, deans, directors, chancellors and other administrators for the exercise of academic judgment. In the event a grievance processed to Step 4 is based in whole or in part upon such academic judgment, the hearing officer shall not review the merits of the academic judgment or substitute his own judgment therefore.
D. Requests for new or revised policies, regulations, or procedures may be presented through the appropriate administrative channels, but not as a grievance under these procedures.

III. The faculty member (and his or her representative) may process a grievance through the several steps of the procedure during normal working hours.

IV. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when fair and equitable solutions have not been reached in the informal discussions.

V. A faculty member who has a grievance must initiate action under Step 1 of Article X within thirty (30) calendar days after the faculty member knew, or reasonably should have known, of the occurrence of the event or omission out of which the grievance has arisen. A faculty member who does not process or appeal a grievance in accordance with the time limits specified herein shall be deemed to have accepted the last decision rendered by the appropriate administrative officer, unless the time has been extended by mutual agreement and confirmed in writing. The number of days indicated at each step of the procedure shall be considered as the maximum period, and every reasonable effort should be made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.

VI. When the grievance concerns a matter which is not within the authority of the immediate administrative officer to resolve, the faculty
member may initiate the process at the next higher administrative level with such authority. If the grievance concerns a matter which is not within the authority of the dean or other appropriate administrator, the faculty member may initiate the process with his or her chancellor or appropriate vice president if there is no reporting relationship to a chancellor.

VII. The filing or appeal of a grievance shall not prevent the appropriate administrative officer from taking the action complained of, subject, however, to possible change or adjustment based on the final disposition of the grievance.

VIII. Whenever reference is made herein to dean, administrator, chancellor, vice-president, or president, it is understood that a designated representative may serve.

IX. Step 1 (Informal)

A faculty member shall be given an opportunity, within fifteen (15) calendar days after a letter requesting initiation of action hereunder, to meet and confer with the appropriate administrative officer (such as department chairman or department head or Dean) for the purpose of attempting to informally resolve the grievance.

Step 2

(A) If the grievance is not resolved with the department chairman or department head within fifteen (15) calendar days of the review under Step 1, the faculty member may within ten (10) days thereafter appeal to the appropriate dean, provost, or other next higher administrative official, by setting forth in
writing fully and concisely the nature of the grievance, the policy or procedure in question and the remedy sought.

(B) Such statement of grievance shall be delivered to the dean, provost or administrative official who shall, within ten (10) calendar days make such personal investigation as he or she may desire and meet with the faculty member and discuss the grievance.

(C) If a satisfactory resolution of the grievance can be made at this stage, the dean, provost or administrative official shall make such resolution in writing, delivering a copy thereof to the faculty member and to other appropriate administrative personnel.

(D) If a satisfactory resolution cannot be agreed upon, the dean, provost or other administrative official and the faculty member shall within ten (10) calendar days form the Review Committee from the Review Panel as provided in paragraph (E), and the written charge as filed with the dean, provost or other administrative official shall be referred by the faculty member to the Committee through the chancellor or appropriate vice president for Step 3.

(E) Review Committee

(1) A Grievance Review Panel consisting of fifteen (15) faculty members will be selected who are reasonably representative of a cross-section of tenured and non-tenured faculty, women and minority groups. The campus Faculty Senate (or Council) will select eight (8) and the
Chancellor or Vice President will select seven (7).

Each Grievance Review Panel will serve until August 31 following their appointment or after having investigated a maximum of five (5) grievances, whichever first occurs. Members serving on a Review Committee (see (2) below) may continue to serve beyond August 31 if on that date the Committee is still in the process of review of an unresolved grievance. Upon making their recommendations after August 31, their appointments to this panel will then expire.

A faculty member may be appointed to no more than two consecutive panels.

(2) From this panel an ad hoc Grievance Review Committee shall be drawn according to the following procedures:

(a) The aggrieved faculty member shall strike five names from the original panel.

(b) The dean, provost or administrative official shall strike five names from the original panel.

(c) The names shall be struck alternately one by one by the parties named in (a) and (b) above until five names remain on the original panel. These five faculty members shall constitute an ad hoc Review Committee for the grievance which has been appealed.

(3) Upon its selection, the Review Committee shall select a
chairperson.

Step 3

A. No later than fifteen (15) calendar days after the date of filing of the written charge with the Review Committee, the Committee shall initiate an investigation according to the following procedures:

(1) The chancellor or administrator shall convene the Committee and transmit the charges.

(2) The Committee shall receive from the chancellor or administrator copies of all reports and recommendations in the case and the text of the original charge.

(3) The Review Committee shall investigate the grievance and shall offer both the faculty member and the administration an opportunity to state their positions and to present other evidence relevant to the case. The investigation shall be informal, and no record shall be made. The faculty member (and his or her representative) and appropriate administrative officers at their option may be present during the investigation; other persons shall not be present except when consulting with the Committee.

(4) After completion of the investigation, the Committee shall meet in closed session and shall prepare a written recommendation to the chancellor or vice president and to the faculty member.

(5) The chancellor or vice president, after receiving the report of the Review Committee, shall make a determination
of the matter with due consideration of the report and notify in writing the faculty member and the administrative officers. This shall be done within a reasonable time, but no later than thirty (30) days.

Step 4

A. If the determination by the chancellor or vice president at Step 3 is not satisfactory to the aggrieved faculty member, no later than thirty (30) calendar days after receipt of the Chancellor or Vice President's response at Step 3, the faculty member may file with the President, a written request for a review of the matter enclosing copies of the original complaint or grievance and all relevant materials, including copies of the Chancellor or Vice President's written responses which were provided at the preceding steps of this procedure.

B. (1) Within fifteen (15) calendar days, the President shall designate a hearing officer to serve the President in an advisory capacity by conducting a hearing on the merits of the grievance after which the hearing officer will make a finding of fact and recommendations to the President for disposition of the grievance.

(2) The hearing officer shall establish the procedure for the evidentiary hearing, which shall include the right of all parties to call witnesses and cross-examine witnesses. The hearing officer also will have the right to rule on objections and procedural questions. The hearing officer
may request post-hearing briefs to be filed and to set the time therefor.

(3) All oral and documentary evidence and all arguments shall be presented in closed hearings. The hearing officer shall keep a complete record of the hearing, including a full transcript of all testimony given and all exhibits or papers submitted to the hearing officer.

(4) Any cost of the hearing officer and cost of the transcript shall be paid equally by the faculty member and the University. The President, in his discretion, may waive the costs as to the faculty member.

C. The President shall within a reasonable time render a written decision to the faculty member after receiving the hearing officer's report. The President's decision shall be final and binding on all parties, subject to appeal to the Board of Curators.
RESOLUTION FROM AD HOC
ON MERIT SALARY INCREASES

The Ad Hoc Committee on Merit Salary Increases recommends that the Academic Council request of Interim Chancellor Pogue the appointment of a committee composed of deans and department chairmen to determine criteria and recommended procedures for awarding merit salary increases for faculty. This committee is to present its recommendations on merit salary increases to the Academic Council.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting Thursday, September 1, 1977, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Memorial Resolution
   A. Gale Bullman
   B. Richard E. Oeffner
   C. Rodney A. Schaefer
   D. Ronald J. Rozell

II. Approval of the minutes of the June 16, 1977, meeting and the June 21, 1977, special meeting of the Academic Council.

III. Unfinished business.

IV. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (No report)
      2. Report on the current status of three new degree programs as approved by the Academic Council.
   B. Administrative responses. (None)

V. Reports from standing and special committees.
   A. .0406.02 Admissions and Academic Standards (No report) S. Hanna
      1. Admission requirements (January 29, 1976; V,7.3c).
      2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
      3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).
   B. .0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   C. .0406.09 Personnel W. Cogell
      1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
      2. Plans for faculty discussion of the impact of unionization on the campus.
      *3. Grievance Procedures (June 16, 1977; VI,12.9). (10 minutes)
   D. Resolution from Ad Hoc on Merit Salary Increases. K. Muhlbauer
   E. Report from the Missouri Assembly of Faculty in Higher Education K. Robertson
   F. Report from the Intercampus Faculty Council. (No report) G. Haddock
   G. Report from the Retirement & Staff Benefits Committee. (10 minutes) B. Brooks

VI. New business.

VII. Announcements.

*Supplementary material sent to Academic Council members.
SUMMARY OF ACTIONS AND REPORTS AT THE ACADEMIC COUNCIL MEETING, SEPTEMBER 1, 1977.

1. Approval of Memorial Resolutions of Delmar Gale Bulman and Richard E. Oeffner.


3. Report from Ad Hoc Committee on Merit Salary Increases: Karl Muhlbauer. Approval of resolution to be submitted to Interim Chancellor Pogue.

4. Report from Retirement and Staff Benefits Committee: Bill Brooks.
Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, September 1, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, Melvin Garner for Daniel Babcock, David Cunningham for D. Ronald Fannin, and Alfred Crobbie for Lyle Rhea, Chairman Cogell announced the name of the new secretary, Anita Johnson, and thanked Marian Smith for taking notes in Mrs. Johnson's absence.

Chairman Cogell then turned to the first item on the agenda, recognizing Rodney Schaefer, who moved incorporation of two memorial resolutions (full copy*) into the minutes of the meeting. The motion was seconded and carried. The resolutions were not read since they had been read previously at the meeting of the General Faculty on August 30, 1977.

Next Chairman Cogell called for a motion for approval of the minutes of the June 16, 1977, meeting of the Council. Schowalter so moved, Baird seconded, and the motion carried. Chairman Cogell then called for a motion to approve the minutes of the July 21, 1977, special meeting. Schowalter so moved, Baird seconded, and the motion carried.

Moving to Items III, IV and V of the agenda, Chairman Cogell said there was no business to be transacted. Dr. Pogue had previously spoken concerning the state of the campus, and there were no reports from the Admissions and Academic Standards Committee or the Computer Committee.

Item V, C., Personnel Committee. Chairman Cogell presided over the review of the grievance procedure document since he is past chairman of the Personnel Committee. He stated that a draft had been submitted to Council members with a request for input. He said if these procedures are adopted they will replace all grievance procedures except those covered by the tenure regulations. Each section of the document was then considered separately and there was much discussion and many recommended changes throughout the document. Chairman Cogell agreed to incorporate all new information developed during these discussions and bring an amended document to the next meeting of the Council for its approval or rejection. He also stated members should do their homework and come prepared to finish the document at that time.

Item V, D. Karl Muhlbauer presented a resolution from the Ad Hoc Committee on Merit Salary Increases. He explained that the committee has been asked to continue service and make recommendations. In order to get an idea of administrators' opinions, he proposed the following resolution:

*an equal opportunity institution
The Ad Hoc Committee on Merit Salary Increases recommends that the Academic Council request of Interim Chancellor Pogue the appointment of a committee composed of deans and department chairmen to determine criteria and recommended procedures for awarding merit salary increases for faculty. This committee is to present its recommendations on merit salary increases to the Academic Council.

Muhlbauer added that he had a copy of the Physics faculty recommendations and expressed appreciation for this input. Schowalter asked if the Chancellor can be requested to act and suggested a wording change. Chairman Cogell said the idea is to originate a group who has worked with salary recommendations and obtain their opinions.

Discussion of the resolution ensued, out of which the following amendment was developed:

"... criteria and recommended procedures for making merit salary determinations, both to the Departments and the faculty within Departments."

Desvousges moved that the report be submitted to the Chancellor in writing and a copy to the Council with the Chancellor reporting to the Academic Council. The wording was discussed and Pursell proposed:

"This committee is to present its recommendation on merit salary increases to the Chancellor, who, in turn, is requested to transmit a copy to the Academic Council."

Both amendments carried. (Full Copy*)

VII, Item V, G. For the Retirement and Staff Benefits Committee, Bill Brooks reported:

(1) The Staff Benefits Committee is composed of two members from each of the four campuses and two from U-wide. They have routine assignments such as administering funded programs (pension plan, medical, etc.), but they also recommend changes which the Committee thinks will improve the benefits program. These are made to the President and then referred to the Board of Curators. The Committee meets at least one time per year on each campus plus special meetings as necessary.

(2) During two 2-day meetings this summer, several goals for improving benefits were considered. The 1977-1978 budget which included an 11 percent increase was supported, which was not successful. The Committee was successful in obtaining $178,000 for a cost-of-living increase for the retired people. This begins September 1, 1977. Those people receiving benefits prior to September 1, 1974, will receive 14.7 percent; after September 1, 1974, and up to September 1, 1975, the increase is 5.6 percent; and no change for those receiving benefits after September 1, 1975.
In addition, group life insurance will be changed this year from $3000 free or the optional one times annual salary rounded to next $1000, to an increased amount of 1.25 of annual salary or $4000 free.

Medical costs have increased approximately 10 percent. The Committee was unable to get into the 1977-1978 budget the increase of $250,000 maximum to $500,000, but this is almost certain for 1978-1979. The Committee is working toward an increase in the portion of medical costs paid by the University with a goal of 100 percent within the foreseeable future. Also it is hoped that the first $1000 of hospital cost will be paid starting in 1978-1979 in place of the current $500.

The current top objective of the Committee is including summer teaching in the base used for calculating pension benefits. This will cost $276,000 per year. The President has approved this and it will go to the Board of Curators for the 1978-1979 budget. This amounts to 12.71 percent of the summer teaching costs.

Ralph Lee commented that it seems strange that nothing is being done for grant people. They bring in monies and should be more easily included in increases.

Dr. Brooks said the Committee is attacking one problem at a time and at present 9-month versus 11-month is being addressed. However, once the 9-month problem for pension is solved, the grants could probably be easily handled by adding 12.71 percent to the grant proposed for this purpose.

In reply to a question, Dr. Brooks said priorities are ranked by cost. In the course of discussion, Baird commented that sick leave might not be beneficial to the faculty and Brooks stated non-funded benefits such as vacations, sick leave, etc., are not under the pursuance of the Committee. Asked about dental and optical insurance, Brooks said they are being considered, but to date the cost is prohibitive.

The meeting adjourned at 3:40 p.m.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
Memorial: Delmar Gale Bullman

Delmar Gale Bullman was born on August 18, 1901 at Little, West Virginia. He received the Bachelor of Science Degree in Economics from West Virginia Wesleyan in 1926 and his law degree from Washington University in 1929. In 1931 he was married to Gale Thompkins. Their children, Howard, Storm, Cay and Tom, were educated in the Rolla Schools and the Missouri School of Mines and Metallurgy. He came to the Missouri School of Mines and Metallurgy in 1937 as Chairman of the Department of Physical Education and Intercollegiate Athletics and Head Football Coach. Gale continued in this position until 1964 except during World War II when he served as a Lieutenant Commander in the United States Navy. He was appointed Professor Emeritus in 1970.

Gale Bullman was an outstanding athlete in high school, college and in the professional ranks. He earned twenty-six athletic letters in high school and college. While at West Virginia Wesleyan he was a football All-American, captain of the basketball and baseball teams and an outstanding hurdler on the track team. Professionally he was named All-Professional End while playing for the Columbus Tigers in the National Football League. He never missed a minute of playing time due to injury in his entire athletic career.

Coach Bullman began his coaching career at Buckhannon, West Virginia High School in 1925. He went to Washington University in 1926 as assistant football coach. In 1937 he was named head football coach at the Missouri School of Mines and Metallurgy. While at this institution, his football teams won five conference championships. They also won the only postseason bowl game in which MSM-UMR has participated, the 1950 Corn Bowl. During his coaching career, he served as advisor and specialty coach to several National Football League teams. Gale knew that all his players played because of their desire for competition. He respected them for this and they returned that respect both during and after their college careers.

Professor Bullman was an active member of the Rolla Lions Club and the National Football Coaches Association. He was a longtime member of the Missouri Bar and was an extremely popular speaker for commencements, after dinner and football clinics.
The memory of Gale Bullman will live forever through the M-Club Gale Bullman Award, presented annually to the outstanding intercollegiate athlete and by naming the Multi-Purpose Building in his honor.

Now, therefore be it resolved:

That the Faculty of the University of Missouri-Rolla hereby express sorrow at the loss of Professor Bullman and appreciation for his many years of dedicated and loyal service, as a coach and faculty member, to the institution;

That this resolution be made a part of the minutes of the General Faculty, August 30, 1977 and the Academic Council, September 1, 1977;

That copies be sent to his widow, Mrs. Gale Bullman; his sons, Mr. Howard Bullman and Captain Tom Bullman; and his daughters, Mrs. Storm Campbell and Mrs. Cay Rucker.

Respectfully submitted by the Committee,

Rodney A. Schaefer, Chairman

Dewey J. Allgood

Jerome T. Berry
Richard E. Oeffner
Associate Professor of Mathematics

Vita

Richard E. Oeffner was born in Valley City, North Dakota, on December 1, 1920. He graduated from Carrington High School in Carrington, North Dakota in 1938. In 1939 he enlisted in the United States Navy and served with honor until his discharge in 1945. During this period he married Inez Bohn and to this union were born three children--John, Jane, and Gayle. It was also during this period that he was a member of the crew of the aircraft carrier, Yorktown, which was sunk by the Japanese in the famous battle of Midway Island.

After receiving an honorable discharge he enrolled at Valley City State Teachers College where in 1950 he graduated with a Bachelor of Science Degree in Education. He received the Master of Science Degree from Colorado State College in Greeley, Colorado in 1955.

Academic Service

Professor Oeffner's teaching experience included 5 years of teaching Mathematics and Science at Dickenson Public High School in Dickenson, North Dakota. He also coached basketball and football at Dickenson.

He came to Rolla in the fall of 1955 as an Instructor in Mathematics and reached the rank of Associate Professor in 1962. He served in this capacity until his death on July 15, 1977.

Professor Oeffner was advisor to the Independents for 21 years. He was always at their meetings to answer their questions and help solve their current problems. Under his sponsorship the organization's membership grew from 100 to nearly 800 in the early 1970's.

Professor Oeffner was also advisor to House "A" for some 15 years. He insisted an atmosphere conducive to study be maintained in the house. He was justifiably proud of the fact the grade point average of "his.house" was usually well above average.
His office, and also his home, was open to students at all times. Untold numbers of students "dropped by" not only for help or advice but also just to say hello. He earned the respect and loyalty of literally hundreds of students.

Professor Oeffner was an avid sports fan and a stanch supporter of UMR athletic teams. He was extremely touched and pleased when he received "The Fan of the Year" Award at a basketball game two years ago. He was always willing to help the athletic program in any way he could. He donated many hours of his time to such activities as serving on the "chain gang" at UMR football games.

Resolution

Now, therefore, be it resolved:

That the Faculty of the University of Missouri-Rolla hereby express sorrow at the loss of Professor Oeffner and appreciation for his twenty-two years of dedicated service as a teacher, student advisor and loyal supporter to the institution;

That this resolution be made a part of the minutes of this meeting of the Faculty, Tuesday, August 30, 1977;

That copies of this resolution be sent to his widow, Mrs. Inez Oeffner; his daughters, Miss Gayle Oeffner and Mrs. Jane Rinehart; and his son, Mr. John Oeffner.

Respectfully submitted by the Committee

Professor Ronald J. Rozell, Chairman

Professor Sylvester J. Pagano

Professor August J. Garver
RESOLUTION OF AD HOC COMMITTEE

ON MERIT SALARY INCREASES

The Ad Hoc Committee on Merit Salary Increases recommends that the Academic Council request of Interim Chancellor Pogue the appointment of a committee composed of deans and department chairmen to determine criteria and recommended procedures for making merit salary determinations both to the Departments and the faculty within Departments. This committee is to present a written copy of its recommendations on merit salary increases to the Interim Chancellor, who, in turn, is requested to transmit a copy to the Academic Council.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting, Thursday, October 6, 1977, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Approval of the minutes of the September 1, 1977, meeting of the Academic Council.

II. Unfinished business.

III. Administrative reports and responses to actions approved by the Council.

A. Administrative reports. (5 minutes)+
   2. Report of the current status of three new degree programs as approved by the Academic Council.

B. Administrative responses. (5 minutes)
   1. Response on the Ad Hoc Committee on Merit Salary Increases. (September 1, 1977; VII,1.5) J. Pogue

IV. Reports from standing and special committees.

A. .0406.02 Admissions and Academic Standards (15 minutes) S. Hanna
   1. Admission requirements (January 29, 1976; V,7.3c).
   2. Guidelines for Admission & Employment of International Graduate Students (April 29, 1976; V,10.3).
   3. Use of the Graduate Record Examination as an admission and graduation requirement for graduate students (November 5, 1976; VI,4.4).

B. .0406.05 Computer (5 minutes) B. Plummer
   1. Study of computer facilities usage limits.

C. .0406.09 Personnel (10 minutes) B. Gillett
   1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10).
   2. Plans for faculty discussion of the impact of unionization on the campus.
   *3. Grievance Procedures (June 16, 1977; VI,12.9).

D. .0406.12 Student Affairs (10 minutes) L. Pursell
   *1. Approval of constitutions for student organizations.

E. .0407.03 Security & Traffic Safety (20 minutes) F. Walters
   *1. Financial report.
   *2. Proposals for discussion.

F. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson

G. Report from the Intercampus Faculty Council.

V. New business.

VI. Announcements.

+The time limits in the agenda indicate the time allowed for the initial presentation of a topic. There is no time limit on the discussion of any topic by the Academic Council.

*Supplementary material sent to Academic Council members.
Paragraph numbers were omitted from the September 1, 1977, minutes of the Academic Council. The following numbers should be added to your copy of the minutes:

Page 1
VII,1 Chairman Cogell then turned to the first item on the agenda . . . . .
 .1
VII,1 Next Chairman Cogell called for a motion for approval of the minutes . . . .
 .2
VII,1 Moving to items III, IV and V of the agenda . . . .
 .3
VII,1 Item V, C., Personnel Committee.
 .4
VII,1 Item V, D. Karl Muhlbauer presented a resolution . . . .
 .5

Page 2
VII,1 Item V, G. For the Retirement and Staff Benefits Committee . . . .
 .6

Page 3
None
CONSTITUTION OF THE
VEnezuelAn STUDENTS ASSOCIATION

Article I
Name, and, Objectives

Section 1. The name of this Organization shall be the Venezuelan Students Association, hereafter referred to as the Association.

Section 2. The Venezuelan Student Association is a non-profit organization; and its principal objectives shall be:

a) to promote high scholastic achievements among its members;

b) to make the name of Venezuela known by Sponsoring different activities such as cultural events, scientific events, social events, etc.;

c) to give help to every Venezuelan who will establish their residency in Rolla, temporarily or permanently, and its surrounding areas;

d) to maintain active contact with other student associations, especially Latin-americans and Internationals, and develop programs of mutual interest.

e) to develop activities, which in the judgement of the Board of Directors, will promote the objectives of the Association.

Article II
Membership

Section 1. There shall be two classes of membership; active and honorary.

Section 2. Any student enrolled at the University of Missouri - Rolla shall be eligible for active membership.

Section 3. Honorary members shall be those persons who, do not meet the requirements of Section., are interested in furthering the ideals and activities of the Association. They shall be elected by the General Assembly of the Association. Honorary members shall not vote or hold office in the Association.

Section 4. Qualified candidates for active or honorary membership must be approved by a majority vote of the active members present at any regular Association meeting. Membership shall become final when the elected person signs a registration card which will be filed with the Secretary of the Association. All members will be issued a membership card (certificate of membership)
Section 5. a) Any member shall be subject to expulsion if his/her behavior is not in keeping with the principles and ideals upon which the Association is based.

b) Expulsion shall be by an affirmative vote of two-thirds (2/3) of the General Assembly after due notice and an opportunity to be heard in his/her own defense before the General Assembly shall have been given to the member.

Article III

General Assembly

Section 1. The General Assembly shall be the maximum authority of the Association.

Section 2. The General Assembly shall be constituted by the active members.

Section 3. The General Assembly shall conduct regular meetings three times during the semester, special meetings may be called any time it is deemed necessary in the judgement of the Board of Directors.

Section 4. The quorum for the meetings of the General Assembly shall be of one-third (1/3) of the active members.

Section 5. All decisions of the General Assembly must be passed by a two-thirds (2/3) vote of the active members present.

Section 6. The right to vote shall be exercised by active members in good standing with the Association.

Section 7. The General Assembly shall have the power to:

a) to approve or modify this constitution;

b) to elect and drop the members of the Board of Directors of the Association;

c) to elect and drop the members of the Association;

d) to determine the policies and goals of the Association;

e) to establish the amount of fees which the Association will collect from its members;

f) to consider all other matters not specified in this constitution which the General Assembly deems necessary.
September 27, 1977

TO: Academic Council
FROM: Committee on Student Affairs
RE: Venezuelan Students Association
    Wargames Association of Rolla at UMR

To be considered at the October 6, 1977, meeting of the Academic Council.

Lyle E. Pursell
I. The name of this organization is The Wargames Association of Rolla at UMR (W.A.R. at U.M.R.)

II. The primary objective of the organization is to further an interest in simulated wargames and wargame activities.

III. Membership:
   A. Membership in the club is open to any student, faculty or staff member not otherwise disqualified by University Regulations.
   B. The two classes of memberships are as follows:
      1. Regular - this class is limited to students only.
         Regular members have right to vote, hold office and take part in all club activities.
      2. Associate - this class is for faculty, and staff members.
         Associate members are excluded from voting and holding office.

IV. The faculty advisor is elected by a majority vote of members present at a regular or special meeting. There is no set termination date for the term of the faculty advisor.

V. Officers:
   A. The officers of the club shall consist of President, Vice President, Secretary and Treasurer. The offices are open to any regular member not otherwise disqualified by University regulations. The term of office shall be from the start of the Spring semester to the start of the following Spring semester.
   B. Elections shall be held sometime during November or December as decided by the Executive Council
   C. Notification of the election shall be given by the President in the meeting prior to the election meeting. Notice shall also be given in any announcements posted around the campus.
I. The Faculty, the Administration and the Board of Curators of the University of Missouri recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. Accordingly, the members of the faculty are encouraged to use this Grievance Procedure. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the formal discussions.

II. A. A grievance is defined as an allegation that:

1. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure which applies personally to the faculty member, relating to the privileges or terms and conditions of employment, or

2. The faculty member has been discriminated against on the basis of sex, race, religion, national origin, marital status, age, or physical handicap.

B. Complaints concerning matters governed by the Academic Tenure Regulations are not subject to this Grievance Procedure.

C. It is understood that this Grievance Procedure in no way diminishes the responsibility of faculty, department chairpersons, deans, directors, chancellors and other administrators for the exercise of academic judgment. In the event a grievance processed to Step 4 is based in whole or in part upon such academic judgment, the hearing officer shall not review the merits of the academic judgment or substitute his own judgment therefor.

D. Requests for new or revised policies, regulations, or procedures may be presented through the designated administrative channels, but not as a grievance under these procedures.

E. A class action shall follow this Grievance Procedure.
III. The faculty member (and his or her representative) may process a grievance through the several steps of the Procedure during normal working hours.

IV. Moved to Article I, above.

V. The number of days indicated at each step of the Procedure shall be considered as the maximum period, unless the time has been extended by mutual agreement and confirmed in writing. Every reasonable effort should be made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.

VI. When the grievance concerns a matter which is not within the authority of the immediate administrative officer to resolve, the faculty member may initiate the process at the next higher administrative level with such authority. For example, if the grievance concerns a matter which is not within the authority of the dean or other appropriate administrator, the faculty member may initiate the process with his or her chancellor, or appropriate vice president if there is no reporting relationship to a chancellor.

VII. The Chancellor is not prevented from taking an action during the Grievance Procedure even if it is the basis or alters the basis for a grievance or an appeal; such action is subject, however, to possible change or adjustment based on the final disposition of the case.

VIII. Article deleted.

IX. Step 1 Initial Discussion

A. A faculty member shall send a registered letter to the appropriate administrator requesting a meeting to discuss the grievance. A copy of this letter shall be sent to the Provost.

B. A faculty member shall be given an opportunity, within ten (10) working days of the date indicated on the registered letter requesting initiation of action hereunder, to meet and confer with the appropriate administrative officer (such as department chairman or department head or Dean) for the purpose of attempting to informally resolve the grievance.

C. After meeting with the grievant, the administrator shall send to the grievant within five (5) working days a registered letter indicating the disposition of the grievance. If a satisfactory resolution of the grievance has been made at this stage, the
administrative official shall indicate in the registered letter the details of the resolution.

Step 2 On Campus Appeal Procedures

A. If the grievance is not resolved under Step 1, the faculty member may appeal to the next higher administrative official. The faculty member has ten (10) working days of the date indicated on the registered letter informing him that his grievance has not been resolved to make his appeal. The faculty member shall send a registered letter requesting a meeting to discuss the grievance. A copy of this letter shall be sent to the Provost, unless he is the individual to whom the appeal is being made.

B. After receiving the registered letter requesting a meeting, the administrative official shall within fifteen (15) working days meet with the faculty member and discuss the grievance.

C. Step 2 may be repeated until the faculty member meets with the Chancellor or until there is a satisfactory resolution to the grievance at a lower level.

D. After meeting with the grievant, the administrator shall send to the grievant within five (5) working days a registered letter indicating the disposition of the grievance. If a satisfactory resolution of the grievance has been made at this stage, the administrative official shall indicate in the registered letter the details of the resolution.

Step 3 Review Committee

A. If a satisfactory resolution cannot be agreed upon under Step 2, the Chancellor and the faculty member shall within ten (10) working days form the Review Committee from the Review Panel, and the written charge as filed with the dean or provost shall be referred by the faculty member to the Review Committee through the Chancellor.

B. Grievance Review Panel

(1) A Grievance Review Panel consisting of fifteen (15) faculty members will be elected by the general faculty who are reasonably representative of a cross-section of tenured and non-tenured faculty, women and minority groups.
(2) Each Grievance Review Panel will serve until August 31 following their election or after having investigated a maximum of five (5) grievances, whichever first occurs. Members serving on a Review Committee shall continue to serve beyond August 31 if on that date the Committee is still in the process of review of an unresolved grievance. Upon making their recommendations after August 31, their term on this panel will then expire.

(3) A faculty member may be elected to no more than two consecutive Review Panels.

C. Review Committee

(1) From this panel an ad hoc Grievance Review Committee shall be drawn according to the following procedures:

(a) The aggrieved faculty member may strike five names from the original panel.

(b) The Chancellor may strike five names from the original panel.

(c) The names shall be struck alternately beginning with the Chancellor.

(d) If more than five names remain, five names shall be selected at random, in the presence of the aggrieved faculty member and the Chancellor. These five members will constitute the Review Committee.

(e) The quorum for the Review Committee is five, unless mutually agreed upon by the aggrieved faculty member and the Chancellor.

(2) Upon its selection, the Review Committee shall select a chairperson.

(3) No later than ten (10) working days after the date of filing of the written charge with the Review Committee, the Committee shall initiate an investigation according to the following procedures:

(a) The Chancellor shall convene the Review Committee.

(b) The Review Committee shall receive from the Chancellor copies of all reports and recommendations in the case and the text of the original charge as filed by the grievant.
(c) The Review Committee shall investigate the grievance and shall offer both the faculty member and the administration an opportunity to state their positions and to present witnesses and/or evidence relevant to the case. The investigation shall be informal, but a record shall be made. All records made and all data gathered by the Review Committee shall be confidential and shall be maintained for the duration of the Grievance Procedure. At the conclusion of the Grievance Procedure all records and all references thereto shall be permanently sealed, and stored by the Provost, with the exception of the final ruling. At no time will any correspondence, records, documents, or data relating to this grievance be made a part of the grievant's personnel file unless the grievant specifically and formally requests the Provost that it be done.

(d) The faculty member and/or his or her representative and the Chancellor and/or his or her representative may be present during the investigation. Both parties may have legal counsel present but other persons shall not be present except when invited by the Review Committee.

(e) The grievant and the appropriate administrative officer shall be informed of all documents being used by the Review Committee.

(f) The Review Committee shall inform the grievant that the investigation is being closed.

(g) Within five (5) working days after completion of the investigation, the Review Committee shall meet in closed session and shall prepare a written report of their findings and recommendations which is to be sent by registered letter to the Chancellor and to the faculty member.

(h) The Chancellor, after receiving the report of the Review Committee, shall make a determination of the matter with due consideration of the report and shall send a registered letter indicating the disposition of the grievance to the
faculty member and the administrative officers. If a satisfactory resolution of the grievance has been made at this stage, the Chancellor shall indicate in the registered letter the details of the resolution. This shall be done within a reasonable time, but no later than ten (10) working days.

**Step 4  Formal Hearing**

A. If the determination by the Chancellor under Step 3 is not satisfactory to the aggrieved faculty member, the faculty member may file an appeal with the President. A registered letter requesting a review must be sent to the President within twenty (20) working days of the date indicated on the chancellor or designated administrative officer's response. Copies of the original complaint or grievance and all relevant materials, including copies of the Chancellor or Vice President's written responses which were provided at the preceding steps of this procedure shall be enclosed.

B. (1) Within ten (10) working days, the President shall designate a hearing officer. The hearing officer shall be chosen pursuant to the Voluntary Arbitration Rules then prevailing of the American Arbitration Association and shall not be affiliated with the University. The hearing officer shall serve the President in an advisory capacity, however, if the grievant and the President agree in advance, the recommendations of the hearing officer shall be binding. The hearing officer shall conduct a hearing on the merits of the grievance after which the hearing officer will make a finding of fact and recommendations to the President for disposition of the grievance.

(2) The hearing shall be conducted pursuant to the Voluntary Arbitration Rules then prevailing of the American Arbitration Association.

(3) All oral and documentary evidence and all arguments shall be presented in closed hearings. The hearing officer shall keep a complete record of the hearing, including a full transcript of all testimony given and all exhibits or papers submitted to the hearing officer.
(4) The hearing officer shall send by registered mail to the President and the faculty member a copy of the report of his findings of fact and recommendations.

(5) Any cost of the hearing officer and cost of the transcript shall be paid equally by the faculty member and the University. The President, in his discretion, may waive the costs as to the faculty member. Expenses of witnesses, if any, shall be borne by the party calling them.

C. The President, after receiving the report of the hearing officer, shall make a determination of the matter, unless the President and the grievant have agreed to accept the hearing officer's recommendations as binding. The President shall send a registered letter indicating the disposition of the grievance to the faculty member and the administrative officers. If a satisfactory resolution of the grievance has been made at this stage, the President shall indicate in the registered letter the details of the resolution. This shall be done within a reasonable time, but no later than twenty (20) working days. The President's decision shall be final and binding on all parties, subject to appeal to the Board of Curators.
September 27, 1977

MEMORANDUM TO: Academic Council Members

FROM: Jim C. Pogue

Attached for your information is a copy of the Procedures for Promotion and/or Tenure Recommendations. These Procedures will be used for 1977-78. They include some slight revisions, which are in italics, of the procedures used last year. I would like the Academic Council to review them and recommend changes that may be incorporated in the 1978-79 Promotion and Tenure Procedures.

kgg
PROCEDURES FOR PROMOTION AND/OR TENURE RECOMMENDATIONS

I. General

A. Guidelines for all policies and procedures affecting recommendations for promotion and/or tenure shall fall within the principles, policies, and procedures set forth in Policy Memorandum Number 16 (revised April 22, 1975), or its equivalent, and the University Academic Tenure Regulations, dated March 17, 1972.

B. Any additional University and/or campus-wide guidelines not covered in I.A. shall be made available to the faculty at the beginning of each academic year.

II. Procedure

A. Department Level

1. Recommendations for promotion and/or tenure for persons holding rank in an academic department will be initiated in that department.

2. Each department chairperson will prepare a departmental review procedure which shall provide for faculty participation in the promotion and tenure review process. The department chairperson will attach to each dossier a copy of the departmental procedures with specific references to faculty participation. The department may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The department chairperson shall make the procedures and criteria available to the faculty.

3. All evidence relevant to a recommendation for promotion and/or tenure shall be directed to the department chairperson.

4. The files on candidates as assembled by the department chairperson shall at all times be available to the candidate (with the exception of confidential matter) and to the appropriate review committees at the school/college and campus levels. At least one week in advance of his/her action on the recommendations, the department chairperson will advise all candidates so that the candidate may insure the currency of information made available to the department chairperson. The promotion files as assembled in the department shall normally be considered complete (and closed) at the time of the chairperson's action. If, during the course of review of a tenure decision beyond the departmental level (during an appeal procedure, for example), any major documentation is added to the dossier, the dossier will be returned to the department for review.

5. The department chairperson shall then review all data submitted or received in regard to the proposed recommendation, including the recommendations of participating faculty.
6. After reaching his/her conclusions, whether favorable or unfavorable, the department chairperson shall advise in writing all candidates of the action taken with respect to their candidacy. Further, the department chairperson will discuss with the candidate involved any decision not to recommend promotion or tenure.

7. Any requests for promotion and/or tenure consideration not endorsed by the department chairperson will be advanced as an appeal to the school/college upon written request of the candidate.

8. All favorable recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the dean of the school/college. Each dossier will follow the general outline provided in the attached sample. Appendices of supporting material may be submitted, but should be assembled in a separate package. Only the basic dossier will be submitted to the Central Administration for review, not the appendices.

B. School/College Level

1. Each school/college dean will prepare a review procedure which shall provide for faculty participation in the promotion and tenure review process. The school/college may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The dean shall make the procedures and criteria available to the faculty in the school/college.

2. After receipt by the dean of the recommendations from the department chairperson, the dean shall allow one week to receive appeals by a candidate from an unfavorable departmental action.

3. After reaching his/her conclusions, whether favorable or unfavorable, the dean shall advise in writing all candidates of the action taken with respect to their candidacy. Further, the dean will discuss with the candidate involved any decision not to recommend promotion or tenure.

4. Any requests for promotion and/or tenure consideration not recommended by the dean will be advanced as an appeal to the Chancellor upon written request of the candidate.

5. All favorable recommendations of the dean of the school or college along with the appropriate forms and all support files shall be forwarded to the Chancellor through the Office of the Provost and Dean of Faculties. Each dean shall inform the Chancellor immediately of any decision to issue a terminal appointment.
C. Campus Level

1. There shall be a campus review committee consisting of the Chancellor as Chairperson, the Vice-Chancellor, the Provost and Dean of Faculties, the Dean of each School/College, the Dean of Graduate School, the Dean of Extension, one faculty member elected from and by each School/College, and the Chairperson of the Faculty Personnel Committee.

2. The campus committee shall establish procedures for reviewing recommendations brought to it by a dean of a school/college.

3. After receipt by the campus committee of the recommendations from the dean of the school/college, the campus committee shall allow one week to receive appeals by any candidate from an unfavorable action by a school/college. After receiving all appeals, the campus committee shall proceed to review all recommendations and appeals.

4. The campus committee shall first ascertain that all procedures and criteria used within the respective school/college conform to the General Guidelines listed in Section I.
   a. If the procedures and criteria used within the respective school/college do not conform to the General Guidelines, the campus committee shall require that they do so. The campus committee must indicate in writing specifically what action the school/college must take and shall return all recommendations from the school/college without prejudice to any individual's recommendation or appeal. The campus committee shall then allow at least one week for compliance with or appeal to its decision.
   b. When the procedures and criteria used within the respective school/college conform to the general guidelines, the campus committee shall review each recommendation and appeal request.

5. After considering all findings and recommendations of the campus committee, the Chancellor will determine the promotion and tenure recommendations to be made to the President. All candidates will be advised in writing through the dean of the school/college of the action taken by the Chancellor with respect to their candidacy. Further, the Chancellor will be available to discuss with the candidate involved any decision not to recommend promotion or tenure.

6. An appeal to the President of the Chancellor's action should be made only after consultation with the Chancellor concerning his determination.
PROMOTION AND TENURE

FORMAT FOR DOSSIERS

(See Sample Dossier)

I. Departmental Procedures Statement

II. Cover Sheet

Name of Candidate

Department

Present Rank

Proposed Rank

Check if recommendation involves tenure 

(YEARS INDICATED BELOW SHOULD BE INCLUSIVE OF THE CURRENT YEAR)

Years Toward Tenure

Years in Present Rank

Years at UMR

Years Professional Experience

Current FTE Assignment to Teaching , Research , Other (Please Indicate)

Degrees

Areas of Specialization

III. Candidate's Curriculum Vita

IV. Narrative Report by the Department Chairperson:

A. Overall recommendation

B. Background information including length of candidate's service at UMR, candidate's professional experience elsewhere

C. Assessment of teaching

D. Assessment of research

E. Assessment of extension

F. Assessment of public service

V. Statement by Divisional Dean

VI. Supporting Materials (These should be representative - not all inclusive; additional materials should be placed in the Appendix)
A. Graduate School Form
B. Extension Form
C. Letters of Recommendations
D. Peer Appraisals
E. Other

VII. Appendices to Chairman's Narrative Report (To be Submitted in Separate Binder)

A. Evidence on teaching
   1. Evaluation of classroom performance
   2. List of courses taught by year for last 5 years
   3. Evaluation of academic advisory function

B. Evidence on research
   1. Copies of published articles and concluding or summary portions of books
      and research reports
   2. Peer evaluations of candidate's research

C. Evidence on extension and public service activities, including written evaluations by committee chairmen, extension dean, etc., of performance

D. Other
PROMOTION AND TENURE

SUMMARY OF ACTIONS AND RECOMMENDATIONS

Name: Dr. Thomas L. Wittington
Department: Oceanographic Engineering
School/College: School of Engineering

DEPARTMENTAL RECOMMENDATION ON PROMOTION:

From Assistant Professor to Associate Professor

Is the recommendation endorsed by:

- Department Chairperson: Yes [✓] No [ ]
- Divisional Dean: Yes [✓] No [ ]
- *Chancellor: Yes [✓] No [ ]

Please Initial: [Initial]

DEPARTMENTAL RECOMMENDATION ON TENURE:

Yes [✓] No [ ]

Is the recommendation endorsed by:

- Department Chairperson: Yes [✓] No [ ]
- Divisional Dean: Yes [✓] No [ ]
- *Chancellor: Yes [✓] No [ ]

Please Initial: [Initial]

*Chancellor's recommendation is construed to be the Campus' recommendation. The Chancellor chairs the Campus Committee composed of the following members: The Chancellor as Chairperson, the Vice-Chancellor, the Provost and Dean of Faculties, the Dean of each School/College, the Dean of Graduate School, the Dean of Extension, one faculty member elected from and by each School/College, and the Chairperson of the Faculty Personnel Committee.

Approved: [Signature]

Chancellor
RECOMMENDATION FOR TENURE AND PROMOTION

OF

DR. THOMAS L. WITTINGTON

TO THE RANK OF

ASSOCIATE PROFESSOR OF OCEANOGRAPHIC ENGINEERING
II. Cover Sheet

Name of Candidate Dr. Thomas L. Wittington

Department Oceanographic Engineering

Present Rank Assistant Professor

Proposed Rank Associate Professor

Check if recommendation involves tenure X

(YEARS INDICATED BELOW SHOULD BE INCLUSIVE OF THE CURRENT YEAR)

Years Toward Tenure 6

Years in Present Rank 6

Years at UMR 6

Years Professional Experience 9

Current FTE Assignment to Teaching 50%, Research 35%, Other 15% (Please Indicate)

Short Course Activity in Extension

Degrees

B.S. in Biology Tinkering University

M.S. in Oceanographic Engineering Provisional University

Ph.D. in Oceanographic Engineering University of Ulterior

Areas of Specialization Marine Biology, Conversion of Salt Water to Fresh Water,

Stability of Off Shore Drilling Platforms
II. CURRICULUM VITA

(Please add or delete categories of requested information as appropriate)

Name ________________________ S.S.# __________________

Address ____________________________________________ Phone __________________

Education and Degrees ______________________________________________________________

Military Service _________________________________________________________________

Teaching Schedule for last 2 years, including class size and SCH _______________________

Academic Experience _____________________________________________________________

Nonacademic Experience __________________________________________________________

Fellowships and Awards __________________________________________________________

Academic Honors _________________________________________________________________

Professional Affiliations __________________________________________________________

Research Interests ______________________________________________________________

Thesis Title _________________________________________________________________

Grants and Awards ______________________________________________________________

Publications _________________________________________________________________

Invited Conferences and Workshops _____________________________________________

Presentations _________________________________________________________________

University and Civic Contributions ________________________________________________
III. Chairman's Narrative Report on Thomas L. Wittington

A. Overall recommendation. It is recommended that Dr. Wittington be promoted to associate professor of oceanographic engineering and be placed on continuous appointment, effective with the start of the 1977-78 academic year. This recommendation is based upon his meeting the qualifications for this rank set forth in the version of Policy Memo 16 now in force, and upon the Department's need for his particular expertise. During his six years of service as assistant professor of oceanographic engineering, Dr. Wittington has made a distinguished record in teaching and in both internal and external service, and a very good record in research, as detailed in Sections C through E following.

With regard to the Department's need for Dr. Wittington's expertise, three points are salient. Firstly, the majority of the baccalaureate oceanographic engineering degree recipients are interested in the water processing specialty area, of which tuna casting is the major component at UMR. Secondly, there is increasing interest among graduate students in this specialty, particularly tuna casting. Thirdly, there are clear indications that the tuna casting industry is beginning to use more advanced degree recipients than heretofore because of increasing performance demands made on tunas. These factors, coupled with the fact that the only other oceanographic engineering faculty member with capabilities in tuna casting cannot supervise doctoral students, clearly demonstrate the need for a faculty member with Dr. Wittington's expertise.

B. Background information. Dr. Wittington was appointed assistant professor of oceanographic engineering in August, 1970; he is presently in his sixth year in that position. Dr. Wittington's education was obtained at outstanding institutions under nationally-recognized faculty in his specialty, water conversion (Dr. Richard A. Flipper at the Provincial University) and tuna casting (Dr. Seymour Piranha at the University of Ulterior). His professional experience prior to his UMR appointment, consisted of part-time laboratory instruction for two semesters and half-time research under industrial sponsorship for six months, at the University of Idaho.

C. Teaching. At UMR, Dr. Wittington has taught the following courses that were being offered by the Department prior to his appointment:

OE 53, Introduction to Oceanographic Engineering
OE 121, Oceanography for Engineers (3)
OE 213, Characterization of Oceanographic Structures (3)
OE 221, Principles of Fish Processing (3)
OE 222, Tuna Processing (1)
OE 307, Fisheries Engineering (2)
OE 308, Fisheries Engineering (Lab 1)

In the process of teaching these courses, Dr. Wittington has (1) prepared, and once revised, a set of notes that has been used in place of a textbook for the past four years, (2) designed and installed eight new experiments for OE 222 and 308, (3) developed a new set of lecture notes for 307 that could easily form the basis for a badly-needed textbook in tuna casting, and developed a new set of lecture notes that will likely become a textbook in the oceanographic aspects of engineering processes.
Dr. Wittington has also shown a most commendable breadth of knowledge in oceanographic engineering for a beginning faculty member, as well as a most desirable degree of adaptability in taking over 213 during the sabbatical leave of the customary instructor.

He originated the following course:

OE 421, Advanced Tuna Casting (2)

This course, which is unique in the U.S., has been offered three times since its original offering, each time in response to student demand. Its specialized subject matter is a logical extension to the graduate level of the broader subject matter treated in OE 307-308. It is a most appropriate course offering for the Department, whose tuna casting program receives more support from the Tuna Educational Foundation than any other department in the U.S.

Evaluation of Dr. Wittington's teaching has been done directly through evaluations by students taking his courses and by selected alumni, and indirectly through discussions with faculty members offering courses whose subject matter follows, or is closely related to, courses Wittington has taught. As is evident from the student and alumni evaluations (Appendix B), Dr. Wittington is regarded as an effective teacher, not just a popular one. This judgment is strengthened by the appraisals of three faculty members (including the department chairman) who have had the opportunity either to teach courses jointly with Wittington or have had, in related or succeeding courses, students Wittington has taught earlier. It is clear that his teaching is technically sound, up-to-date (because of his scholarly activities) and effective (because his enthusiasm makes for high interest in his courses among the students taking them.)

During the Spring 1971 semester, Dr. Wittington taught a 2-credit extension course in St. Louis to high school vocational arts teachers. Reports reaching the department chairman indicate both the course and Dr. Wittington were highly regarded by the students.

Dr. Wittington has supervised the thesis work of five M.S. candidates, three of whom have received their degrees; and assisted in the supervision of the thesis work of two other M.S. candidates. He is presently supervising the dissertation work of one Ph.D. candidate. As judged by the rate at which these students completed their degree requirements and the quality of their theses in comparison with their overall capabilities, Dr. Wittington is clearly one of the more effective and efficient graduate supervisors in the department.

Comparing Dr. Wittington's aforementioned teaching accomplishments with those of other members of the oceanographic engineering faculty at UMR and, in less detail, in oceanographic engineering departments elsewhere at comparable points in their careers, it is clear that his teaching achievements would be considered excellent anywhere.

D. Research. By any standard in the field of oceanographic engineering, Dr. Wittington's publication record - seven refereed publications and one internal technical report in 6 years - would be considered very good, especially when the variety of subjects and the quality of the papers is taken into
account, as well as the difficulty of obtaining extramural funding for engineering research in tuna casting. This last point is demonstrated by Dr. Wittington's success rate with proposals (see Appendix C, item 2). NSF has not been very interested in the subjects of the two proposals Dr. Wittington has submitted; no final decision has been made on the Bureau of Fisheries proposals. Industry-funded organizations supporting research, notoriously underfunded, have been unable, in most cases, to support the research proposed by Dr. Wittington, despite their interest in the research proposed (see Appendix C, item 4, for example). It is the chairman's judgment that Dr. Wittington's mediocre success rate with proposals does not detract from the quality of his scholarship because it is the result of a paucity of funds. As a matter of fact, there are already indications that the groundwork laid thus far by Dr. Wittington in his dealings with the tuna casting industry will result in a better acceptance rate of such proposals in the future.

The quality of Dr. Wittington's scholarship has been judged by several groups outside the department, both on and off the UMR campus. In 1971, a paper of which Dr. Wittington was the principal author was selected for special recognition by the Fish and Wildlife Division of the American outdoorsmen's Society (see Appendix C, item 6). There is ample evidence (see, for example, Appendix C, items 3 through 5) that Dr. Wittington is already highly regarded by the technical people in academia and the tuna casting industry as a leader in casting research. In 1975, Dr. Wittington was elected to membership in the UMR Graduate Faculty. During the summer of 1972, Dr. Wittington was Senior Research Associate at the General Tuna Research Laboratory, where he explored the effect of net size on fatigue and impact properties of ductile nylon. He presently has in progress one research project sponsored by the Tuna and Trout Research Council ($2100).

E. Service and continuing education. Through his activities in the American outdoorsmen's Society, especially the St. Louis Chapter, Dr. Wittington has been active in both public service and continuing education. An example of the former is provided by Dr. Wittington's response to an inquiry from Perry County regarding acquisition of an industry (see the memo from two faculty members to whom industrial tuna casting inquiries are customarily referred. The most recent major example of the latter was Dr. Wittington's service as Conference Chairman of the Missouri Valley Regional (Outdoorsmen's) Conference in September, 1974. He not only arranged the entire technical program but also took care of most of the local arrangements. The conference program appears in Appendix D. Reports reaching the department chairman show that the hundred or so industrial people who attended rated the conference as technically outstanding.

A unique form of public service comes through Dr. Wittington's active role in the Department's effort to educate professionals for careers in the tuna casting industry, an effort that receives about $6000 in financial assistance each year from the Tuna Educational Foundation. These funds provide a dozen undergraduate scholarships to encourage student interest in this specialty and some discretionary funds to encourage student and faculty participation in conferences and other activities related to tuna casting. An appraisal of Dr. Wittington's role in this national program through his activities at UMR is provided by Charlie Fish, Executive Director of TEF (see Appendix D).
Dr. Wittington has also been unusually active in internal service for one so new to the faculty. He started advising undergraduates academically in his second year on the faculty, and has proven to be one of the better advisers in the department, having excellent rapport with his advisees who feel free to confide in him and who have confidence in his academic advice. For the past four years, he has served as faculty adviser to the UMR student chapter of the American Outdoorsmen's Society, and has been instrumental in raising the technical quality of the chapter meetings through his industrial contacts and his guidance of the chapter officers. He has frequently served the department in its activities designed to acquaint the public with the field of oceanographic engineering, including having once been in complete charge of the department's University Day program. At the campus level, he has served very effectively as the department's representative on the Academic Council, and has served on four committees (Traffic Safety, 1973-75; Student Scholastic Appeals, 1974-75; Special Unionization Study, 1974-75; and National Merit Day, 1974-date).
IV. Divisional Dean's Recommendation for Promotion and Tenure for Dr. Thomas L. Wittington

The subject recommendation has been reviewed and unanimously approved by the members of the Oceanographic Engineering faculty with the rank above assistant professor. It was subsequently reviewed and unanimously approved by the School Policy Committee, and it is my pleasure to recommend Dr. Wittington for the subject consideration.

I have reviewed the department chairman's assessment, as set forth in his attached memorandum of 6 January, and in my judgment it is complete and accurate. I concur in the department chairman's second paragraph and in particular the point that this recommendation carries no implication whatsoever about the relative value of Dr. Wittington's expertise to the Department and that of the other non-tenured members of the Oceanographic Engineering faculty. However, in the context in which recommendations are reviewed on campus and at Central Administration, I feel it is important to note that Dr. Wittington is one of only two members of this or any other university faculty in the state with expertise in the field of tuna casting. The departmental course work in the field is unique not only in the state but nationwide, as evidenced by the continuity and level of financial assistance which the program enjoys from the tuna casting industry, as well as the Tuna Educational Foundation. On a number of occasions the officers and staff of the latter organization have commended the Department for the quality of the tuna casting program and judge it to be the best in the country at this time.

As I am sure you appreciate, the tuna casting courses serve the needs of the Departmental majors in the tuna processing field, graduates from which are in the greatest demand at this time and which demand is expected to continue, as the industry struggles with the energy and cost effectiveness of its processes. In addition, the course work in the field is elected to fill the degree requirements of the majority of the Life Sciences students planning to specialize in water conversion. The courses offered in the field are, therefore, well populated, and the SCH costs are lower than the average for all engineering.

I attribute much of the effectiveness of the tuna casting program to Dr. Wittington's teaching skills, growth in professional stature since joining the faculty, the development of research in the field for which he has been totally responsible, and the good rapport he has established with the faculty responsible for the tuna processing program in the Department.

His major teaching strengths include an impressive command of a wide range of subjects and contagious enthusiasm. Student teaching evaluations consistently yield high marks for Dr. Wittington.

He has been active in the service area at the Departmental, College, Academic Council and professional levels. He has also been unusually active as a student advisor.

He is a devoted scholar with a very sound background in the appropriate disciplines within Oceanographic Engineering and ancillary areas. He has seven articles published and two more accepted. He is currently revising the manuscript for his
book-length monograph for resubmission to his publisher.

The Departmental vote is 8 - 3 in favor of tenure/promotion.

On balance, the view here is that he should be awarded tenure/promotion, but the failure to have the major manuscript accepted after all this time is disappointing.

Recommendation: Promotion to Associate Professor with continuous appointment

_________________________________________

Divisional Dean
V. Supporting Materials (These should be representative - not all inclusive; additional materials should be placed in the Appendix)

A. Letters of Recommendation
B. Peer Appraisals
C. Student Evaluations
D. Statement by Graduate Dean, as appropriate
E. Statement by Extension Dean, as appropriate
F. Other
Memorandum

To: Dean Adrian Beane

From: Erwin H. Epstein, Chairman, Social Sciences

Re: Promotion and Tenure Format for Dossiers

Adrian, I wish to raise objections to some parts of the currently proposed promotion and tenure format for dossiers. Although the overall idea appears favorable, I believe the document contains serious flaws.

With the exception of one or two items, page 1 of the proposal is well formulated. The salient exception is III. E (Assessment of extension). This item is covered by III. F (Assessment of public service) and is therefore redundant. Having extension as a separate item also has the effect of giving too much weight to service in contrast to research and teaching.

Another consideration would be in reference to the order of items. Inasmuch as the dean's recommendation is the binding consideration, should it not come just after the cover sheet? I recommend the following order of sections:

I. Cover Sheet
II. Statement by Divisional Dean
III. Narrative Report by the Department Chairperson
IV. Candidate's Curriculum Vita
V. Peer Appraisals
VI. Departmental Statement
Appendix

I believe that the items listed under VI are, for the most part, inappropriate. Insofar as "Letters of Recommendation" implies supporting statements rather than objective appraisals, it would be better to label VI.A. as "External Evaluations". And insofar as other than student evaluations can be used as evidence on teaching, VI.C. would be more appropriately titled "Evidence on Teaching"; actually this item would more appropriately fit in the appendix. Items VI.D and VI.E. are inappropriate for a general dossier format. Statements by the Graduate and Extension deans are in many instances suitable, but they should not be expected universally. In any case, they should be placed in the appendix as portions of the evidence on research and service. This should also apply to VI.F. (Research Proposals). In fact, I propose that section VI be reserved
for overall appraisals of the candidate's qualifications, including peer evaluations and any external evaluations that assess the entire record (teaching, research, and service); all evidentiary material relevant to the separate areas should be placed in the appendix. Thus, this section should be titled something like "appraisal of the overall record", or simply "Peer Appraisals."

In regard to the Appendix, VII.A. should be "Evidence on teaching, such as:"; the items listed in the proposed format are too specific to be universally applicable and are thus best put as examples. The same idea should apply to VII.B and VII.C.

I hope these suggestions are helpful. Please let me know if I can be of further assistance.

EHE/prs

cc.: Dr. Adams
     Dr. Bledsoe
     Dr. Montgomery
     Dr. Vivelo
Recommendations by the Committee on Admissions and Academic Standards

I. Guidelines for Admission and Employment of International Graduate Students

"The Committee recommends that the Academic Council accept the regulations re: Admissions of International Students as printed in the 1975-1978 Graduate Catalog except for the statement concerning the GRE. The GRE may be required by an academic department as supporting evidence for a graduate student's application for admission to the Graduate School."

II. Admission Requirements

"The Committee finds that ACT scores from UMR students who have taken the test continue to be considerably above the National Norms. A full written report follows and the Committee requests deletion of the items from the Agenda."

III. The GRE

"In view of the lack of correlation between Grad. GPA and GRE scores, and the lack of recommendation from the Graduate Faculty, this Committee recommends that the GRE not be required of entering graduate students as a condition of admission or graduation. However, the academic departments have the prerogative of requesting GRE scores as supporting evidence. The Committee recommends implementation of its recommendation as of January 1, 1978."

IV. Mid-Term Grades

"The Committee recommends that the policy of mid-semester grades be continued as in the past. Mid-semester grades assist the student's academic advisor in making an assessment of the student's progress and/or problems and assist the students in assuming the responsibility for their own academic progress."
Comparison of the Mean ACT Scores with Means of Other Groups


ACT Standard Scores

National: 1975-76
Local: 1970-71
Local: 1975-76
National: 1970-71

CHART 1
Financial Report
Security & Traffic Safety Committee

Income

Balance as of 9/30/76 $46,500.00
(Paid parking 1975-76) (21,500.00)
(Paid Parking 1976-77) (22,000.00)
Balance as of 8/31/77 $50,700.00
(Paid parking 1977-78) (21,500.00)

Expenses

Routine Departmental expenses 1975-76 2,000.00
" " " 1976-77 2,000.00
Estimated Departmental expenses 1977-78 2,500.00
Resurfacing of Lots 2, 4, 11, 13, 19 and 21 during summer 1977 $23,500.00

Parking Spaces

Red--Red Special (Lots 1, 2, 4, 10) 152 + 7
Gold (Lots 4, 5, 6, 8, 18, 36) 446
Silver (Lots 7, 11, 13, 17, 19, 22, 36) 733
Green (Lots 9, 12, 15, 20A) 367
Approximate Income--$23,000

Proposed Expenses

FY 77 - 78 Resurface with asphalt
Lots 18 and 36
FY 78 - 79 Resurface with asphalt
Lot 4
FY 79 - 80 Resurface with asphalt
Silver lots
Security and Traffic Safety
Proposals Up For Discussion

1. Uniform change for parking permits.
2. Permits for single lots only.
3. Over selling of lots.
4. Priority for purchasing parking permits based on salary and years of service.
5. Payroll deduction for parking permits.
6. Permanent parking permit list.
8. Angle parking in some lots.
9. One way traffic in certain lots.
10. Additional parking on east side of campus.
11. Reduction of parking fees.
12. Separate lots for faculty & staff different from student lots.
I. The Faculty, the Administration and the Board of Curators of the University of Missouri recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. Accordingly, the members of the faculty are encouraged to use this Grievance Procedure. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions.

II. A. A grievance is defined as an allegation that:

1. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure which applies to the faculty member, relating to the privileges or terms and conditions of employment, or

2. The faculty member has been discriminated against unlawfully or without adequate academic justification on the basis of sex, race, religion, national origin, marital status, age, or physical handicap.

B. Complaints concerning matters governed by the Academic Tenure Regulations are not subject to this Grievance Procedure.

C. It is understood that this Grievance Procedure in no way diminishes the responsibility of faculty, department chairpersons, deans, directors, chancellors and other administrators for the exercise of academic judgment. In the event a grievance processed to Step 4 is based in whole or in part upon such academic judgment, the hearing officer shall not review the merits of the academic judgment or substitute his own judgment therefor.

D. Requests for new or revised policies, regulations, or procedures may be presented through the designated administrative channels, but not as a grievance under these procedures.
E. A class action shall follow this Grievance Procedure.

F. A faculty member may grieve a violation of academic freedom through this Grievance Procedure.

G. A faculty member may grieve the action of another faculty member through this Grievance Procedure.

III. The faculty member (and his or her representative) may process a grievance through the several steps of this Grievance Procedure during normal working hours.

IV. The number of days indicated at each step of the Procedure shall be considered as the maximum period, unless the time has been extended by mutual agreement and confirmed in writing. Every reasonable effort should be made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.

V. When the grievance concerns a matter which is not within the authority of the immediate administrative officer to resolve, the faculty member may initiate the process at the next higher administrative level with such authority. For example, if the grievance concerns a matter which is not within the authority of the dean or other appropriate administrator, the faculty member may initiate the process with his or her chancellor, or appropriate vice president if there is no reporting relationship to a chancellor.

VI. The Chancellor is not prevented from taking an action during the Grievance Procedure even if it is the basis or alters the basis for a grievance or an appeal; such action is subject, however, to possible change or adjustment based on the final disposition of the case.

VII. Step 1 Initial Discussion

A. A faculty member shall send a certified letter to the appropriate administrator requesting a meeting to discuss the grievance. A copy of this letter shall be sent to the Provost.

B. A faculty member shall be given an opportunity, within ten (10) working days of the date indicated on the certified letter requesting initiation of action hereunder, to meet and confer with the appropriate administrative officer (such as department chairman or department head or Dean) for the purpose of attempting to informally resolve the grievance.
C. After having met with the grievant at the last conference mutually agreed to, the administrator shall send to the grievant within five (5) working days a certified letter indicating the disposition of the grievance. If a satisfactory resolution of the grievance has been made at this stage, the administrative official shall indicate in the certified letter the details of the resolution.

Step 2 On Campus Appeal Procedures

A. If the grievance is not resolved under Step 1, the faculty member may appeal to the next higher administrative official. The faculty member has ten (10) working days of the date indicated on the certified letter informing him that his grievance has not been resolved to make his appeal. The faculty member shall send a certified letter requesting a meeting to discuss the grievance. A copy of this letter shall be sent to the Provost, unless he is the individual to whom the appeal is being made.

B. After receiving the certified letter requesting a meeting, the administrative official shall within fifteen (15) working days meet with the faculty member and discuss the grievance.

C. Step 2 may be repeated until the faculty member meets with the Chancellor or until there is a satisfactory resolution to the grievance at a lower level.

D. After meeting with the grievant, the administrator shall send to the grievant within five (5) working days a certified letter indicating the disposition of the grievance. If a satisfactory resolution of the grievance has been made at this stage, the administrative official shall indicate in the certified letter the details of the resolution.

Step 3 Review Committee

A. If a satisfactory resolution cannot be agreed upon under Step 2, the Chancellor and the faculty member shall within ten (10) working days form the Review Committee from the Review Panel, and the written charge as filed with the Provost shall be referred by the faculty member to the Review Committee through the Chancellor.
B. Grievance Review Panel

1. A Grievance Review Panel consisting of fifteen (15) faculty members will be selected who are reasonably representative of a cross-section of tenured and non-tenured faculty, women and minority groups. The campus Faculty Council (or Senate) will select eight (8) and the Chancellor or Vice President will select seven (7).

2. Each Grievance Review Panel will serve until August 31 following their appointment or after having investigated a maximum of five (5) grievances, whichever first occurs. Members serving on a Review Committee shall continue to serve beyond August 31 if on that date the Committee is still in the process of review of an unresolved grievance. Upon making their recommendations after August 31, their appointments to this panel will then expire.

3. A faculty member may be appointed to no more than two consecutive Review Panels.

C. Review Committee

1. From this panel an ad hoc Grievance Review Committee shall be drawn according to the following procedures:
   a. The aggrieved faculty member may strike five names from the original panel.
   b. The Chancellor may strike five names from the original panel.
   c. The names shall be struck alternately beginning with the Chancellor.
   d. If more than five names remain, five names shall be selected at random, in the presence of the aggrieved faculty member and the Chancellor. These five members will constitute the Review Committee.
   e. The quorum for the Review Committee is five, unless mutually agreed upon by the aggrieved faculty member and the Chancellor.

2. Upon its selection, the Review Committee shall select a chairperson.
3. No later than ten (10) working days after the date of filing of the written charge with the Review Committee, the Committee shall initiate an investigation according to the following procedures:

a. The Chancellor shall convene the Review Committee.

b. The Review Committee shall serve the Chancellor in an advisory capacity; however, if the grievant and the Chancellor agree in advance the recommendations of the Review Committee shall be binding.

c. The University shall provide the Committee with sufficient funding to perform its duties adequately.

d. The Review Committee shall receive from the Chancellor copies of all reports and recommendations in the case and the text of the original charge as filed by the grievant.

e. The Review Committee shall investigate the grievance and shall offer both the faculty member and the administration an opportunity to state their positions and to present witnesses and/or evidence relevant to the case. The investigation shall be informal, but a record shall be made. All records made and all data gathered by the Review Committee shall be confidential and shall be maintained for the duration of the Grievance Procedure. At the conclusion of the Grievance Procedure all records and all references thereto shall be sealed and stored by the Provost, with the exception of the final ruling. At no time will any correspondence, records, documents, or data relating to this grievance be made a part of the grievant's personnel file unless the grievant specifically and formally requests the Provost that it be done.

f. The faculty member and/or his or her representative and the Chancellor and/or his or her representative may be present during the investigation. Both parties may have legal counsel present but other persons shall not be present except when invited by the Review Committee.
g. The grievant and the appropriate administrative officer shall be informed of all documents being used by the Review Committee.

h. The Review Committee shall inform the grievant that the investigation is being closed.

i. Within five (5) working days after completion of the investigation, the Review Committee shall meet in closed session and shall prepare a written report of their findings and recommendations, including suggested action, which is to be sent by certified letter to the Chancellor and to the faculty member.

j. The Chancellor, after receiving the report of the Review Committee, shall make a determination of the matter unless the Chancellor and the grievant have agreed in advance to accept the Review Committee's recommendations as binding. If the Chancellor's or Vice President's determination differs substantially from the Committee's recommendations, the notification should state reasons therefor. The Chancellor shall then send a certified letter indicating the disposition of the grievance to the faculty member and the administrative officers. If a satisfactory resolution of the grievance has been made at this stage, the Chancellor shall indicate in the certified letter the details of the resolution. This shall be done within a reasonable time, but no later than thirty (30) working days.

Step 4  Formal Hearing

A. If the determination by the Chancellor under Step 3 is not satisfactory to the aggrieved faculty member, the faculty member may file an appeal with the President. A certified letter requesting a review must be sent to the President within twenty (20) working days of the date indicated on the chancellor's response. Copies of the original complaint or grievance and all relevant materials, including copies of the Chancellor or Vice President's written responses which were provided at the preceding steps of this Procedure shall be enclosed.
B. 1. Within ten (10) working days, the President shall designate a hearing officer. The hearing officer shall be chosen pursuant to the Voluntary Arbitration Rules then prevailing of the American Arbitration Association and shall not be affiliated with the University. The recommendations of the hearing officer shall be binding. The hearing officer shall conduct a hearing on the merits of the grievance after which the hearing officer will make a finding of fact and recommendations to the President.

2. The hearing shall be conducted pursuant to the Voluntary Arbitration Rules then prevailing of the American Arbitration Association.

3. All oral and documentary evidence and all arguments shall be presented in closed hearings. The hearing officer shall keep a complete record of the hearing, including a full transcript of all testimony given and all exhibits or papers submitted to the hearing officer.

4. The hearing officer shall send by certified mail to the President and the faculty member a copy of the report of his findings of fact and recommendations.

5. The expenses of the hearing officer shall be borne by the University. If the President after completion of Step 4 believes that the grievance was so without foundation to have been frivolous, or was pursued in bad faith, he may direct the grievant to reimburse the University for all or part of the costs of the hearing and transcript, subject to the following conditions:

   a. a finding that the grievance was frivolous or pursued in bad faith must first be made by the Review Committee convened at Step 3, on resubmission by the President after Step 4;

   b. the reimbursable amount shall not exceed $500, or the total of: (1) the cost of the transcript, (2) out-of-pocket expenses, including travel, reasonably incurred by the hearing officer, and (3) up to $100 for time
spent by the hearing officer at the hearing at the rate of $25 per hour, whichever total is less;

(c) no reimbursement may be required if the recommendations of the Review Committee at Step 3 were favorable to the grievant and the determination of the Chancellor or Vice President deviated substantially from such recommendations.

c. The President shall send a certified letter indicating the disposition of the grievance to the faculty member and the administrative officers. If a satisfactory resolution of the grievance has been made at this stage, the President shall indicate in the certified letter the details of the resolution. This shall be done within a reasonable time, but no later than twenty (20) working days. The Hearing Officer's decision shall be final and binding on all parties.
Proposed changes to UMR Draft of Grievance Procedures as prepared for October 6, 1977, meeting of the Academic Council

Amend (Page 1)

Sect. II A(1) Delete "personally"

 Amend (Page 1)

Adopt the UMC wording of Sect. II A(2) (Page 1)
"The faculty member has been discriminated against unlawfully or without adequate academic justification on the basis of sex, ...

 Amend (add) (Page 1)

II F. A faculty member may grieve a violation of academic freedom through this Grievance Procedure.

 Amend (Page 1)

II G. A faculty member may grieve the action of another faculty member through this Grievance Procedure.

 Amend (Replace) (Page 2)

Replace Section VIII of the original draft with "Section V" of the UMC revised draft, to wit:
"A faculty member who has a grievance shall ...

(See UMC Revised Draft dated 9/13/77, Sect. V)

 Amend (Revise) (Page 2)

As suggested in the UMC Revised Draft (9/13/77), Step II (A), revise Step 1 (C) to read "After having met with the grievant at the last conference mutually agreed to, the administration shall ..."

 Amend (Replace) (Page 3)

Step 3 B(1) of UMR Draft:
Replace this with the UMC proposal, Step 2 E. Review Committee (1):

A Grievance Review Panel consisting of fifteen (15) faculty members will be selected who are reasonably representative of a cross-section of tenured and non-tenured faculty, women and minority groups. The campus Council (or Senate) will select (8) and the chancellor or vice president will select seven (7).
We need to reconcile UMC draft Step 3 A(3) and UMR draft Step 3 C(3)(c). UMC says no record shall be kept. UMR says a record shall be made.

The UMC Draft Step 3 A(4) suggests we add to UMR Draft [Page 5, under (3)(g)] after "recommendations" the words, including suggested action,

The UMC Draft Step 3 A(5) suggests this addition to UMR Draft Review Committee, page 5, (h):

After ... "with due consideration of the report" place a period. Then add: If the chancellor's or vice president's determination differs substantially from the Committee's recommendations, the notification should state reasons therefore. The chancellor shall then send a registered letter ...

Also in this paragraph UMC suggests changing (10) days to (30) days.

The UMC Draft suggests that we replace the paragraph on costs of the hearing officer (UMR Draft, page 7, B(5) with:

The expenses of the hearing officer shall be borne by the University. If the president after completion of Step 4 believes that the grievance was so without foundation to have been frivolous, or was pursued in bad faith, he may direct the grievant to reimburse the University for all or part of the costs of the hearing and transcript, subject to the following conditions:

(i) a finding that the grievance was frivolous or pursued in bad faith must first be made by the Review Committee convened at Step 3, on resubmission by the President after Step 4;

(ii) the reimbursable amount shall not exceed $500, or the total of: (A) the cost of the transcript, (B) out-of-pocket expenses, including travel, reasonably incurred by the hearing officer, and (C) up to $100 for time spent by the hearing officer at the hearing at the rate of $25 per hour, whichever total is less;

(iii) no reimbursement may be required if the recommendations of the Review Committee at Step 3 were favorable to the grievant and the determination of the chancellor vice president deviated substantially from such recommendations.
RECOMMENDED ADDITIONS TO WAYNE COGELL'S MEMORANDUM ON GRIEVANCE PROCEDURES:

(1) that Chancellor Pogue request that President Olsen appoint an Ad Hoc Committee consisting of the four council/senate chairpersons and one other faculty representative from each campus. The Ad Hoc Committee shall work out a compromise draft of the Grievance Procedures, based on the revised draft received from each campus, and submit it to President Olsen.

(2) that Interim Chancellor Pogue request that President Olsen send his final draft to each council/senate for its consideration and ratification before he makes his recommendation to the Board of Curators.
I. The name of this organization is The Wargames Association of Rolla at UMR (W.A.R. at U.M.R.)

II. The primary objective of the organization is to further an interest in simulated wargames and wargame activities.

III. Membership:
   A. Membership in the club is open to any student, faculty or staff member not otherwise disqualified by University Regulations.
   B. The two classes of memberships are as follows:
      1. Regular - this class is limited to students only.
         Regular members have right to vote, hold office and take part in all club activities.
      2. Associate - this class is for faculty, and staff members.
         Associate members are excluded from voting and holding office.

IV. The faculty advisor is elected by a majority vote of members present at a regular or special meeting. There is no set termination date for the term of the faculty advisor.

V. Officers:
   A. The officers of the club shall consist of President, Vice President, Secretary and Treasurer. The offices are open to any regular member not otherwise disqualified by University regulations. The term of office shall be from the start of the Spring semester to the start of the following Spring semester.
   B. Elections shall be held sometime during November or December as decided by the Executive Council.
   C. Notification of the election shall be given by the President in the meeting prior to the election meeting. Notice shall also be given in any announcements posted around the campus.
D. The duties of the officers shall be as follows:

1. The President is responsible for the running of club meetings and directing the overall operations of the club as decided by the Executive Council, of which he is head.

2. The Vice President will aid the President and assume the duties of the President in the event that it is necessary. He is also in charge of all committees established by the Executive Council.

3. The Secretary is in charge of all correspondence, club minutes, and meeting announcements.

4. The Treasurer is in charge of the financial affairs of the club and is in charge of the membership activities and dues collection. The Treasurer is solely responsible for the club funds and is the only person required to sign checks and make deposits and withdrawals.

E. The Executive Council shall consist of the present officers and the immediate past President, Vice President, Secretary, and Treasurer.

F. In the event that an office shall become vacant, the membership shall elect a new officer to fill the vacated term. If the post of President is vacated, the term remaining is filled by the Vice President with a new Vice President being elected.

G. An officer or member can be removed from office or membership by direction of the Executive Council and a majority vote of the members present at the second meeting after the Council announces its decision.

VI. Dues are payable to the Treasurer on either a semester or a yearly basis and shall be payable during the first meeting of the semester, or of the year. The dues amount is set by the membership at the first meeting in the Fall semester.
VII. Meetings:

A. Regular meetings shall be held at least once a month during the school year. Notification shall be given to the membership at least one week prior to the meeting date.

B. Special meetings can be held after a one-week announcement of the meeting date by the Executive Council. Announcement means a posting of a meeting notice around campus so that it can be seen by the membership.

C. The Executive Council shall meet on a monthly basis and whenever else the President or Vice President may decide. If it is a called meeting, the person calling shall be responsible for informing all of the council members.

D. A quorum for the conducting of business shall be three people in addition to the club officers. This requirement shall not apply to council meetings.

E. All votes taken at meetings require a simple majority vote of the members present to pass. Roberts Rules of Order shall be the governing rules for the conducting of the meetings, unless they have been suspended by the President.

VIII. Constitutions and constitutional amendments may be presented by any regular member at any regular or special meeting. They shall be voted on by the membership at the second meeting following the meeting in which they were presented. A simple majority vote of the membership is required for passage. The constitution or amendments shall become effective upon its acceptance by the Student Affairs Committee and the Academic Council of the University of Missouri - Rolla.

IX. Bylaws can also be established and modified following the procedure in Article VIII.
MEMORANDUM

TO: Academic Council Members

FROM: Wayne Cogell, Chairman
      Academic Council

RE: Grievance Procedures

At the September 1, 1977, meeting of the Academic Council, several changes were suggested. The Rules, Procedures and Agenda Committee, the officers of the Academic Council, and Professor Charles Johnson worked to incorporate almost all of these changes into the 7/19/77 Draft of the Grievance Procedures. The changes have been placed in italics and, because we changed the order of the 7/19/77 Draft, sections from this draft are indicated in parentheses. I hope this will help you review the UMR Draft.

I recommend that the Academic Council approve the UMR Recommended Changes in the 7/19/77 Draft of the Grievance Procedures, and I further recommend that the recommended changes approved by the Academic Council be sent to Interim Chancellor Pogue with a request that he present them to President Olsen.

WCC:aj
SUMMARY of reports, actions and announcements at the Academic Council Meeting October 6, 1977.

5. Report and recommendations from the Committee on Admissions and Academic Standards: Samir Hanna.
9. Report from Student Affairs Committee: Lyle Pursell. Approval of constitutions of Venezuelan Students Association and Wargames Association of Rolla at UMR.
10. Report from the Missouri Assembly of Faculty in Higher Education: Ken Robertson.

Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, October 6, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, William Tranter for Edward Bertnolli, Chairman Cogell called for a motion to approve the minutes of the September 1, 1977, meeting of the Council. Roach moved to approve the minutes with the revisions as circulated; the motion was seconded and carried.

There was no unfinished business.

Interim Chancellor Pogue reported from the Resources Management and Planning Council, stating the Council has met for a briefing session and reviewed the close out of the 1976-77 budget. The Council will meet to review the 1977-78 budget, which will not be finalized until November.

The Board of Curators has approved a legislative budget request of ten percent increase of the 1977-78 wage base. University of Missouri salary levels are currently in last place in Big 8-Big 10 public institutions, and a ten percent increase per year for a three-year period should upgrade the University to 8th or 9th. The 1978-79 budget for the University is approximately $25 million, $18.3 million for Salary and Wages and Expenses and Equipment, and approximately $7 million for program improvements, but will require reallocation of approximately $4.8 million of which approximately $480,000 would apply to the Rolla Campus. The remaining sources would be non-State funds (student fees) of $5.7 million and $14.5 million State funds.

One of the three new degree programs was completed this summer, stated Dr. Pogue. The Provost has recommended approval of the bachelor's degree in Life Sciences to the Cabinet. The program also requires approval of the Board of Curators. Each step takes approximately one month, and the program should be implemented by the fall of 1978. The PhD in Engineering Mechanics has been referred to the new Dean of Engineering for his consideration and the BS/BA in Sociology has been referred to Dean Daane for reassessment.

Dr. Pogue explained the changes in the Procedures for Promotion and/or Tenure Recommendations (full copy*), which are in italics. Erwin Epstein read a prepared statement (full copy*), stating inadequacies in the document. Chairman Cogell later stated he will refer the Procedures for Promotion and/or Tenure Recommendations to the Personnel Committee for immediate consideration.

an equal opportunity institution
Dr. Pogue has appointed a committee composed of Deans Daane, Halligan, and Planje and Department Chairmen Epstein, Senne, and Weart to study the process for awarding merit salary increases. The Committee will make recommendations to Dr. Pogue following their study and Dr. Pogue will respond to the Academic Council at that time.

Chairman Cogell made a point of clarification regarding time limits set in the agenda. The time limits are set for the presentation of material, with discussion of the topic unlimited.

Tom Baird made a motion to move Agenda Item IV., E., Security and Traffic Safety Committee, to follow Item IV., A., Admissions and Academic Standards Committee. The motion was seconded and carried.

Samir Hanna distributed copies of Recommendations by the Committee on Admissions and Academic Standards (full copy*) and discussed the recommendations. Professor Hanna displayed a chart (full copy*) showing UMR above national averages in SAT scores. Professor Hanna explained the tests are required of those persons not in the upper half of their class, and if all students were to take the tests, the average would probably be much higher. Professor Hanna discussed problems the Committee had with mail balloting and suggested the Rules, Procedures and Agenda Committee set guidelines for mail balloting. The recommendations of the Admissions and Academic Standards Committee will be considered at the next meeting.

Frank Walters, substituting for Dr. Plummer who had to leave the meeting, reported for the Computer Committee. Changes are being made at the Computer Center, and there is currently a search for a new director of the University of Missouri Office of Computing Activities in Columbia. Any recommendations from Academic Council members should be directed to the Computer Committee.

Frank Walters presented the Financial Report and Current Proposals of the Security and Traffic Safety Committee (full copies*) and answered questions from Council members. Professor Walters stated any recommendations for the Security and Traffic Safety Committee should be submitted to the Committee in writing. A suggestion was made that a Civil Engineer review the current parking lots for upgrading and maximum utilization.

The Grievance Procedures Draft was reviewed. Dr. Johnson moved to delete the word personally from Article II, A., 1. (. . . or procedure which applies to the faculty member . . . ) The motion was seconded and carried.

Dr. Johnson moved to add to Article II: F. A faculty member may grieve a violation of academic freedom through this Grievance Procedure. The motion was seconded and carried.

Dr. Johnson moved to add to Article II: G. A faculty member may grieve the action of another faculty member through this Grievance Procedure. The motion was seconded and carried.

Comment by Dr. Johnson: UMC was given the original draft of the Grievance Procedures and they referred it to the Committee on Academic Freedom and Grievance. That Committee is chaired by Professor William B. Fisch, an attorney. Based on Professor Fisch's recommendations, changes have been incorporated in the UMC Draft.

*Correction made at November 3, 1977, meeting of the Academic Council.
Lyle Pursell moved Agenda Item IV., D., Student Affairs Committee be moved forward for action. The motion was seconded and carried.

Two proposals from the Committee on Student Affairs were presented by Pursell - constitutions from Venezuelan Students Association and Wargames Association of Rolla at UMR. The constitutions contained some errors as circulated and Professor Pursell read corrections (full copy* - edited). Pursell moved to approve the Venezuelan Students Association constitution as corrected and as recommended by the Student Affairs Committee. The motion was seconded by Schowalter and carried.

Pursell, upon Committee recommendation, moved to approve the corrected Constitution of Wargames Association of Rolla at UMR. Schowalter seconded the motion. Jim Gerhardt, Treasurer of the group, was present and explained the intent of the organization, which is intercollegiate competition and the study of how and why actual battles took place. (A comment was made by Dr. Wixson that a title change should be made, so "war" would not be associated with UMR.) The motion carried.

Dr. Johnson moved to adopt the following wording of Article II, A., 2: The faculty member has been discriminated against unlawfully or without adequate academic justification on the basis of sex . . . . The motion was seconded and carried.

Dr. Johnson suggested Article V of the UMC Draft (9/13/77) be used as Article VIII in the UMR Draft. The current recommendation is to delete Article VIII entirely. Article V of the UMC Draft reads as follows:

A faculty member who has a grievance shall initiate action under Step 1 of Article IX within sixty (60) calendar days after the faculty member knew, or reasonably should have known, of the occurrence of the event or omission out of which the grievance has arisen. Where the grievance arises out of a series of events or omissions, the period shall be measured from the last event or omission in the series. A faculty member who does not process or appeal a grievance in accordance with the time limits specified herein shall be deemed for purposes of these procedures to have accepted the last decision rendered by an appropriate administrative officer, unless the officer to whom the next submission should be made agrees to an extension of the period. When an otherwise untimely grievance or appeal is submitted, the officer to whom the submission is made or that officer's next superior may, for good cause shown, waive the time period by communication in writing. If the officers addressed in Step 1 or Step 2 refuse to entertain a grievance on the sole ground that it is untimely, that shall be considered an unsatisfactory resolution for purposes of submission to the Review Committee; but in such case the determination of the Committee on the issue of timeliness shall be final and binding on all parties. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step. It was noted that the current recommendation places no time limit on submitting a grievance, whereas the proposal by Dr. Johnson places a time limit of 60 days after knowledge of the grievance. Council members agreed to continue the current recommendation to delete Article VIII.
Pursell questioned if registered mail or certified mail should be used, stating registered mail as he understood it is declaring value to the item, whereas certified mail is simply a record that the item has been received. This will be clarified and the correct term will be used throughout the document as an editorial change.

Dr. Johnson moved to revise Step 1, C., as follows: After having met with the grievant at the last conference mutually agreed to, the . . . . The motion was seconded and carried.

Time of adjournment was extended to 4:00 by prerogative of the Chair.

Several alternatives were suggested in amending Step 3, B., 1. Dr. Johnson moved the following be incorporated in Step 3, B., 1: A Grievance Review Panel consisting of fifteen (15) faculty members will be selected who are reasonably representative of a cross-section of tenured and non-tenured faculty, women and minority groups. The campus Faculty Council (or Senate) will select eight (8) and the Chancellor or Vice President will select seven (7). The motion was seconded and carried.

Considerable discussion followed regarding whether the Review Committee should have legal counsel available. Several motions were made and later withdrawn. Dr. Johnson moved to add the following statement as Step 3, C., 3., b: The University shall provide the Committee with sufficient funding to perform its duties adequately. The motion was seconded and carried.

A motion was made and seconded to accept the UMR Revised Draft in the present form. Objections were made and the motion failed.

The meeting was further extended until approval of the Grievance Procedures Draft was accomplished.

A motion was made, seconded and carried to allow Ken Robertson to report from the Missouri Assembly of Faculty in Higher Education and then continue with the Grievance Procedures Draft upon completion of his report. Dr. Robertson stated he is currently Chairman-Elect of the MAFHE and this is the last year of his term. UMR has the prerogative of continuing the term an extra year, and the Academic Council can make the appointment. The MAFHE is currently studying a Master Plan, and Robertson felt the Academic Council should study the proposal as he felt there were serious problems in the Plan. Interim Chancellor Pogue stated the Plan is presently being rewritten.

Baird moved to discuss the remaining changes in the Grievance Procedures Draft, as recommended by Dr. Johnson, in two groups. The item on which the campuses are opposed will be in the first group and the remaining proposals will be in the second group. The motion was seconded and carried.
Johnson moved to adopt in Step 3, C., 3., c., second sentence: *The investigation shall be informal, but a record shall be made.* (UMC has recommended that no record be kept in this step.) The motion was seconded and carried.

A motion was made to delete the word *permanently* from Step 3, C., 3., c. (all records and all references thereto shall be sealed and stored . . . .) The motion was seconded and carried.

A motion was made to change the word *recommendations* to *determinations* in Step 3, C., 3., g., and delete Step 3, C., 3., h. The motion was seconded, but failed to carry majority vote.

Baird moved to add the following under Step 3, C., 3.: *If the grievant and the Chancellor agree in advance the recommendations of the Review Committee shall be binding.* The motion was seconded and carried.

Dr. Pogue raised a question on the last sentence of Step 3, C., 3., c., which states "At no time will any correspondence, records, documents, or data relating to this grievance be made a part of the grievant's personnel file unless the grievant specifically and formally requests the Provost that it be done." Dr. Pogue questioned whether this was binding on the Provost. Chairman Cogell stated it was not intended to be binding, but was for the protection of the individual.

A motion was made by Baird to accept the remaining recommended changes as presented by Dr. Johnson (full copy*). The motion was seconded and carried.

A motion was made by Ruhland that under Step 4, B., 1., the following be deleted: *The hearing officer shall serve the President in an advisory capacity, however, if the grievant and the President agree in advance and also under Step 4, C., the following be deleted: The President, after receiving the report of the hearing officer, shall make a determination of the matter, unless the President and the grievant have agreed to accept the hearing officer's recommendations as binding.* The motion was seconded and carried.

Baird moved to approve the UMR Draft of the Grievance Procedures as amended (full copy*). The motion was seconded and carried.

Schowalter made a motion, seconded by Baird, that the following recommendations be made to Interim Chancellor Pogue:

- That Interim Chancellor Pogue be asked to present the approved UMR Draft of the Grievance Procedures to President Olsen.
That Interim Chancellor Pogue request that President Olsen appoint an Ad Hoc Committee consisting of the four council/senate chairpersons and one other faculty representative from each campus. The Ad Hoc Committee shall work out a compromise draft of the Grievance Procedures, based on the revised draft received from each campus, and submit it to President Olsen.

That Interim Chancellor Pogue request that President Olsen send his final draft to each council/senate for its consideration and ratification before he makes his recommendation to the Board of Curators.

The motion carried.

Interim Chancellor Pogue announced that the Chancellor Search Committee will meet October 10. The Committee is composed of six faculty members, two administrators, two students and one female staff member.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting, Thursday, November 3, 1977, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Approval of the minutes of the October 6, 1977, meeting of the Academic Council.

II. Unfinished business.
   A. 0406.02 Admissions and Academic Standards (10 minutes) S. Hanna
      **1. Admission requirements (October 6, 1977; VII, 2.7)
      **2. Need for mid-term grades (October 6, 1977; VII, 2.7)
   B. Transfer Credit for CLEP General Examinations (10 minutes) W. Cogell

III. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (10 minutes) J. Pogue
      2. Report of the current status of three new degree programs as approved by the Academic Council.
   B. Administrative responses. (5 minutes) J. Pogue
      1. Response on the Ad Hoc Committee on Merit Salary Increases. (September 1, 1977; VII, 1.5) (October 6, 1977; VII, 2.4)
      2. Response on the recommended handling of the UMR Draft of the Grievance Procedures (October 6, 1977; VII, 2.14)

IV. Reports from standing and special committees.
   A. 0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   B. 0406.09 Personnel (No report) B. Gillett
      1. Procedures for evaluation of administrative officers (September 2, 1976; VI, 1.5) (January 27, 1977; VI, 6.10)
      2. Plans for faculty discussion of the impact of unionization on the campus.
      3. 1977-78 Promotion and Tenure Procedures (October 6, 1977; VII, 2.3)
   C. 0406.11 Rules, Procedures & Agenda (5 minutes) R. Schowalter
      1. Election of faculty member to the Missouri Assembly of Faculty in Higher Education. (Nomination - B. Ken Robertson)
      2. Election of faculty members to the Western Historical Manuscripts Collection Committee. (Nominations - Wayne Bledsoe, Donald Oster)
   D. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson

V. New business.
   *A. Resolution: Use of classrooms for short courses & conferences. (5 minutes) L. Pursell
   B. Faculty Guest Discussion - 3:00 (30 minutes)

VI. Announcements.

*Supplementary material sent to Academic Council members.

**Material handed out at the October 6, 1977, Academic Council meeting.
Wayne,

Howard has my proxy for the Computer Science Department today, November 3, 1977.

Tom Baird
November 2, 1977

Memorandum To: Interim Chancellor, Dr. Jim C. Pogue

From: Dean Adrian H. Daane

Re: Absence

I will be absent from the campus November 2-5 attending the meeting of the Council of Colleges of Arts and Sciences in San Antonio, Texas. In my absence from the campus Dr. Haddock will look after the affairs of this office.

cc: Arts and Sciences Department Chairmen

AHD: smr
October 24, 1977

MEMORANDUM

TO: Members of the Academic Council

FROM: Ralph Schowalter, Chairman
       Rules, Procedures and Agenda Committee

RE: Recommendations I and III of the Admissions and Academic Standards Committee

The Rules, Procedures and Agenda Committee have discussed the recommendations of the Admissions and Academic Standards Committee presented at the October 6, 1977, meeting of the Academic Council, and have decided that items I and III are matters which should be discussed and resolved by the Graduate Faculty in a special meeting.

The Rules, Procedures and Agenda Committee is requesting the Graduate Dean hold a special meeting of the Graduate Faculty within ten working days to discuss and act on the following recommendations:

I. The Graduate Record Examination shall not be a Graduate School admissions or graduation requirement for international students.

II. An academic department may require the Graduate Record Examination as supportive information in order to evaluate the application of an international student into its graduate program.

III. The GRE shall not be a Graduate School admissions or graduation requirement for U.S. students.

IV. An academic department may require the GRE as supportive information in order to evaluate the application of a U.S. student into its graduate program.

V. These actions, if approved, shall go into effect January 1, 1978.

RESOLUTION: That the Graduate Catalog and all other pertinent documents be amended in order to incorporate the actions approved by the Graduate Faculty.

aj
RECOMMENDATION ON
TRANSFER CREDIT FOR CLEP GENERAL EXAMINATIONS
FROM OTHER INSTITUTIONS

Transfer of credit for the CLEP General Examination will be given if each of the following conditions has been met:

1) That the student has taken the CLEP General Examination before August 21, 1978.

2) That the student has enrolled at another institution by the Fall, 1978.

3) That the institution at which the student has enrolled gives him credit for the CLEP General Examination by the Fall, 1978.
October 19, 1977

To: Academic Council

From: Lyle Pursell, Mathematics

Re: Displacement of regularly scheduled classes by conferences and short courses.

I plan to propose the following resolution from the Academic Council to the Chancellor at the November 3 meeting:

We believe that regularly scheduled semester courses for credit should take precedence over short courses and conferences; consequently we recommend that the following policy be practiced:

1. A regularly scheduled class should not be moved to accommodate a short course or conference as long as other space is available.

2. In the event that no other suitable space is available, the Registrar must consult with the chairman of the department involved before asking an instructor to move her/his class.
SUMMARY of reports, actions and announcements at the Academic Council Meeting, November 3, 1977.

1. Announcement: Recommendations of the Admissions and Academic Standards Committee on "Guidelines for Admissions and Employment of International Students" and "The GRE".

2. Motion carried. Approval of recommendation of Admissions and Academic Standards Committee on "Admission Requirements".

3. Motion carried. Approval of recommendation of Admissions and Academic Standards Committee on "Mid-Term Grades".

4. Motion carried. Approval of recommendation on "Transfer Credit for CLEP General Examinations From Other Institutions".


9. Election of Ken Robertson to the Missouri Assembly of Faculty in Higher Education.

10. Election of Wayne Bledsoe and Donald Oster to the Western Historical Manuscripts Collection Committee.

11. Motion carried. Approval of resolution regarding displacement of regularly scheduled classes by conferences and short courses.

    Review of Master Plan.

13. Faculty Guest Speaker on Collective Bargaining: Dr. Howard I. Parish.
Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, November 3, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, Glen Haddock for Dean Adrian Daane, Don Warner for Richard Ash, Curt Adams for William Desvousges, and Howard Pyron for Tom Baird, Chairman Cogell read a recommended addition to the minutes of October 6, 1977. (Paragraph VII, 2.8, page 2, second sentence - Changes are being made at the Computer Center, and there is currently a search for a new director of the University of Missouri Office of Computing Activities in Columbia.)

A motion was made, seconded and carried to approve the minutes of October 6, 1977, with the addition to Paragraph VII, 2.8.

Unfinished business. Chairman Cogell stated the Rules, Procedures and Agenda Committee reviewed the recommendations of the Admissions and Academic Standards Committee presented at the October 6, 1977, meeting of the Academic Council and determined the recommendations on "Guidelines for Admission and Employment of International Graduate Students" and "The GRE" should be addressed by the Graduate Faculty and referred the recommendations to Dean McFarland.

Bob Wolfe, representing the Admissions and Academic Standards Committee, moved the recommendation on "Admission Requirements" be accepted and deleted from the Agenda. (The recommendation reads: "The Committee finds that ACT scores from UMR students who have taken the test continue to be considerably above the National Norms. A full written report follows and the Committee requests deletion of the item from the Agenda.") The motion was seconded and carried.

Professor Wolfe moved the recommendation of the Admissions and Academic Standards Committee on "Mid-Term Grades" be accepted. The motion was seconded. (The recommendation reads: "The Committee recommends that the policy of mid-semester grades be continued as in the past. Mid-semester grades assist the student's academic advisor in making an assessment of the student's progress and/or problems and assist the students in assuming the responsibility for their own academic progress.") Lyle Pursell stated his department favored mid-term grades through the 300 level classes, but felt at the 400 level an alternative of a satisfactory or unsatisfactory grade should be made. Chairman Cogell stated he felt many of the actions approved by the Academic Council are intended mainly for undergraduate students, and felt possibly the Admissions and Academic Standards Committee could come up with a recommendation to separate graduate and undergraduate students. The motion carried.
Chairman Cogell read the Recommendation on Transfer Credit for CLEP General Examinations from Other Institutions. Professor Wolfe commented that the recommendation was very well written. Schowalter moved to approve the recommendation as read. The motion was seconded and carried. The approved recommendation reads:

TRANSFER CREDIT FOR CLEP GENERAL EXAMINATIONS FROM OTHER INSTITUTIONS

Transfer of credit for the CLEP General Examination will be given if each of the following conditions has been met:

1) That the student has taken the CLEP General Examination before August 21, 1978.

2) That the student has enrolled at another institution by the Fall, 1978.

3) That the institution at which the student has enrolled gives him credit for the CLEP General Examination by the Fall, 1978.

Interim Chancellor Pogue reported from the Resources Management and Planning Council, stating the Council is presently engaged in several studies, one being the redistribution of certain carry-over monies for one-time expenditures. These funds will probably be released in two time frames, one during fall semester and one during spring semester. The second item under study by the Council is the planned internal reallocation University-wide of $7 million. Reallocation on the Rolla campus will be approximately $600,000, and the scheduled deadline for the internal reallocation is approximately six weeks. Dr. Pogue stated any suggestions or ideas are welcome from anyone.

Dr. Pogue stated the Coordinating Board of Higher Education has approved essentially the budget requests from the University. That approval included a ten percent salary increase. The E and E budget was reduced from 7.1 percent to 6.5 percent, based on the use of different tables of inflation. The whole process is being speeded up this year. The first Senate hearing is scheduled November 16, and in the past has not been held until after the first of the year. Dr. Pogue added it is a very positive picture for higher education in Missouri this year.

Dr. Pogue stated the degree program in Life Sciences is presently being redrafted because of a few minor changes recommended by Dr. Mel George, Vice President for Academic Affairs. Dr. George will probably give his recommendation to the Cabinet at the next meeting in the latter part of November. The next steps would be the Board of Curators and the Coordinating Board of Higher Education.
The BS/AB degree in sociology has been referred to the Dean of the College of Arts and Sciences and is still under consideration. The PhD in Engineering Mechanics had been referred to Dean Halligan, and Dr. Pogue has now received his reply supporting the proposal.

The Committee on Merit Salary Increases is chaired by Dr. Weart. The Committee is presently working and Dr. Pogue expects to receive their report by the end of this year or early next year.

The Grievance Procedures Draft and actions approved by the Academic Council at the last meeting have been transmitted to President Olson. A few editorial changes were made in the document. Dr. Pogue read his letter of transmittal addressed to President Olson.

Professor Ralph Schowalter, Chairman of the Rules, Procedures and Agenda Committee, presided over the election of faculty members to the Missouri Assembly of Faculty in Higher Education and to the Western Historical Manuscripts Collection Committee. Professor Schowalter moved to place Ken Robertson's name in nomination for election to the MAFHE. The motion was seconded. There were no further nominations. Schowalter moved to elect Ken Robertson to the Missouri Assembly of Faculty in Higher Education. The motion was seconded and carried.

Professor Schowalter moved to nominate Wayne Bledsoe and Donald Oster for election to the Western Historical Manuscripts Collection Committee, stating they have both worked with the Committee in the past. The motion was seconded. There were no further nominations and Wayne Bledsoe and Donald Oster were then elected to the Western Historical Manuscripts Collection Committee by unanimous vote.

Under new business, Lyle Pursell presented a resolution regarding displacement of regularly scheduled classes by conferences and short courses. A motion was made by Pursell to accept the resolution as stated. The motion was seconded. Discussion followed. It was stated Dean Lorey favored the resolution. The Council was informed that the Committee of Deans had this item on their last agenda and referred the matter to Dean Lorey, who will look at the procedures and recommend changes that would avoid problems of this nature happening again. Professor Schowalter presented an amendment to the resolution. The amendment was seconded and carried. The resolution was accepted as amended and reads as follows:

_We believe that regularly scheduled semester courses for credit should take precedence over short courses and conferences; consequently we recommend that the following policy be practiced:_

1. A regularly scheduled class should not be moved to accommodate a short course or conference as long as other space is available._
2. In the event that no other suitable space is available, the Registrar must consult with the chairman of the department and the instructor involved before asking an instructor to move her/his class no later than the (students') registration period prior to the meeting of the short course or conference.

Chairman Cogell made the following announcements: Council members are requested to take the criteria for selection of a Chancellor to their faculty and make the criteria readily available to all faculty. (The criteria were distributed prior to the meeting.)

Chairman Cogell stated he would refer the October 10, 1977, Draft on Financial Exigency Policies to the Personnel Committee for review and coordination of UMR's response and would send a memorandum to the general faculty asking for recommendations by November 17, if this action was acceptable to the Council. The consensus was to refer the matter to the Personnel Committee and Chairman Cogell will send a memorandum to the general faculty.

There was no report from the Missouri Assembly of Faculty in Higher Education. Dr. Robertson had informed Chairman Cogell the Master Plan is being reworked and felt it was not necessary to report at this time. Chairman Cogell stated the officers of the Academic Council, faculty of the Rules, Procedures and Agenda Committee and past chairmen of the Academic Council will look at the Plan in detail when available, and will come back to the Academic Council with recommendations.

The meeting adjourned for a short break awaiting the arrival of the guest speaker, Dr. Howard I. Parish of Jersey City State College, New Jersey, who spoke on collective bargaining in higher education. The meeting was reconvened ten minutes later and Dr. Charles Johnson introduced the guest speaker.

Dr. Parish stated he has been involved in collective bargaining since 1968, which was about the time collective bargaining began in higher education.

"Collective bargaining is a basis by which employees of some organizations or institutions deal with an employer by way of offers and counteroffers through a bargaining agent. It is the responsibility of the bargaining agent to represent the best interests of employees. Collective bargaining is done in "good faith", and involves terms and conditions of employment. The result of collective bargaining is a mutually acceptable agreement.

"The right to bargain is governed by statute. The National Labor Relations Act Allows private institutions to act. Missouri does not have a law at the present time governing public institutions."
"Collective bargaining is an agreement making process, and in recent years college faculties are demanding to participate in this process. In professional negotiations many situations are involved rather than simply money. They are tenure, voice in policy making, determination of curriculum, class room materials, perserverence of academic freedom, suitable class room space, suitable office space, library, fringe benefits, retirement, insurance programs, etc. Collective bargaining is now common place among elementary and secondary education faculty.

"Most people are not sufficiently informed about collective bargaining to know the benefits that can be accomplished, and implimentation of collective bargaining in higher education is inevitable.

"Faculty have to demand rights to share decision making to determine the quality of education they are giving. Collective bargaining brings a balance of power to problem solving procedures, and administration accountability is the main issue."

Following his presentation, Dr. Parish answered questions and comments of Council members.

The meeting adjourned at 3:10 p.m.

Respectfully submitted,

William A. Brooks, Secretary

Minutes of the Academic Council are considered official notification and documentation of actions approved.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council meeting, Thursday, December 1, 1977, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Approval of the minutes of the November 3, 1977, meeting of the Academic Council.

II. Unfinished business.

III. Administrative reports and responses to actions approved by the Council.

A. Administrative reports. (10 minutes) J. Pogue
   2. Report of the current status of three new degree programs as approved by the Academic Council.

B. Administrative responses. (5 minutes) J. Pogue
   1. Response on the Ad Hoc Committee on Merit Salary Increases. (September 1, 1977; VII,1.5) (October 6, 1977; VII,2.4)
   2. Response on the recommended handling of the UMR Draft of the Grievance Procedures. (October 6, 1977; VII,2.14)

IV. Reports from standing and special committees.

A. .0406.02 Public Occasions
   *1. Public Event Dates for 1978-79 (5 minutes) R. Schaefer
   *2. Proposed UMR Calendar 1979-80 (5 minutes) M. Parry

B. .0406.05 Computer (No report) B. Plummer
   1. Study of computer facilities usage limits.

C. .0406.06 Curricula
   *1. Report No. 1, 1977-78 D. Modesitt

D. .0406.09 Personnel B. Gillett
   1. Procedures for evaluation of administrative officers (September 2, 1976; VI,1.5) (January 27, 1977; VI,6.10)
   2. Plans for faculty discussion of the impact of unionization on the campus.
   3. 1977-78 Promotion and Tenure Procedures (October 6, 1977; VII,2.3)

E. Report from the Missouri Assembly of Faculty in Higher Education. K. Robertson

V. New business.

A. Faculty Guest Discussion - 3:00 p.m. (30 minutes)

VI. Announcements.

*Supplementary material sent to Academic Council members.
MEMO TO: Academic Council  
FROM: R. A. Schaefer, Chairman  
Academic Council .0406.02 Committee on Public Occasions  
RE: Public Event Dates for Academic Year 1978-79  

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

Academic Year 1978-79

Parents Day . . . . . . . . . . . . . September 23, 1978 Kansas State College  
Homecoming . . . . . . . . . . . . October 6-7, 1978 Southeast Missouri State University  
University Day . . . . . . . . . . November 11, 1978 Lincoln University  
National Merit Day . . . . . . . . November 17, 1978  
Science and Engineering Fair . . . March 30-31, 1979  
*Commencement . . . . . . . . . . December 17, 1978  
*Commencement . . . . . . . . . . May 13, 1979  

*Approved in 1978-79 Calendar
PROPOSED UMR CALENDAR
1979-80

FALL SEMESTER 1979

Freshman orientation Aug. 14, Tues.
New student orientation Aug. 15, Wed.
Student registration 8:15 a.m. - 4:30 p.m. Aug. 16, Thurs.
Registration ends 3:00 p.m. Aug. 17, Fri.
Classwork begins 7:30 a.m. Aug. 20, Mon.
Labor Day Holliday Sept. 3, Mon.
Mid-Semester Oct. 13, Sat.
Thanksgiving vacation begins 7:30 a.m. Nov. 21, Wed.
Thanksgiving vacation ends 7:30 a.m. Nov. 26, Mon.
Last Class day Dec. 7, Fri.
Reading day Dec. 8, Sat.
Final examinations begin 8:00 a.m. Dec. 10, Mon.
Final examinations end 5:30 p.m. Dec. 15, Sat.
Fall semester closes 5:30 p.m. Dec. 15, Sat.
Fall commencement Dec. 16, Sun.

SPRING SEMESTER 1980

Student registration 8:15 a.m. - 4:30 p.m. Jan. 14, Mon.
Student registration ends 3:00 p.m. Jan. 15, Tues.
Classwork begins 7:30 a.m. Jan. 17, Thurs.
Washington's Birthday Feb. 18, Mon.
Mid-Semester Mar. 8, Sat.
Spring recess begins 7:30 a.m. Mar. 13, Thurs.
Spring recess ends 7:30 a.m. Mar. 17, Mon.
Spring break begins 5:30 p.m. Apr. 5, Sat.
Spring break ends 7:30 a.m. Apr. 14, Mon.
Last Class day May 9, Fri.
Reading day May 10, Sat.
Final examinations begin 8:00 a.m. May 12, Mon.
Final examinations end 5:30 p.m. May 17, Sat.
Spring semester closes 5:30 p.m. May 17, Sat.
Annual commencement May 18, Sun.

SUMMER SESSION 1980

Registration June 2, Mon.
Classwork begins 7:00 a.m. June 3, Tues.
Independence Holiday July 4, Fri.
Summer Session closes 12:00 noon July 26, Sat.

CLASS SESSIONS
(Excluding examinations) Fall 15 16 15 15 15 14
Spring 14 15 15 15 15 13
Summer 7 8 8 8 7 6

NOTE: For the St. Louis Graduate Center, all class sessions/holidays/examinations commence at 4:00 p.m. and end at 10:00 p.m. in lieu of the 7:30 a.m. and 5:30 p.m. above. Registration times and dates to be announced later.
Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, December 1, 1977, in G-5 of the Humanities-Social Sciences Building. After announcing the substitutions, J. Kent Roberts for James E. Halligan and David Barr for Richard Ash, Chairman Cogell called for a motion to approve the minutes of November 3, 1977. Baird moved to approve the minutes of November 3, 1977, as distributed. The motion was seconded and carried.

There was no unfinished business.

Chairman Cogell moved on to the reports from standing and special committees since Interim Chancellor Pogue was in transit from Columbia to Rolla and had not arrived in time to make his report.

Rodney Schaefer moved approval of the Public Events Dates for Academic Year 1978-79 (Full Copy*). Discussion followed. University Day was moved because of previous conflicts with the SAT and ACT examinations. The motion was seconded and carried.

Myron Parry moved approval of the Proposed UMR Calendar for 1979-80 (Full Copy*). The following discussion ensued:

Bruce Selberg asked why the fall semester is moved earlier each year. Dr. Parry explained that if the semester started later, commencement would be two days before Christmas which would make it difficult for the Registrar's Office to process grades as there is too much work for the few working days during the vacation time. Chairman Cogell remarked that cutting earlier into August each year has met with unfavorable comments. Rodney Schaefer said that according to NCA, there has been a general trend toward earlier starting dates in colleges and universities.

To a question by Bill Park about whether or not UMR is locked into a calendar which had the semester ending before Christmas, Chairman Cogell replied yes, because the four campuses now have the same general calendar.

To a question about having four days for registration, Dr. Parry pointed out that this has been the procedure although it had not been shown on the calendar. Chairman Cogell remarked that it might be practical to reduce faculty participation on the last day of registration and that the Admissions and Academic Standards Committee is looking into this possibility.
Ruhland asked why there was a few days difference between the length of fall and spring semesters and whether this was of consequence to the students. It was explained the difference between the length of each semester resulted from the Monday allowed for Washington's Birthday. Further discussion centered around whether or not Washington's Birthday was an academic and/or non-academic holiday. Chairman Cogell stated that the non-academic holiday has been moved to the first Friday of the spring break, and that when students were polled this year as to the desirability of having classes on Washington's Birthday in 1978, they voted not to hold classes.

Pursell reported a concern in his department about teachers being required to turn in tentative grades for graduating seniors and said that if commencement is held too early a grade sometimes has to be turned in as "F", because a grade cannot be turned in and then lowered - only raised. Bob Lewis was asked about how the present system works with respect to commencement and he replied that it was working rather well and that most students receive their actual diploma. Lowsley reported an instance when a student had a grade changed to a higher mark with the result being that the earlier grade kept the student from graduating "Cum Laude". Bob Lewis said a new diploma can be issued in a case like this, but the student would lose the privilege of being honored at commencement. Lowsley said it is possible, however, for a person to accept a grade of "D" and not take final examinations, making it difficult for the instructor to know what to do about senior grades.

Babcock said it is one week between the last day of classes in the fall and the first day of classes in the spring which reduced summer vacation time. Parry commented that this is caused by the same fluctuation in the calendar which causes the semester to seem to start earlier each year. Schaefer commented that if the spring semester is started on Thursday, final exams would be split.

Bertnolli moved to amend the calendar to start the spring semester, 1980, on January 7, ending May 11. The motion was seconded. Mr. Lewis said on this basis, no assurance could be given that information about student grades or the status of those on scholastic probation would be available. He added that students, in all fairness, should have this information previous to being admitted for the next semester. Mr. Lewis indicated that approximately 60 students are placed on scholastic probation second semester and there are other students who must have schedules adjusted because of low grades. Bertnolli said this assumes no improvement in the technology involved, and Mr. Lewis commented that there are problems of low manpower as well as technical problems. Bob Wolf, speaking against the amendment, said that if records are not available at the time of registration, advisors have no idea how to advise their students. If a student passes through registration, there is then no way to enforce rules relative to adherence to rules of hours allowed, etc. Also, if a student is dropped for scholastic reasons from financial aid, this information is necessary in order for the Financial Aids Committee to proceed with the hearing of appeals. The motion was defeated.

Returning to the original motion to approve the Proposed UMR Calendar for 1979-80, Baird seconded the motion and it was carried.
There was no report from the Computer Committee.

Donald Modesitt said that the Curricula Committee had been asked to look into the course numbering system. No major changes are recommended at this time, but 202 should be deleted. He added that the Committee will make an attempt to come up with a different numbering system. Dr. Modesitt then moved approval of Section A, Report No. 1 (Course Numbering System) with the deletion of 202 (Full Copy*). The motion was seconded by Ruhland. Rodney Schaefer asked if 310 and 410 can be used for graduate credit and not 210. He asked the purpose of 310. Dr. Modesitt said 310 would be upper level undergraduate work and not for graduate students. The motion carried.

Dr. Modesitt moved approval of the second item in the Curricula Committee Report, the Revised Basis for Credit in CLEP Subject Exams, raising the acceptable scores (Full Copy*). Dr. Baird asked if it is possible to assure that the departments are aware of this. Dr. Modesitt said they all have seen the requests and approved them. The CC-1 request has the signatures of both the department chairman and the dean.

Asked what is being approved, Chairman Cogell said approval would be of the subject departments prerogative to set scaled scores and equivalence levels. Dr. Wolf said more information is needed for such a decision. He objected to having to pass something which is really the prerogative of the departments. Chairman Cogell explained that this is actually being brought up to implement a motion previously passed by the Council on April 26, 1976. At that time percentiles were approved and these are being converted to scaled scores. Dr. Modesitt spoke about not printing materials relative to percentile and scaled scores. Chairman Cogell clarified the question as being approval of the Curricula Committee Report that indicates that proper procedures have been followed and not approval of departmental action.

Harvey asked how many students are affected by the granting of credit by exam, and Chairman Cogell replied the number of students taking such exams is low.

Babcock asked why pre-nursing was on the list. Chairman Cogell said that pre-nursing is part of the CLEP Subject Exams Program and there is no way UMR could grant credit in this area, except as transfer credit. Dr. Modesitt explained that there has been discussion of setting up such courses in the Rolla area which would make an opportunity for persons to get credit who had had some experience. Dean Daane said that any courses along these lines would be administered from the Columbia campus. Baird said we do have students who are in pre-medical and pre-nursing. They have to take subject exams prior to their sophomore year. This will then go on record as CLEP credit and not related to Life Sciences or other departments. Chairman Cogell commented that CLEP was originally designed for those persons who had some previous experience and would like to obtain credit. The motion to approve the Curricula Committee Report on CLEP Subject Exams was carried.
Relative to the report of the Personnel Committee, Chairman Cogell announced that the UMR Revision of the Draft of Financial Exigency Policies (Full Copy*) had been distributed at the beginning of the meeting. Chairman Cogell said Dr. Gillett's Committee has gone over the recommendations received from faculty members and that the Personnel Committee's Report should be compared to the original report (changes in italics). Interim Chancellor Pogue will present the report to the U-Wide Committee December 9, 1977, so any additional comments should be submitted to Dr. Gillett as soon as possible.

There was no report from the Missouri Assembly of Faculty in Higher Education.

Chairman Cogell turned the meeting over to Interim Chancellor Pogue, who reported concerning the Resources Management and Planning Council. Dr. Pogue said the past meetings have been devoted to budget matters with emphasis on reallocations. The proposed budget calls for $4.7 million in internal reallocations. Rolla's portion is $529,700. Guidelines suggested that these dollars could be taken from several areas: (1) Part of the reallocation would be accomplished by reducing the subsidy to Auxiliary Enterprises - student fee increase money would take up some of the slack for Auxiliary Enterprises. (2) All unfilled positions are to be identified. (3) A further area would be to place some of the personnel in the Physical Plant on a revolving account whereby they would charge for work and thus earn monies from internal operations. In other words, the recipient of services would have to pay the Physical Plant for the overhead of some services. This would release approximately $60 to 70 thousand. (4) Other reductions will be accomplished by reducing the Dean's and Provost's E & E and not filling Dr. Dudley Thompson's position when he retires. Dr. Pogue commented that if UMR is asked for further reallocations, it will have to look at actual unit reductions.

Continuing, Dr. Pogue said that distribution of one-time monies has been made. Much of this has been returned to departmental E & E funds. There is still $150,000 to be released after the second semester enrollment figures are known.

To a question about whether or not reductions are required to fund the Energy Research Center, Dr. Pogue replied that there is $300,000 in the budget for this. However, this is not a direct exchange and, in spite of the request for funds for the Energy Research Center, we would still probably be asked to make reallocations. There is a request in to the legislature to develop a new program and may require some new positions in this area. To a question about campus participation in this activity, Dr. Pogue said this request was agreed upon subsequent to Chancellor Bisplinghoff's leaving, even though it was originated while he was Chancellor.

Bill Park asked if student fees go to Auxiliary Enterprises. Dr. Pogue replied that Incidental Fees will be increased, but part of the student activity fee will go directly to Auxiliary Enterprises. Dr. Park voiced the opinion that now that the legislature has found a "soft spot" they will be asking for at least 2.5 percent every year.
Dr. Pogue then reported that an item on the University Cabinet agenda was the BS Degree in Life Sciences, which was approved for recommendation to the Board of Curators. The BS/BA in Sociology and the PhD in Engineering Mechanics have been recommended respectively by Deans Daane and Halligan for approval to the Resources Management and Planning Council.

There was no report from the Committee on Merit Salary Increases at this time. A progress report will be made, however, at the General Faculty Meeting on Tuesday, December 6, 1977.

Proceeding with the agenda, Dr. Pogue said that the Academic Council had requested that the Grievance Procedures Draft be returned to the campus after review by the President. This, however, will not be done at this time, although a review may be allowed at a later time. All previous responses will be assembled by Jackson Wright, Legal Counsel for the University, and these will be presented to the Intercampus Faculty Council, who will review them prior to sending them to the University Cabinet in January or February.

Relative to the response to the use of classrooms for short courses and conferences, the Committee of Deans has been working on this. Dean Lorey and Bob Lewis will report to the Committee at the first meeting in January. This ended Interim Chancellor Pogue's report.

Ivan Lowsley said that at the meeting of the Civil Engineering Department, the faculty expressed disappointment with the final exam schedule being received so late in the semester. He asked if this could be prepared earlier in the future. Bob Lewis commented that several years ago the final exam schedule was published, but that this did not work out because of changes and revisions. He said an attempt would be made to put the schedule out earlier. Dr. Park said it would seem that it should go out earlier, but there seems to be a problem with the scheduling of common exams.

Chairman Cogell then turned the meeting over to Chuck Johnson, who introduced Professor Sam Andrews of the University of Florida. Dr. Andrews received his PhD from the University of Connecticut in 1970, is a citizen of Canada, and has taught there. He has been with the AFT since 1960 and is now a full-time assistant professor at the University of Florida.

Dr. Andrews' comments were devoted to the changes which have occurred over the years from the time at which all faculty and administrators were colleagues and worked out problems together to a time where administrators are corporate managers. He said that collective bargaining could not return the system to shared governance, but would achieve equality of governance. Dr. Andrews said that UMR appears to still have a colleague system, but should be aware of the trend toward corporate management concept.
The meeting adjourned at 3:30 p.m.

Respectfully submitted,

[Signature]

William A. Brooks, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
MEMORANDUM TO: UMR Academic Council

FROM: Donald E. Modesitt, Chairman
UMR Curricula Committee

RE: Curricula Committee Report No. 1 (1977-78)

The following requests have been made to the UMR Curricula Committee, and, after consideration, the recommendations of the Committee are herewith submitted to the Academic Council for approval.

A. Course Numbering System.

In response to the Council's charge (March 31, 1977), the Committee has reviewed the course numbering system. The system was recently revised where necessary to provide for greater uniformity on this campus. This was done prior to publishing the most recent course listings in the General Catalog. Course numbering and descriptions have also been revised to attempt more uniformity in the area of special problems, topics, readings and seminars and cooperative education. (See attached revision April 15, 1977.) The Committee does not recommend additional changes to the Course Numbering System at this time.

B. Revised Basis for Credit in CLEP Subject Exams.

The attached list of CLEP Credit Courses are recommended for approval. Scaled scores have been revised upwards. Individual course revisions may be reviewed at the Provost's Office or by contacting the Committee Chairman (4464) and citing the first four digits of the course file number. Revisions are to take effect as of the first day of classes, Fall Semester, 1978.

DEM:aj

Attachments
100 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit.

101 Special Topics - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit.

200 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit.

201 Special Topics - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit.

202 Co-op Engineering Training - This course will provide continuous registration for co-operative work periods. Variable credit.

210 Seminar - Discussion of current topics. Variable credit.

300 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit. (This course may be used by all bachelor degree granting curricular designations.)

301 Special Topics - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit. (This course may be used by all bachelor degree granting curricular designations.)

310 Seminar - Discussion of current topics. Prerequisite: senior standing. Variable credit. (This course may be used by all bachelor degree granting curricular designations.)

400 Special Problems - Problems or readings on specific subjects or projects in the department. Variable credit. (This course may be used by all graduate degree granting curricular designations.)
401 Special Topics - This course is designed to give the department an opportunity to test a new course. Variable title; variable credit. (This course may be used by all graduate degree granting curricular designations.)

410 Seminars - Discussion of current topics. Variable credit. (This course may be used by all graduate degree granting curricular designations.)
<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SCHOOL</th>
<th>DEPT</th>
<th>ADD</th>
<th>DELETE</th>
<th>CR</th>
<th>PRE-HRS</th>
<th>REQ</th>
<th>COURSE TITLE</th>
<th>CATALOG</th>
<th>COURSE DESC.</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1276-77-2019-000-00</td>
<td>A&amp;S</td>
<td>Chem</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(GENERAL CHEMISTRY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1277-77-2006-000-00</td>
<td>A&amp;S</td>
<td>Geol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(GEOLGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1278-77-2008-000-00</td>
<td>A&amp;S</td>
<td>Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CALCULUS WITH ANALYTIC GEOMETRY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1279-77-2008-000-00</td>
<td>A&amp;S</td>
<td>Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(COLLEGE ALGEBRA)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1280-77-2302-000-00</td>
<td>A&amp;S</td>
<td>CSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(COMPUTERS AND DATA PROCESSING)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1281-77-2302-000-00</td>
<td>A&amp;S</td>
<td>CSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(COMPUTER PROGRAMMING, ELEMENTS FORTRAN IV)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1282-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(BIOLGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1283-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(CLINICAL CHEMISTRY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1284-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(HEMATOLOGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1285-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(IMMUNOHEMATOLOGY AND BLOOD BANKING)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1286-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MICROBIOLOGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1287-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MICROBIOLOGY)</td>
<td></td>
<td></td>
<td>Semester Hours Credit &amp; Course Equ</td>
</tr>
<tr>
<td>1288-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ANATOMY, PHYSIOLOGY, MICROBIOLOGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1289-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ANATOMY, PHYSIOLOGY, MICROBIOLOGY)</td>
<td></td>
<td></td>
<td>Semester Hours Credit &amp; Course Equ</td>
</tr>
<tr>
<td>1290-77-2301-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(BEHAVIORAL SCIENCE FOR NURSES)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1291-77-2155-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(FUNDAMENTALS OF NURSING)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1292-77-2155-000-00</td>
<td>A&amp;S</td>
<td>LSci</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MEDICAL-SURGICAL NURSING)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1293-77-2155-000-00</td>
<td>A&amp;S</td>
<td>Psyc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(EDUCATIONAL PSYCHOLOGY)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1294-77-2155-000-00</td>
<td>A&amp;S</td>
<td>Psyc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(HUMAN GROWTH AND DEVELOPMENT)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1295-77-2112-000-00</td>
<td>A&amp;S</td>
<td>Psyc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(PSYCHOLOGY, GENERAL)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>1296-77-2112-000-00</td>
<td>A&amp;S</td>
<td>Psyc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(TESTS AND MEASUREMENTS)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td></td>
<td>A&amp;S</td>
<td>Engl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AMERICAN LITERATURE)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td></td>
<td>A&amp;S</td>
<td>Engl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ENGLISH COMPOSITION)</td>
<td></td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
</tr>
<tr>
<td>NUMBER</td>
<td>SCHOOL</td>
<td>DEPT</td>
<td>ADD</td>
<td>DELETE</td>
<td>CR</td>
<td>PRE-</td>
<td>COURSE</td>
<td>CATALOG</td>
<td>COURSE</td>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>--------</td>
<td>------</td>
<td>-----</td>
<td>--------</td>
<td>----</td>
<td>------</td>
<td>----------------</td>
<td>-----------</td>
<td>---------------------------------</td>
<td>--------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1297-77-2112-000-00</td>
<td>A&amp;S</td>
<td>Engl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ENGLISH LITERATURE)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1298-77-2112-000-00</td>
<td>A&amp;S</td>
<td>Engl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(FRESHMAN ENGLISH)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1299-77-2112-000-00</td>
<td>A&amp;S</td>
<td>Engl</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(ANALYSIS AND INTERPRETATION OF LITERATURE)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300-77-2115-000-00</td>
<td>A&amp;S</td>
<td>Hist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AFRO-AMERICAN HISTORY)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1301-77-2115-000-00</td>
<td>A&amp;S</td>
<td>Hist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AMERICAN GOVERNMENT)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1302-77-2110-000-00</td>
<td>A&amp;S</td>
<td>Econ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MACROECONOMICS, INTRODUCTORY)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1303-77-2110-000-00</td>
<td>A&amp;S</td>
<td>Econ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MICROECONOMICS, INTRODUCTORY)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1304-77-2110-000-00</td>
<td>A&amp;S</td>
<td>Econ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MICRO- AND MACROECONOMICS)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1305-77-2110-000-00</td>
<td>A&amp;S</td>
<td>Econ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(MONEY AND BANKING)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1306-77-2028-000-00</td>
<td>Engr</td>
<td>EMgt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(BUSINESS LAW, INTRODUCTORY)</td>
<td></td>
<td>Scaled Score on CLEP Subject Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1309-77-2120-000-00</td>
<td>A&amp;S</td>
<td>FLang</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(FOREIGN LANGUAGE)</td>
<td></td>
<td>CLEP Subject Exam in Foreign Lang.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memo to: Jim C. Pogue  
     Interim Chancellor

From: Harry W. Weart, Chairman  
     Ad Hoc Committee on Merit Salary Adjustments  
     (Hereafter, the Merit Committee)

Re: Final Report

Attached is the subject report about which a few explanatory comments are appropriate.

1. There is unanimous support for the essential features of the report so there will be no minority report. The disagreements that exist within the committee are over emphasis and wording.

2. The report must be read carefully for full understanding because some of the words and phrases carry a lot more meaning than is apparent upon casual reading.

3. Four problems considered by the committee and the extent to which the final report recommends solutions are as follows:

   a. Defining merit (to include identifying what faculty activities are legitimate, as well as establishing criteria for measuring how well they are performed). A broad definition opens the report and, if accepted, would require modification of Policy Memo 16.

   b. Establishing a procedure or procedures for applying the criteria. The committee's recommendation comprises the second section.
c. Establishing an appeals procedure which, by the chancellor's direction, can be completed before the end of the academic year in which the salary recommendation is made. The committee's recommendation which comprises the third section of the report will permit completion of the on-campus portion of the appeals procedure only if salary adjustments are made known to individuals by March 1.

d. Establishing guidelines for the distribution of salary funds among disciplines (to include salary adjustment funds and entry-level salaries). In the eyes of the committee, this problem is best attacked by the campus leadership working from a set of clearly defined goals and objectives for the campus so no recommendation is made.
DEFINITION

Merit is the measure of how well a faculty member performs his/her duties in achieving the goals and objectives of the department, campus and university. These duties encompass those teaching, research and service activities in which the faculty member exercises his/her professional expertise. First responsibility for determining the legitimacy of a given duty lies with the department chairman and the matter should be settled in advance of performance of duties not specifically assigned.

While service duties not growing out of teaching or research do contribute to the educational mission of the departments, campus and university, the quality of teaching and scholarly endeavors weighs more heavily in establishing the merit of an individual faculty member yearly and over the long term.*

ESSENTIAL ELEMENTS OF PROCEDURE

The quintessential element in this determination is a set of clear goals and objectives for the individual department that is compatible with the broader goals of the nested, larger academic units. First responsibility for establishing this set rests with the department chairman in collaboration with the faculty. Deciding how a particular faculty member can best help achieve those goals should be a joint effort by the faculty member and the department chairman, starting when he/she joins the faculty and continuing throughout his/her appointment in the department.

An element of almost equal importance is a set of criteria against which the performance of each faculty member can be measured. Each department, under the leadership of the chairman, should establish this set. It must be compatible with the department's goals and objectives, realistic in terms of the resources available to the department and subscribed to by both chairman and faculty.

Finally, it is also a departmental function to establish the guidelines under which the criteria will be applied to each faculty member. This is a joint effort by the faculty and the chairman, but the ultimate responsibility for determining merit rests with the department chairman.

The formality with which these elements apply is expected to vary among departments.

APPEALS

Since salary is a "term or condition of employment," as that phrase is used in the established grievance procedure, those procedures may appropriately be used to resolve differences of opinion regarding merit.

*Insofar as criteria for salary adjustments and for promotion and tenure are related, this statement might properly be construed as placing weights on those criteria, something Policy Memo 16 does not do.
COMMITTEE ON FINANCIAL EXIGENCY POLICIES

POLICY AND PROCEDURE STATEMENT ON FINANCIAL EXIGENCY

If the financial condition of a university becomes so precarious that its obligation to honor its employment commitments to tenured faculty or to non-tenured faculty during a term appointment cannot be met, a condition of "financial exigency" is said to exist. The present document represents a summation of those policies of the University of Missouri that apply in the event that the University's financial condition threatens to become a "financial exigency."

Financial exigency is a crisis of such proportions that, should it occur, the University's educational missions would be severely damaged and its overall educational services to the people of Missouri would be greatly diminished. Hence, the University community has a major obligation to try to prevent a financial exigency and to do the sound planning that would enable the University, in the event of such a crisis, to preserve its educational functions to the greatest extent possible. It is appropriate, therefore, that this statement begin with a section on preventive planning.

Effective preventive planning can help to preserve the basic missions of the University, including the unique roles which it serves in the state's higher education system. These basic missions are:

*On-campus instruction and research, including graduate and professional programs. Many of these University programs are the only such public programs in the state.*

*Off-campus instruction.*

*Other research.*

*Public service.*
At each level of operation, the administration and faculty must continue to establish priorities among these missions as a basis for sound resource allocation. These priorities will obviously vary in specificity.

In any attempt to prevent financial exigency or in planning for coping with it, the needs and welfare of students, who will be profoundly affected by the resultant change in University structure and procedures, are considerations of high order. Also, such efforts must take into account the important contributions to the University's operation which are made by nonacademic staff personnel. The University's Plan for Equal Opportunity and Affirmative Action is yet another factor which must be considered in such a difficult financial situation. For example, financial exigency must not become a cloak for abandoning the University's commitment in these areas.

I. PREVENTIVE PLANNING

A. Warning Signs

As an integral part of ongoing preventive planning procedures, the University community must always be alert to signals which warn that a financial exigency may be near. The following items are examples only of some indicators of possible financial problems of such magnitude to warrant immediate attention by campus budget committees, Chancellors, and the President and central administration staff. These examples are certainly not mutually exclusive, and are not listed in any rank order of importance.

a. State appropriations insufficient to meet contractual commitments.

b. A substantial loss of students on one or more campuses.

c. Mandated increases in costs or functions which are not equaled by funding resources.

d. A progressive attrition of funds.
e. An absolute decline in dollar income from one year to the next, without corresponding program or student reduction.

f. A large ratio of firm commitments to uncommitted funds in the S & W portion of the budget.

g. A budget that is inflexible because of firm commitments, with the concurrent inability to respond to emergencies; for instance, a very high ratio of S & W to E & E funds.

h. A significant increase in the student-faculty ratio.

Whenever such indicators are observed, the preventive planning activities suggested in this document must be intensified.

B. Resource Committees

Faculty must be meaningfully involved through regular ongoing mechanisms with the total University fiscal situation, including the very important element of long-range planning. Meaningful faculty participation will help to protect not only the central educational functions of the University, but also the general morale of the faculty.

Appropriate committees, including faculty, at the University-wide and campus levels shall be maintained to advise in educational planning, appraisal of resource needs, fiscal conditions, and both allocation and reallocation of resources. Primary responsibility for projections of fiscal resources and their allocation is expected to rest on the campuses, with necessary support and coordination functions being provided by University central administration offices. Hence, it is especially important that each campus have such a resource/planning committee, including a substantial number of faculty members designated by a representatively elected faculty governance body, to be informed and to be involved with the Chancellors and their staffs in dealing with campus
fiscal planning and allocation. Similarly structured advisory committees should also be considered within major campus sub-units. Except for required faculty membership, the composition of such committees is a prerogative of the campus or sub-unit.

In support of this faculty involvement in fiscal resource projections, it is essential that all relevant data be made available. Responsible offices shall coordinate their efforts to insure the regular and timely provision of such forecasting data related not only to program but to anticipated fiscal resources.

C. Effective Use of University Resources

A careful examination of resource use must be undertaken by these resource/planning committees on a regular basis to insure that the University's basic missions are supported as adequately as possible. As a part of this review, the University will expand its efforts in the area of performance audits. For instance, we must continue the examination of resource use and productivity in administrative offices as well as in faculty loads, in physical plant as well as in research centers. We must, for example, look carefully at real estate holdings, at the efficiency of certain seasonal offices, at bidding and purchasing operations, as well as at faculty staffing patterns. These are simply suggestions of areas for which ongoing performance audits should be carried out. Each campus and the central administration shall set up a regular procedure by which resource/planning committees can systematically examine such issues, and faculty and staff should suggest areas that should be included. The intent of any audit is simply to insure that the University's resources are being wisely used in support of the
basic educational missions of the University. To that end, expert advice from outside the University may be employed in some cases.

D. **Possible Retrenchment Steps to be Taken if Financial Exigency is Threatening**

As a consequence of ongoing performance audits, the University routinely takes steps to improve its financial situation as a part of sound management practices. However, if warning signals of financial stress are detected, the appropriate planning and fiscal resource allocation committees, working with University administration, should identify additional measures short of declaring exigency that may be put into effect. This is not the place to make an exhaustive list of such possibilities; however, they might include:

1. The reduction of administrative and support personnel through attrition or non-renewal of appointments.

2. Improvement of the staff benefits and retirement program to encourage voluntary early retirement.

3. Professional development programs to enable faculty to accommodate to the changing needs of the University.

4. Reduction of nontenured faculty through attrition or non-renewal of appointments.

5. Adjustment of faculty work loads, so long as the faculty can remain professionally active.


7. Decreased numbers of courses and frequency of offerings; increased class size, etc.

8. Conversion to nine-month of some twelve-month appointments.

10. The closing of some facilities.

Some of these actions would have quite serious impact upon the quality of the University's educational mission and must be carefully weighed against the severity of the economic situation. The University, as a university, must not be sacrificed in order to avoid hard decisions about retrenchment or financial exigency. What is crucial is that all such possibilities be considered carefully and thoughtfully by appropriate faculties and administrative officers, having access to the best possible data, both of a financial and programmatic nature.

E. External Relations

The University always attempts to maintain full communication with state officers, alumni, and the public about its financial situation. During any period of retrenchment or financial exigency, however, it will be especially important for a coordinated effort to be made to (a) solicit special alumni and other private gifts to minimize educational cutbacks; (b) seek full public understanding of the University's crisis, including an explanation of the significance of the phrase "financial exigency" and the impact of planned reductions.

II. DEFINITION OF FINANCIAL EXIGENCY

The term "financial exigency" appears in the University of Missouri tenure regulations among the reasons for which the appointment of a tenured faculty member may be terminated or the appointment of a nontenured faculty member may be terminated before the expiration of a term appointment. In this section, financial exigency is defined, for the protection both of the institution and the faculty involved.
Financial exigency is a financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by means less drastic than the termination of the appointments of members of the faculty. That is, the financial problems must be so great that after all other possibilities have been considered and those steps that are feasible have been taken, (See Section I.D.), there is no reasonable alternative and no balanced way to maintain a quality University-level institution except to terminate the appointments of one or more tenured faculty members (or non-tenured faculty prior to expiration of appointment) on one or more campuses as part of a total retrenchment process.

Financial exigency precludes the addition of personnel during the period of crisis in any area on any campus. The appointment of a faculty member with tenure will not be terminated in any unit in favor of retaining a faculty member without tenure in that same unit. The detailed procedures by which these general principles are to be implemented are given in Section IV.

III. DECLARATION AND TERMINATION OF A FINANCIAL EXIGENCY

A condition of financial exigency is formally declared by the Board of Curators upon recommendation of the President. There are two alternative procedures required for such a recommendation, but prior to initiation of either procedure A or B listed below, it is the responsibility of the President to insure that consideration has been given to retrenchment steps short of financial exigency, such as those listed in Section I.D.

A. Any of the Chancellors may determine that a financial exigency is imminent. As part of whatever procedures are adopted, the following must be included:

1. The views of the Chancellor must be presented with full supporting documentation (including any relevant information
developed by the campus resource/planning committees) to a joint meeting of the major campus administrative officers and an appropriate standing committee consisting entirely of faculty, elected in advance by the faculty governance body. This standing committee, whose name may vary from campus to campus, is henceforth referred to in this document as the Campus Exigency Committee (CEC).

2. The Chancellor shall solicit responses and recommendations from campus administration officers and from the CEC and shall allow a reasonable time (normally two weeks) for receipt of such responses.

3. If after reviewing and/or acting upon these recommendations the Chancellor still concludes that a declaration of financial exigency for the University is required, the data upon which this conclusion is based including the amount of savings which it is deemed necessary to effect, shall be presented to the CEC. The Chancellor shall also provide such additional data which may be available and which the CEC may request within the fifteen (15) days following that presentation. The Chancellor and the CEC shall then agree to submit either a joint recommendation or separate recommendations to the President as to whether a condition of financial exigency exists. Both the Chancellor and the CEC agree not to submit a recommendation to the President and the President agrees not to accept recommendations from either party, until thirty (30) days after the Chancellor has presented to the CEC the data referred to in the
first sentence upon which its anticipation of financial exigency is based, and not sooner than fifteen (15) days after the giving of any additional data the CEC may have requested as provided above.

4. The Chancellor's recommendations, those of the Campus Exigency Committee, and the President's own recommendations must be presented to a joint meeting of the University Cabinet and a University Exigency Committee (UEC) consisting of eight non-administrative faculty elected in advance, two from each of the four campuses. (Vacancies on this committee shall be filled as they occur by election of the campus faculty having lost representation.) Such a presentation must occur within fifteen days of receipt of any Chancellor's recommendation for a declaration of financial exigency for the University.

5. The University Cabinet and the UEC shall each meet as they deem appropriate and shall each advise the President within fifteen days as to whether or not a financial exigency should be declared. The reports of both the University Cabinet and the UEC shall be in writing. Any minority recommendation in which at least one-third of either committee concurs shall be forwarded to the President along with the majority's view.

6. Upon receipt of reports from the University Cabinet and from the UEC, the President may decide that a state of financial exigency need not be declared. If so, that decision shall be conveyed in writing to the University Cabinet, the University
Exigency Committee, and the Chancellor and Campus Exigency Committee on the campus where the request originated. If, however, the President concludes, upon consideration of the foregoing recommendation, that a financial exigency should be declared, the President shall announce to the University community the recommendation presented to the Board and the reasons for this conclusion, along with the reports of the University Cabinet and the UEC majorities and any minority reports. At such time as financial exigency is declared by the Board, the amounts to be reduced in each campus budget shall be announced to the entire University of Missouri community.

B. The President of the University also may initiate a recommendation that financial exigency be declared. To initiate such an action, the President must, after consultation with the University Exigency Committee, notify the Chancellor and Campus Exigency Committee on each campus on which appointments of tenured faculty members might have to be terminated. After giving these campuses 30 days to respond, having provided appropriate information about the anticipated crisis, the President shall then follow steps 4 through 6 under A above.

During a period of financial exigency, as declared by the Board of Curators, the President shall continually review the resources of the institution with appropriate faculty and administrative groups and the Board of Curators, and shall make periodic reports to the University community. In addition, the University Exigency Committee (or its designees) will be sent agendas and be invited to participate in all meetings of the University Cabinet, and the chair-
man of the University Exigency Committee shall attend all open meetings of
the Finance Committee of the Board of Curators during the period of financial
exigency. Each Chancellor will insure that Campus Exigency Committees have
access to all relevant financial information during such a period.

A period of financial exigency automatically expires at the end of the
fiscal year following the fiscal year in which the exigency is declared or
when the end of the exigency is declared by the Board, whichever comes sooner.
If the President or any Chancellor believes that the period of financial
exigency must be extended, the same procedures described above must be insti-
tuted in order to renew it.

In the process of considering whether or not a financial exigency must
be declared, the University Exigency Committee and the Campus Exigency
Committees will have examined carefully the magnitude of reductions which
may have to be made and will have established criteria for selection of
programs in which faculty appointments may have to be terminated. However,
specific programs in which tenured or nontenured faculty appointments
might be terminated should not be decided upon before the formal declaration
of financial exigency by the Board. In this way, an objective view of the
University's financial situation can perhaps be more easily attained.

IV. PROCEDURES TO BE FOLLOWED IN TERMINATING FACULTY APPOINTMENTS DURING
FINANCIAL EXIGENCY

Within fifteen days after the declaration of financial exigency, the
Chancellor on any campus to be affected shall, using the criteria developed
by the Campus Exigency Committee and after consultation with administrative
officers and the faculty governance body, recommend the specific programs in
which faculty appointments may have to be terminated and provide an estimate
of the amount of financial reduction required from each. In so doing, the
Chancellor shall present those recommendations with supporting documentation to a joint meeting of the administrative officers and the Campus Exigency Committee. These groups shall jointly hold hearings, under procedures established by them in advance, to receive written and oral evidence relating to the proposed reductions, following which these groups will confer separately and prepare independent recommendations to the Chancellor. These recommendations must be submitted within fifteen days after receipt of the Chancellor's original program recommendations.

After receipt of recommendations from the administrative officers and the Campus Exigency Committee, the Chancellor shall forward those views about programs to be reduced (or eliminated), together with the Chancellor's recommendations to the President. The President shall present all campus recommendations transmitted, together with the President's own, to a joint meeting of the University Cabinet and the University Exigency Committee for review and advice. Either of those groups may respond in writing to the President within seven days of that meeting. Following that period, the President shall announce to the campuses the final decisions about which programs are to be reduced.

Within each program unit to be reduced, the Chancellor, in consultation with the Campus Exigency Committee and appropriate administrative officers shall announce the amount of reduction required. In most cases this will involve specifying a dollar amount to be recovered from the unit, but the Chancellor may, if desired, specify a minimum number of persons to be released from the staff.
As to the order of retrenchment, since reduction of faculty is, by definition, an essential part of a declared financial exigency, the following procedure shall be adopted:

A. Normal attrition is the preferred approach, to the extent that it will assist in relieving the financial exigency.

B. If, under University policies, special provisions are made for early, voluntary retirement in time of a declared financial exigency, the unit shall then explore the possibility of such retirements before any faculty appointments are terminated.

C. Anything in this procedure to the contrary, notwithstanding, in a given unit:
   1. Part-time faculty shall be terminated before full-time faculty.
   2. Non-tenured faculty shall be terminated before tenured faculty.
   3. The UEC shall consider a different order of retrenchment in order to take affirmative action goals into account.
   4. The termination of a non-tenured or part-time faculty member shall not be required if his or her salary is wholly paid by grant funds.
   5. Other qualifications being equal terminations shall be in reverse order of seniority, those with lowest seniority rating as herein defined shall be terminated first.
   6. If a tenured or non-tenured faculty member is terminated as a consequence of financial exigency, his or her retirement shall become vested on the date of termination from the University.

D. The UEC shall investigate existing funds and existing fund balances and may make alternate recommendations for relieving the financial exigency or phasing out (as contrasted to abrupt discontinuation) of existing activities by use of such funds or fund balances; provided,
however, that such alternate recommendations shall not require the transfer of funds generated by a particular campus to another campus or one unit to another unit where there is external restriction on those funds.

E. If an appointment is terminated upon declaration of a financial exigency, the faculty member shall receive salary or notice according to the following schedule:

1. Faculty who have been on probationary appointments for less than two years shall receive notice in accordance with the University Academic Tenure Regulations.

2. Faculty who have been on probationary appointments for more than two years and tenured faculty with less than ten (10) years service at the University shall receive salary or notice amounting to at least one year (12 months).

3. Tenured faculty with more than ten (10) years service at the University shall receive notice for a period equal to the balance of the academic year plus one additional year or eighteen (18) months, whichever is greater.

Using the procedures as outlined in IV. A through IV. E, the Chairman, Director, or Dean in each of the affected units shall recommend individuals to be released as a part of the unit's overall reduction. This recommendation, with justification, is to be presented to the next higher authority, up to and including the Chancellor, with review by the CEC. The Chancellor shall notify each individual who has been identified for release.

Notification shall be given by delivering such notice in person or by certified mail addressed to the last address currently on record with the employing administrative unit. Failure of any appointee to have a current correct address on record with the employing administrative unit shall not be
construed to invalidate such notice. If served by certified mail, and the party is thereafter required to do some act or take some proceeding within a prescribed period after service, three days shall be added to the prescribed period.

Such an individual shall be given 25 days to respond to the Chancellor and/or to request a hearing before the Campus Faculty Tenure Committee, as designated in Section .52 of the University Academic Tenure Regulations, before the recommendation is transmitted to the President. The request for a hearing may be based only on the grounds that procedures specified in this document have not been followed, or that the financial exigency should not have been declared as evidenced by the fact that the appropriate Campus or University Exigency Committee had not concurred in the necessity for its declaration.

Procedural due process shall be followed in such appeal in accord with Section .67 of the University Academic Tenure Regulations (proposes draft). The Campus Faculty Tenure Committee may consolidate the portions of hearing cases brought on the grounds of nonconcurrence of a Campus or University Exigency Committee in the necessity for declaration of a financial exigency. The recommendations or findings of faculty committees on the issues of the appeal may be introduced. The finding of the Campus Faculty Tenure Committee shall accompany the Chancellor's recommendation to the President. In any case, an affected faculty member may appeal to the President and subsequently to the Board of Curators. The procedures in this paragraph do not apply to appeals based on a claim of discrimination because of race, sex, religion, national origin, marital status, age, or physical handicap, since other appeal procedures exist for such cases.
Before terminating an appointment because of a financial exigency, the University, with faculty participation, will make every effort to place the faculty member concerned in another suitable position within the University system. In particular, if a faculty appointment is to be terminated, and during the period of financial exigency or within 5 years from termination there is an opening in the same discipline on another campus, it shall be the responsibility of the President's office to communicate with the hiring campus about the availability of that faculty member. The hiring unit shall carefully review the qualifications of the faculty member in question and determine if the announced criteria established for the position are met. If so, and if the faculty member has been on continuous appointment, the faculty member shall have the right of first refusal, but if hired, the appointment need not be continuous. In all cases of termination of appointment because of financial exigency, a faculty member released from a unit will be offered reinstatement with the same rank and tenure status and ninety (90) days in which to accept or decline if, within a period of 5 years from termination, that unit seeks to fill a vacancy for which the faculty member qualifies. In case there is more than one qualified faculty member, reinstatement shall be offered to the most senior (as herein defined).

1 Presently the Intercampus Faculty Council.

2 The term "program" is used in many ways. Here, however, the specific intention is to identify the designation "program" with the typical academic department; the program consists of the productive effort of that administrative and budgetary unit most often designated as a "department," which usually corresponds to widely recognized disciplinary designations. There are limited exceptions to this definition of program, such as when a school or college is not organized into departments, or when specializations within the department or school are so unique in content that faculty members normally cannot cross from one area to another. Given the above, it is clearly not the intent here that "program" should be equated with "degree program" within a department nor with a specific individual faculty member, unless these represent the kind of unique specialization described above.
General Suggestions

1. The UMR Personnel Committee did not choose between plans A, B, & C below for determining seniority, but passed the following motion on November 16, 1977:

"Whereas faculty input to the UMR Personnel Committee criticizes the seniority schedule set forth in the draft financial exigency document (page 12, lines 13-15) in that it places inadequate weight on length of service at the university, the committee places itself on record as opposing this draft schedule in favor of an alternate schedule which would place more weight on length of service."

(Several proposed plans are appended to these minutes.)

Plan A

\[ S = R \times s, \]

where

\[ S : \text{seniority} \]
\[ R : \text{rank (1 for I, 2 for AsP, 3 for AP, 4 for P)} \]
\[ s : \text{years of university service} \]

Plan B

For P

\[ S \text{ is the least of 96 or } 4s_i + 72 \]

For AP

\[ S \text{ is the least of 72 or } 3s_i + 48 \]

For AsP

\[ S \text{ is the least of 48 or } 2s_i + 24 \]

For I

\[ S \text{ is the least of 24 or } s_i \]

where

\[ S : \text{seniority} \]
\[ s_i : \text{years of service in present rank at UMR} \]

Plan C

\[ S = 4s_p + 3s_{AP} + 2s_{AsP} + s_i \]

\[ S : \text{seniority} \]
\[ s_p : \text{years of service as Professor at UMR} \]
\[ s_{AP} : \text{years of service as Associate Professor at UMR} \]
\[ s_{AsP} : \text{years of service as Assistant Professor at UMR} \]
\[ s_i : \text{years of service as Instructor at UMR} \]
2. The UMR Personnel Committee also passed this motion on November 16, 1977:

"Retirement of faculty who are sixty-five or older should be mandatory during a period of financial exigency."

3. Terms requiring definition:

1. Unit
2. Facility
3. Seniority
4. Professional development
5. Designated funds

4. The UMR Personnel Committee voted not to consider recommending changes in the second part of the draft which concerned termination of departments or programs because it felt that it needed considerably more study by the committee responsible for the draft.
November 10, 1977

Dr. Charles A. Johnson
Professor of Mathematics
Department of Mathematics
College of Arts and Sciences
University of Missouri-Rolla
326 Mathematics-Computer Science Bldg.
Rolla, Missouri 65401

Dear Professor Johnson:

Thank you for your letter of October 25 confirming arrangements for our participation in your academic council meeting on December 1. The American Federation of Teachers representative will be Professor Sam Andrews, a University of Florida professor who has been active in AFT efforts in Florida for a number of years, and an articulate and knowledgeable spokesman for faculty collective bargaining.

I have forwarded the materials which you enclosed to him and he will be in contact with you with respect to the exact time and place of the meeting.

Thank you very much for the invitation. I hope you have a good program.

Sincerely,

Robert Nielsen, Ph.D.
(Mathematics)
Director, Department of Colleges and Universities

RN:sd
opeiu2af1cio

CC: Sam Andrews
United Faculty of Florida
208 West Pensacola Street
Tallahassee, Florida 32304
(904-392-0724)
December 12, 1977

SUMMARY of reports, actions and announcements at the Academic Council Meeting, December 1, 1977.

1. Motion carried. Approval of Public Events Dates for Academic Year 1978-79.

2. Motion carried. Approval of Proposed UMR Calendar for 1979-80.

3. Motion carried. Approval of Curricula Committee Report on "Course Numbering System".

4. Motion carried. Approval of Curricula Committee Report on "Revised Basis for Credit in CLEP Subject Exams".


11. Discussion of Final Exam Schedule.

12. Faculty Guest Speaker on Collective Bargaining: Dr. Sam Andrews.
Exhibit I is designed for two purposes. First, it depicts the cyclical behavior of equity markets since 1958, the year the fund began. It also indicates the fluctuations, in a much narrower range, of bond values over that period. At the same time a second purpose is served in the lower portion of the exhibit, which shows both the magnitude and timing of yearly contributions to the fund.
The philosophy underlying investment strategy has been one of a "balanced portfolio". Exhibit II demonstrates this balance with respect to the relative proportions of equity, fixed income, and temporary securities held by the fund over the past ten years. Concomitantly, year to year comparisons reflect strategies to change the mix as the equity, fixed income, and short-term money markets may dictate. For example, during the past year the percentage of equity holdings rose from 43.8% to 52.0%, while fixed income proportions declined from 39.8% to 37.3% and the cash and equivalent segment also decreased from 16.4% to 10.7%.
EXHIBIT VI
COMPARISON OF QUARTERLY UNIT VALUES*
THE UNIVERSITY OF MISSOURI RETIREMENT TRUST FUND
(JUNE 30, 1970 = $100)

UNIT VALUE - Worth of $100 invested on 6-30-70 at quarterly time periods
PURPOSE - To show comparative results of the major components of the portfolio with the total fund

EXHIBIT VII
COMPARISON OF QUARTERLY UNIT VALUES*
FOR TOTAL FUND WITH A MARKET PORTFOLIO OF 60% EQUITY (VALUE LINE) AND 40% BONDS (SALOMON BROTHERS BONDS)
THE UNIVERSITY OF MISSOURI RETIREMENT TRUST FUND
(JUNE 30, 1970 = $100)

VALUE LINE - Unweighted average of 1500 stocks
SALOMON BROS. BONDS - Highly marketable Aaa & Aa long-term industrial and public utility bonds
PURPOSE - To compare the results of the total fund with a hypothetical portfolio

EXHIBIT VIII
COMPARISON OF QUARTERLY UNIT VALUES*
OF THE EQUITY PLUS RESERVES PORTION WITH VARIOUS MARKET INDICES
THE UNIVERSITY OF MISSOURI RETIREMENT TRUST FUND
(JUNE 30, 1970 = $100)

DOW JONES COMPOSITE - 65 stocks comprised of 30 industrial stocks, 20 transportation stocks, and 15 utility stocks
VALUE LINE COMPOSITE - Unweighted index of 1500 stocks
S & P 500 - Capitalization weighted index of major corporations
PURPOSE - To compare the unit value of the equity portfolio with various market indices

EXHIBIT IX
COMPARISON OF QUARTERLY UNIT VALUES* OF THE EQUITY PORTION PLUS RESERVES WITH THE COLLEGE RETIREMENT EQUITIES FUND (CREFI)
THE UNIVERSITY OF MISSOURI RETIREMENT TRUST FUND
(JUNE 30, 1970 = $100)

PURPOSE - To compare the unit value of the equity portfolio with a managed equity portfolio
A historical record of net deposits and income to the fund since its beginning is found in Exhibit XII.

EXHIBIT XII
NET DEPOSITS AND INCOME
1958 - 1977

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>NET DEPOSITS</th>
<th>ACCUMULATED NET DEPOSITS</th>
<th>NET DEPOSITS EARNING AT INTEREST ASSUMPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/58</td>
<td>360,000.00</td>
<td>360,000.00</td>
<td>N/A</td>
</tr>
<tr>
<td>1/1/59 - 6/30/59</td>
<td>-0-</td>
<td>360,000.00</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/59 - 6/30/60</td>
<td>208,471.05</td>
<td>360,000.00</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/60 - 6/30/61</td>
<td>261,086.18</td>
<td>568,471.05</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/61 - 6/30/62</td>
<td>491,027.06</td>
<td>831,557.23</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/62 - 6/30/63</td>
<td>607,300.00</td>
<td>1,322,584.29</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/63 - 6/30/64</td>
<td>1,149,500.00</td>
<td>1,929,884.29</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/64 - 6/30/65</td>
<td>1,186,200.00</td>
<td>3,075,384.29</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/65 - 6/30/66</td>
<td>1,912,900.00</td>
<td>4,461,584.29</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/66 - 6/30/67</td>
<td>2,372,948.39</td>
<td>6,374,484.29</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/67 - 6/30/68</td>
<td>3,170,000.00</td>
<td>8,747,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/68 - 6/30/69</td>
<td>4,240,000.00</td>
<td>11,917,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/69 - 6/30/70</td>
<td>4,870,000.00</td>
<td>16,157,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/70 - 6/30/71</td>
<td>5,150,000.00</td>
<td>21,027,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/71 - 6/30/72</td>
<td>5,361,000.00</td>
<td>26,177,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/72 - 6/30/73</td>
<td>5,330,000.00</td>
<td>31,538,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/73 - 6/30/74</td>
<td>5,555,000.00</td>
<td>36,868,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/74 - 6/30/75</td>
<td>6,339,000.00</td>
<td>42,423,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/75 - 6/30/76</td>
<td>6,760,000.00</td>
<td>48,762,432.68</td>
<td>N/A</td>
</tr>
<tr>
<td>7/1/76 - 6/30/77</td>
<td>7,765,000.00</td>
<td>55,522,432.68</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The complete Retirement Trust Fund portfolio as of June 30, 1977 will be found in Appendix I.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council Meeting, Thursday, January 26, 1978, at 1:30 p.m. in the Mechanical Engineering Auditorium.

I. Open Discussion with President James C. Olson.

II. Approval of the minutes of the December 1, 1977, meeting of the Academic Council.

III. Unfinished business.

IV. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (No report) J. Pogue
      2. Report of the current status of three new degree programs as approved by the Academic Council.
   B. Administrative responses. (No report) J. Pogue
      1. Response on the Ad Hoc Committee on Merit Salary Increases. (September 1, 1977; VII, 1.5) (October 6, 1977; VII, 2.4)
      2. Response on the recommended handling of the UMR Draft of the Grievance Procedures. (October 6, 1977; VII, 2.14)

V. Reports from standing and special committees.
   A. .0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   B. .0406.06 Curricula (No report) D. Modesitt
   C. .0406.09 Personnel (No report) B. Gillett
      1. Procedures for evaluation of administrative officers (September 2, 1976; VI, 1.5) (January 27, 1977; VI, 6.10)
      2. Plans for faculty discussion of the impact of unionization on the campus.
      3. 1977-78 Promotion & Tenure Procedures (October 6, 1977; VII, 2.3)
   D. Report from the Missouri Assembly of Faculty in Higher Education. (No report) K. Robertson

*E. Report from the Retirement & Staff Benefits Committee. (15 minutes) B. Brooks

VI. New business.
   A. Change in February meeting date.

VII. Announcements.

*Supplementary material sent to Academic Council members.

**Material handed out at the December 1, 1977, meeting.
Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Thursday, January 26, 1978, in the Mechanical Engineering Auditorium. Chairman Cogell welcomed faculty members, the press, and President Olson to the meeting and stated President Olson has made a tremendous effort to bring the concerns of the faculty to the Legislature. Chairman Cogell then turned the meeting over to President Olson.

President Olson opened his comments by stating Interim Chancellor Pogue was in Columbia and indicated his pleasure with the way Dr. Pogue is assuming his role as Interim Chancellor. He further indicated his intention to present an up-to-date report of the status of the University budget and, following, answer questions regarding the budget or other matters.

Assuming everyone is aware of the Board of Curators budget requests, President Olson stated the Board did depart from routine in presenting its budget this year in asking for a separate health care budget at UMC. This, generally, has been accepted and has considerable bearing on the majority of the school.

The Board of Curators will be making a decision regarding increases in student fees. Several alternatives are possible, and recommendations from all campuses will be considered. The budget does include a student fee increase.

There is also a continual need to make reallocations, recognizing that in the past to provide for even a minimal salary increase the funds had to be obtained from other sources. This calls for a reduction in the operating base of approximately 2 1/2 percent of the general operating budget.

The proposed budget provides for total increases of $25,417,000. The sources of these increases are general revenue, $14,940,082; proposed University reductions, $4,783,000; proposed student fee increase, $4,467,000; and other revenue growth, $1,226,918.

Of the total budget request of $210,890,835, the Coordinating Board of Higher Education recommended approval of 99 percent of the request. In developing the budget, it was concluded the top priority item was S & W, and further concluded that a reasonable approach followed for three years would get salaries back to where they were in the best year of the last decade. Based on assumptions, current inflation trends, and histories of other institutions, a figure of 10 percent per year was set. The budget
also included a request for $341,000 for inflationary increases in staff benefits, which was approved by the Coordinating Board.

The Board of Curators requested a 7.1 percent ($3,181,000) increase in E & E. The Coordinating Board applied a different inflationary rate and reduced the request to a 6.5 percent increase.

Several program changes and increases designed to rebuild quality were also approved. The Coordinating Board approved the amount requested for opening new buildings at UMC and UMKC of $283,000; reduced library improvements from $1,203,000 to $1,002,506; reduced health science improvements from $1,922,000 to $1,801,000; approved the amounts requested for energy and mineral engineering development at UMR of $300,000, improvement of agricultural programs at UMC of $509,000, academic program development and support at UMSL of $675,000, and special equipment (rebuilding research equipment) of $1,600,000; reduced School of Law at UMKC from $280,000 to $90,000; and eliminated improvements in staff benefit programs of $310,000.

The Governor's staff, by applying the same formula, came in with a very low figure. During the Governor's hearing, the Governor increased the OA figure by a considerable amount and accepted all program improvements with the exception of staff benefits. An 8.6 percent increase in S & W was approved, along with a 4.5 percent ($2,018,377) increase in E & E. The Governor approved an increase in general revenue of $10,246,368, for a total of $135,988,677. In comparison, the Board of Curators approved $140,682,391 total general revenue and the Coordinating Board of Higher Education, $139,592,080.

Following the Governor's hearing, an appropriations hearing was held before a House subcommittee on higher education. The result of the hearing was a recommendation that the Governor's recommendation be increased $1,770,995. This was approved January 25, 1978, by the full committee and included a net increase in S & W of $1,052,073, for a total S & W increase of 9.6 percent ($13,579,476). Also approved was an increase in E & E of 5.5 percent and the amount requested for inflationary staff benefits was put back in. We now have a total State appropriations of $137,759,672, a 9.6 percent increase over the present budget.

President Olson said he's not sure what will happen in the House or the Senate, but will work to get a complete recognition of the budget request. He further stated there has been a substantial recognition of the University's needs.

President Olson stated reallocation is under way on the campuses. He said the reallocation process may make it seem that the budget presents a decline, but added that the budget is designed for improvement and does recognize the core of the University of teaching and research. President Olson further
stated "We have a long process ahead of us in higher education as we look to the 80's. It looks forbidding and we need to be preparing for the 80's."

This ended President Olson's remarks on the budget. He then asked for questions from the faculty.

To a question regarding the increased request for staff benefits, President Olson explained that this recommendation is designed to include those with summer session salaries.

A question was asked if the recommended increase in staff benefits included faculty on research contracts. Dr. Brooks replied that they are not and that those who are on contracts should include in their contract an additional 8 percent for the staff benefits related to their summer activities.

President Olson was asked if he has received opposition from the other campuses to maintaining the 10 percent S & W increase inasmuch as the Governor has only recommended an 8.6 percent increase. He stated he has asked for comments from all campuses and as yet has not seen all of the responses, but further stated there is some opposition.

To a question regarding retaining the "best people", President Olson said the Subcommittee on higher education felt that with the S & W there is enough money to pay any one person as much as it takes. President Olson's reply to the subcommittee was that while there are people on all campuses considered "stars in their field", the University is not built on the star system. He further said students receive a higher level of educational opportunity with a uniformly high quality staff. There is industrial competition. President Olson said the University hates to lose people to industry, but if the decision is based solely on financial consideration, the University has already lost. We need to have a level of education where faculty aren't constantly being tempted by the higher salaries of industry. The area of competition would then be other institutions. President Olson said he has not considered the problem of competition with industry, even though many faculty at UMR are perfectly able to move into industry.

Regarding a question on cost of living raises for all faculty, President Olson said he felt faculty salary increases are best administered on the merit system.

Mike Johnson, President of the Student Council, asked several questions regarding justification of alternatives to student fee increases and the number of students that could potentially be lost because of fee increases. President Olson said he does not expect students to "like" the fee increases, but added they are necessary due to inflation. President Olson said he is interested in responses from all campuses regarding the proposed increases, and is expecting different responses from each campus. He stated there is a danger of losing students due to the increases; however, the fee increase does not increase the portion of the total budget that students are expected to bear. President Olson further stated there are no easy or pat answers.
A question was asked regarding increased source of income through matched contributions from HEW, NSF, etc. President Olson felt the Rolla campus should be at the top of the list to receive matching contributions because of energy and other related research. He said, however, the money has not yet been made available.

Asked if President Carter's statement on industry and labor curtailing large salary increases because of their inflationary effect had any bearing on the Legislative requests, President Olson replied that he did not believe the University's request would be viewed as having an inflationary effect on the nation. He continued saying he sometimes has difficulties discussing the salary increases with people in the state. "I'm asked how many people on the University staff have an annual compensation of $20,000, and following my answer, further asked why we are asking for increases for them." President Olson said there is difficulty convincing the general public of the realities of the University's needs and with their understanding the University. For example, he said there is considerable commentary about the tenure system but not about the process of granting tenure. University schedules are not 8-5 schedules, and there is a failure to realize that the 8-5 schedule is not the only consideration of a full-time employee.

To a question regarding the University withdrawing from the Social Security system, President Olson said no thought has been given to withdrawing. Dr. Brooks stated the Retirement and Staff Benefits Committee itself has not discussed this matter or felt it was favorable.

President Olson was asked if the University is developing a third engineering school at Kansas City. President Olson replied there is no intent to develop a third engineering school. The engineering program at KC is an undergraduate cooperative program between UMC and UMKC. He stated many young people cannot leave families or jobs to attend an engineering school on a full-time basis, and this program is an experiment in intercampus cooperation.

President Olson was informed that a number of non-academic staff are concerned about the Hayes study. President Olson said he is concerned about this and has asked Vice President Buchholz to look into the matter. He said, however, the University is in need of some system for managing non-academic staff.

President Olson said he appreciated the opportunity to speak with the faculty, as he has very few opportunities such as this. One day a month is spent with the Intercampus Faculty Council, and President Olson said this group is of great value in bringing faculty reactions to him. Rolla's representation includes the Chairman and the Secretary of the IFC. A faculty member asked if there were some way of making available to campuses matters arising in these meetings. President Olson stated we do need to keep as many people informed as possible. Dr. Day (Chairman of IFC) said many matters are reported back to the campus, but felt the faculty should know that the IFC is only advisory to the President. Chairman Cogell stated many issues of the IFC are presented at Academic Council meetings.
by Interim Chancellor Pogue in his report. Chairman Cogell also said he receives copies of the IFC minutes and brings pertinent matters to the attention of his advisory committees.

Dr. Day said the UMR faculty are very appreciative of the importance President Olson has placed on the 10 percent S & W increase, and would appreciate continued effort in this behalf.

Chairman Cogell thanked President Olson for attending the meeting and for his comments.

Moving on with the agenda, Col. Charles Marvin moved to accept the minutes of the December 1, 1977, meeting as distributed. The motion was seconded and carried.

Dr. Brooks reported for the Retirement and Staff Benefits Committee, explaining the handout sent to Academic Council members and available to faculty at the meeting (copy attached). A report on all of the funds is available in the library and the handout is composed of exhibits from that report pertaining to the pension funds.

Exhibit I does two things. It shows various market indices and contributions to the pension fund on a regular basis. Contributions to the pension fund began in 1961 and in 1977 contributions reached $7.77 million (see bottom of Exhibit I). Exhibit XII (Last page of handout) fits closely with Exhibit I and shows accumulated deposits each year and accumulated earnings of $83 million in the pension fund. The projected earnings based on a conservative rate of interest show projected earnings of $80 million. The difference of $3 million between the projected earnings and actual earnings shows our funds have been well managed. A comparison of the accumulated net deposits of $63 million and total accumulated net deposits plus accumulated income of $83 million show actual earnings since 1959 of $20 million.

Exhibit II shows the composition of investment of the pension fund since 1968. Market value of the funds has grown from $15 million to $83 million by June 1977. Exhibit VI is a comparison of quarterly unit values of the pension fund from 1971 to 1977. Note the total, equity and debt figures come together in 1974 and in 1975. Exhibit VII compares our fund's behavior with a market portfolio of 60 percent equity and 40 percent bonds. This graph again indicates good management of funds is taking place. Exhibit VIII shows how our funds compare with Dow Jones and Standard and Poors. There is some separation from 1974 to 1977. The pension fund is about in the middle. Exhibit IX compares our fund with CREF. There is much more information in the annual report, but the information presented was the heart of the report. Any faculty member who has any questions is encouraged to call Dr. Brooks.
Covering other benefits, Dr. Brooks stated the medical fund increases in rates are in keeping with increases in costs. The only real question in any of our programs is in the long-term disability program. UMR has a high enrollment in the program, but the other campuses are lagging.

A question was raised regarding tax sheltered annuities and available data for "shopping around." Dr. Brooks stated there are problems with making comparisons. Most packages are so dissimilar, a comparison is difficult. Dr. Brooks did suggest contacting *a local insurance company who specializes in tax sheltered annuities for more information. It was also brought up that Mike Reese, Secretary of the Staff Benefits Committee, is a U-wide staff member and is putting together a report of tax sheltered annuities program results. Dr. Brooks stated when more information is brought to the Committee, he will report to the Council.

Under new business, Professor Schowalter explained the February meeting date approved last May or June is a conflict for Chairman Cogell and Interim Chancellor Pogue and made the following three-part motion: To set aside rules that would prevent acting on the motion; to change the February meeting to Tuesday, February 21; and that the motion become effective immediately. The motion was seconded and carried.

Dr. Edwards stated his department has several courses pending in the Curricula Committee with no action taken on the requests for quite a long period of time and in some instances over a year. Dr. Edwards said other departments have had problems with this also, and asked what could be done about the situation. Chairman Cogell stated that he would contact the Curricula Committee on this matter.

A motion was made, seconded and carried to adjourn the meeting at 2:55 p.m.

Respectfully submitted,

William A. Brooks, Secretary

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

*Correction made at February 21, 1978, meeting of the Academic Council.
January 26, 1978

MEMORANDUM TO: Academic Council

From: Thomas B. Baird

Professor F. G. Walters will be substituting for me in the Academic Council meeting today, January 26, 1978.

Thomas B. Baird
Assoc. Professor

TBB:pd
A. VERN KILPATRICK was born in Houghton, South Dakota on February 21, 1887. He was awarded the Bachelor of Science degree in Mechanical Engineering from South Dakota State College in 1925 and the Master of Science degree in Mechanical Engineering from Iowa State College in 1931.

He joined the faculty of the Missouri School of Mines and Metallurgy in 1926 and also served briefly at South Dakota State and Iowa State. He possessed exceptional skill as a mechanical craftsman and a broad knowledge of Mechanical Engineering. His mechanical prowess is legendary on the UMR campus where substantial evidence of his inventive genius abounds. Throughout his lifetime he regarded perfection as a challenge and exercised his skills in the making of everything from delicate machine tools to musical instruments.

In 1957 at the age of 70 he officially retired as an active faculty member but continued until his death in December, 1977 as a consultant to the University. He continued to teach mechanical design until 1968 and thereafter consulted on special problems devoting nearly full time well into his final year.

In addition to his academic service he held important industrial positions with the Michigan Screw Company, Reo Motor Company, Olds Motor Company, and the McDonnell Aircraft Company.

He received many honors and awards, among them a biographical listing in Who's Who in Engineering. Most recently he was given an alumni award in 1976. It was genuinely heartwarming to observe the loving respect accorded him at the awards dinner for his "inspirational loyalty and service." His broad perspective gained from nearly an eventful century in engineering, his gentle nature, and keen wit endeared him to all who passed his
way and his close associates by whom he will be sorely missed.

Surviving Professor Kilpatrick are his wife, Clara, and two
daughters, Eunice Hamilton and Amygene Jackson, both of whom
attended MSM.

In recognition of Professor Kilpatrick's service to the
University of Missouri - Rolla,

BE IT RESOLVED:
That the faculty of the University of
Missouri - Rolla hereby expresses sorrow
at his loss and expresses appreciation for
his remarkable career covering 51 years of
dedicated service;
That this resolution be made a part of
this faculty meeting on February 7, 1978,
and that copies of this resolution be for­
warded to Mrs. A. Vern Kilpatrick, Mrs.
Braith Hamilton, and Mrs. Charles Jackson.

Addresses:

Mrs. A. Vern Kilpatrick
1701 N. Pine
Rolla, MO 65401

Mrs. Braith Hamilton
1701 N. Pine
Rolla, MO 65401

Mrs. Charles Jackson
973 Charbonair Road
Florissant, MO 63031
February 6, 1978

Memorandum To: Interim Chancellor Jim C. Pogue

From: Dr. Wayne Cogell, Chairman, Academic Council

Re: Response to Final Report of the Merit Committee

In response to the report of the ad hoc Committee on Merit Salary Adjustments, the following changes are recommended:

Each faculty member achieves a degree of merit through his/her teaching, research and service activities. Since these activities are the educational mission of the departments, campus, and University, a high level of performance in any of these activities should be considered equally meritorious and should receive a merit rating.

Merit rating is the measure of how well a faculty member performs his/her teaching, research and service activities. First responsibility for measuring the performance of a faculty member lies with the department chairman. The department chairman shall be guided by the following written documents.

1) Departmental Goals and Objectives:

Every department shall develop a set of clear goals and objectives which are compatible with the goals and objectives of the school/college. Responsibility for establishing this set rests with the departmental faculty. The distribution of the amount of effort in teaching, research and service need not be the same for all faculty members or even for all the departments within the school/college.

2) Set of Departmental Criteria:

A set of criteria against which the performance of each faculty member can be measured is essential. Each department, under the leadership of the chairman, should establish this set. It must be compatible with the department's goals and objectives, realistic in terms of the resources available to the department and the individual faculty member and subscribed to by both chairman and faculty.

3) Departmental Procedures for Determining Merit Rating:

Every department shall establish procedures which will be followed in determining how well a faculty member has performed his/her agreed upon activities.
4) Annual Faculty Agreed Upon Activities Statement:

The particular teaching, research, and service activities of a faculty member shall be determined by a joint decision of that faculty member and the department chairman, starting when he/she joins the faculty and continuing annually throughout his/her appointment in the department. Such decisions shall be recorded, signed by the faculty member and the department chairman, and maintained in an open file. The activities of a faculty member shall be agreed upon in advance of performance and major changes to the agreed upon activities shall be documented before they take place.

While it is the responsibility of the Dean to insure that the department chairman's recommendations properly reflect the achievements of a faculty member, it is the responsibility of the Chancellor to insure the integrity of the entire procedure on which salary adjustments, tenure and promotion are based.

Enclosed are suggestions for placing faculty activities in the categories of teaching, research, and service.

WC/lmr
Enclosure
SECTION A: TEACHING ACTIVITIES
A.1. SCHEDULED TEACHING

A.1. CREDIT COURSES: All activities related to courses given in the current term. Activities associated with
   courses credited for thesis or dissertation credit are to be included. Activities include:

   - Grading meeting informally with course participants
   - Supervising these courses
   - Meeting scheduled classes
   - Preparing course outlines
   - Preparing book lists
   - Maintaining records
   - Creating test materials
   - Developing instructional media
   - Giving remedial help to course participants
   - Giving consultation
   - Giving instruction
   - Giving instruction not associated with a thesis or dissertation course
   - Giving instruction and/or information through mass media
   - Include credit courses utilizing mass media techniques should be recorded in A.1.

A.2. UNSCHEDULED TEACHING (Includes independent study through correspondence and mass media)

Teaching not associated with the specific courses or non-credit instruction activities listed in A.1. Includes
   on-campus, off-campus, and independent study through correspondence and mass media instructional activities. For example:

   - Meeting with planning committees
   - Meeting informally with course participants
   - Providing consultation
   - Providing instruction
   - Evaluating
   - Providing instruction and/or information through mass media
   - Providing instruction on an individual basis

A.3. ACADEMIC PROGRAM ADVISING: Giving advice to students concerning course scheduling and academic programs.

A.4. COURSE AND CURRICULUM RESEARCH AND DEVELOPMENT: Developing and preparing for future courses. For example:

   - Preparing course outlines
   - Preparing book lists
   - Maintaining records
   - Creating test materials
   - Developing instructional media
   - Giving instruction
   - Giving instruction not associated with a thesis or dissertation course
   - Giving instruction and/or information through mass media
   - Include credit courses utilizing mass media techniques should be recorded in A.1.

SECTION B: RESEARCH, SCHOLARSHIP, AND CREATIVE WORK ACTIVITIES

B.1. SPECIFIC PROJECTS: Research, scholarship, and creative work activity related to a specific project.

B.2. GENERAL SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT: All research, scholarship, and creative work activities
   related to keeping current in a professional field. For example:

   - Reading Articles and Books Related to Your Profession
   - Attending Conferences
   - Attending Seminars
   - Research-Related Discussion with Colleagues

SECTION C: INTERNAL SERVICE ACTIVITIES

This section includes activities related to general contact with students, to professional responsibilities
   within other organizational units within the institution, and to fulfilling institutional requirements. For example:

C.1. STUDENT ORIENTED SERVICES: Personal, Career, and Financial Counseling

C.2. ADMINISTRATIVE DUTIES: For example:

   - Acting as a Department Chairman, Dean, Vice-President or any other Administrative Position
   - Administering Personnel Policies
   - Faculty Service Reports and Questionnaires
   - Keeping Records
   - Preparing Minutes
   - Writing and Answering Memoranda
   - Assigning Faculty Course Load

C.3. COMMITTEE PARTICIPATION: For example:

   - Admission Committees
   - Departmental Meetings
   - Faculty Senate

C.4. GENERAL PROFESSIONAL SERVICES/ADVICE DIRECTED INSIDE THE INSTITUTION: Professional service provided by a
   faculty member of one department to another department or unit of the University. For example:

   - Consulting with Faculty Member of Another Department
   - Providing Professional Advice/Service to an Administrative Unit

SECTION D: EXTERNAL SERVICE ACTIVITIES

This section includes service activities that are directed outside the institution (except for those associated with
   teaching activities reported under Section A).

GENERAL PROFESSIONAL SERVICES/ADVICE DIRECTED OUTSIDE THE INSTITUTION: Activities meant to benefit the
   community outside the institution. Consultation or advising with individuals for the purpose of providing
   assistance in some other form is included. For example:

   - Consulting for the benefit of the Public
   - Performing as in Plays, Orchestras, etc., for the Benefit of Your Academic Specialty
   - Patient Care
   - Talks or Lectures to Lay Groups on Topics within Your Academic Specialty
To: Academic Council

The attached constitution of the Sigma Chi Omega Sorority has been approved by the Student Affairs Comm. and is to be considered at the next Acad. Council Meeting.

Lyle E. Russell
Chairman, SA, Comm.
The merit of an individual faculty member lies in his contributions to the purpose of the University, that is, to a balanced program of teaching, research, and service through resident and extension activities. It should be noted that the service commitment of the University derives primarily from its teaching and research, and from the academic and professional credentials of the faculty. Service contributions by faculty in accord with this commitment should be recognized in a merit evaluation; however, inasmuch as the commitment does derive from teaching and research, service activities must be placed in balance with those functions. Inasmuch as a faculty member's contributions will vary within teaching, research, and service, the chairman is responsible to his dean for ensuring a "balanced" program within his department, as well as for the appropriateness to that program of an individual faculty member's activities. First responsibility for assessing the contributions of a faculty member is therefore vested in the department chairman; it is requisite, then, that the major activities of a faculty member be jointly agreed upon and reviewed annually by the chairman and the faculty member in advance of the performance. The formality of this procedure will vary both within and among departments, but the procedure must be sufficient to ensure both a clarity of understanding and a record of the agreement. Each divisional dean is responsible for ensuring that the above procedures are implemented in his college/school.

In furtherance of the above, certain common elements of procedure are essential.

1. Each department shall develop, and record, a statement of goals; these goals must be compatible with those of the college/school, and be within the mission of the University. Responsibility for establishing these goals rests with the department faculty, but must be recommended by the chairman to the dean for his approval.
The distribution of effort within teaching, research, and service, either resident or extension, need not be the same for all departments or individuals within a department.

2. Each department shall, under the leadership of its chairman, develop criteria against which the contributions of the faculty may be assessed. The criteria must be compatible with the department's goals and realistic in terms of resources available to the department and the faculty member.

3. Each department faculty and chairman shall jointly establish procedures by which the chairman will assess the contributions of individual faculty against the criteria agreed upon in (2) above. Although the establishment of procedures is a joint effort between the faculty and the chairman, ultimate responsibility for assessing the merit of faculty member's contributions rests with the chairman.

4. Each department chairman shall annually in the Spring discuss individually with faculty his assessment of their contributions. At the same time, based upon salary increase estimates and guidelines provided by the Provost, the chairman shall in writing advise the faculty member of a salary recommendation for the next year, and, if appropriate, of progress toward promotion or tenure. The department chairman shall furnish his dean a copy of this recommendation for review by the dean.

5. Appeals of a merit salary increase recommendation by a department chairman should be addressed to the dean of the college/school, but only after further consultation with the department chairman. Appeals of a dean's recommendations should be addressed to the Chancellor.
February 7, 1978

MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
RE: Curricula Committee (1977-78)

The following requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. History 274; Recent American Art and Technology
   Lecture 3 hours, Total 3 Credit Hours
   Prerequisite: None

   Justification: This course is one of the attempts by the liberal arts faculty to design new courses treating the connections between the liberal arts and technology. The course was given as an experimental offering (History 99) during the 1976 Spring Semester to 20 students—a mixture of liberal arts and engineering majors. Their response was quite favorable and they expressed the hope that the course would be a permanent offering.

2. Nuclear Engineering 309; Licensing of Nuclear Power Plants
   Lecture 2 hours, Total 2 Credit Hours
   Prerequisite: None

   Justification: The licensing process for nuclear power plants is highly technical and complicated process. Often the regulatory design bases involve more than the usual engineering approach to problem solving.

3. Humanities-English 301; Special Topics (title variable)
   Variable Credit
   Prequisites: Variable

   Justification: This course would enable the English faculty to test an experimental course on the 300 level before seeking approval for it as a permanent course.
4. Humanities-English 100; Special Problems and Readings
   Variable Credit
   Prerequisite: Consent of Department
   Justification: These courses would provide students with the opportunity to study specific subjects which would vary according to the educational needs of the individual student.

5. Humanities-English 200; Special Problems and Readings
   Variable Credit
   Prerequisite: Consent of Department
   Justification: These courses would provide students with the opportunity to study specific subjects which would vary according to the educational needs of the individual student.

6. Humanities-English 165; Engineer as Writer
   Lecture 3 Hours, Total 3 Credit Hours
   Prerequisite: English 1
   Justification: Presently being offered for the first time as an experimental course.

7. Ceramic Engineering 400; Special Problems
   Variable Credit
   Prerequisite: Variable
   Justification: To conform with standard practice among departments.

8. Computer Science 483; Macro Systems and Extensible Languages
   Lecture 3 Hours, Total 3 Credit Hours
   Prerequisite: Computer Science 333 or 383
   Justification: This course has twice run successfully as 401. It is needed to broaden the graduate course offerings of the Systems and Languages concentration area.
   Enrollment Spring 1975 - 6 students
   Enrollment Spring 1977 - 6 students

9. Humanities-Art 201; Special Topics (variable title)
   Variable Credit
   Prerequisite: Variable
   Justification: None Listed
10. Petroleum Engineering 201; Special Topics (variable title)  
Variable Credit (not for graduate credit)  
Prerequisite: Variable  
Justification: Petroleum 201 would provide a special topics number not for graduate credit (as the current 301 allows).

11. Humanities-Music 200; Special Problems  
Variable Credit  
Prerequisite: Consent of Department  
Justification: These courses were deleted from the music curricular offerings and we now find we have need of them for students who wish to pursue special advanced projects in composition, performance and scholarly research.

12. Humanities-Music 100; Special Problems  
Variable Credit  
Prerequisite: Consent of Department  
Justification: These courses were deleted from the music curricular offerings and we now find we have need of them for students who wish to pursue special advanced projects in composition, performance and scholarly research.

13. Ceramic Engineering 369; Glass Science and Engineering  
Lecture 3 Hours, Total 3 Credit Hours  
Prerequisite: Ceramics 102  
Justification: Serious lack of senior elective 300 level courses. With the departure of Dr. N. J. Kreidl, the department has dropped four graduate level courses in glass.

B. Deletions:

1. Ceramic Engineering 443; Properties and Structure of Non-Crystalline Solids II  
Justification: Dr. Norbert Kreidl who originally designed and taught the course is no longer on the faculty.

2. Ceramic Engineering 442; Properties and Structure of Non-Crystalline Solids I  
Justification: Dr. Norbert Kreidl who originally designed and taught the course is no longer on the faculty.
3. Ceramic Engineering 441; Structure of Non-Crystalline Solids
   Justification: Dr. Norbert Kreidl who originally designed and taught the course is no longer on the faculty.

4. Ceramic Engineering 440; The Vitreous State
   Justification: Dr. Norbert Kreidl who originally designed and taught the course is no longer on the faculty.

5. Ceramic Engineering 402; X-Ray Microanalysis
   Justification: No demand for the course in recent years.

C. Course Changes: Credit Hours (CH), Prerequisites (P); Course Title (CT); Catalog Description (CD); Course Number (CN)

1. Engineering Management 371; Public Works Management I
   CD to Introduces student to the public administrative process, nature of bureaucracy and the job of the public manager. Functional areas include public personnel administration, public finance and budgeting, administrative law and regulation. Attention also given to the issue of administrative responsibility.

2. Engineering Management 260; General Management
   CT to General Management - Design and Integration
   P to Senior status, Engineering Management 251, 252 and 282 of which one may be concurrent.
   CD to Integrating and executing marketing, production, finance, and engineering policies and strategies for the benefit of an enterprise. Analysis, forecasting, and design methods using case studies and management simulation games.

3. Engineering Management 328; Safety Engineering Management II
   CN from 328 to 387
   CT to Occupational Health Management
4. Mining Engineering 308; Drilling and Blasting Laboratory
   CT to Drilling and Blasting
   CH to Lecture 1 Lab 1, Total 2

5. Humanities-English 60; Exposition
   CD to The study and practice of writing expository prose, including a research paper.

6. Humanities-English 306; Introductory Linguistics
   CT to A Linguistic Study of Modern English
   CD to A descriptive analysis of modern English--its phonology, grammar, and vocabulary.
   Semester offered to either.

7. Humanities-English 310; Seminar
   P to Six hours of literature
   CD to Special topics in literature and language.

8. Humanities-English 125; Science Fiction and Fantasy Literature
   CN from 125 to 225
   P to One semester of English

9. Chemical Engineering 11; Chemical Process Engineering
   CN from 11 to 233
   CT to Principles of Chemical Engineering II
   CH to Lecture 2, Total 2
   P to Chemical Engineering 231, Chemical Engineering 141 (or concurrent)
9. Chemical Engineering 11; Chemical Process Engineering (continued)

CD to The process principles of heat transfer as utilized in the chemical industry are taught. Steady state and unsteady state heat conduction is studied by analytical and numerical methods. Radiation heat transfer is given special treatment. Finally, free and forced convection are treated along with aspects of condensation and boiling. Practical heat exchanger design is included throughout.

10. Ceramic Engineering 307; Behavior of Materials, VI—Mechanical

CN from 307 to 407

P to Consent of Instructor

11. Ceramic Engineering 259; Ceramic Thermodynamics and Temperature Measurement

CD to Thermodynamics as applied to high temperature reactions, stability of phases, thermoelectricity and temperature scales; entropy, free energy and thermodynamic equilibrium; thermoelectric optical and radiation pyrometers; special ceramic devices.

CH to Lecture 3, Total 3 (lab dropped)

P to Physics 25

12. Ceramic Engineering 261; Ceramic Engineering Design Laboratory

CD to Students develop the design of ceramic material and/or process. They may prove out the process or material in the laboratory. The project may be extended through a second semester using Ceramic Engineering 300 credits. A formal, thesis-format report is required for credit to be obtained.

P to Ceramic Engineering 221, 223

Semester offered to first.


P to Engineering Mechanics 110, Metallurgy 121

CD to A study of the properties of engineering materials and of their response to environmental and service conditions. Includes studies of strength, fracture, creep, fatigue, dynamic loading, thermal properties, joining processes and corrosion. Case studies are used to illustrate the problems involved in design and materials selection.

14. Electrical Engineering 231; Control Systems

P to Electrical Engineering 265

15. Electrical Engineering 220; Electrical Engineering Lab II

P to Electrical Engineering 211 and 212

16. Engineering Management 345; Energy Management Engineering

CH to Lecture 2 Lab 1, Total 3

17. Chemical Engineering 345; Biomedical Applications of Transport Phenomenon and Material Science

CT to Chemical Engineering in Biochemical Technology

CD to An introduction to the use of chemical engineering principles in the areas of fermentation, enzyme catalysis, and biological transport phenomena, with emphasis on food, chemicals, medicine and pharmaceuticals, fuels, and waste treatment.

18. Metallurgical Engineering 329; Service Behavior of Metals

CT to Material Selection, Fabrication, and Failure

CD to Factors governing the selection of materials for specific needs. Fabrication, heat treatment, surface treatment, and other aspects in the production of a satisfactory component. Failure analysis and remedies. Lecture plus assigned problems.

P to Metallurgy 217 and 211 or Permission of Instructor
19. Geology/Geophysics; Curriculum

CD to Add in the footnotes to program: A 2.0 GPA in mathematics is required.

D. Curriculum Changes:

1. Chemical Engineering

Justification: Reflects new numbers for some of the required Chemical Engineering courses.

2. Engineering Mechanics

Justification: Metallurgy 121 is a prerequisite for Engineering Mechanics 211. The proposed curriculum interchanges Metallurgy 121 and Engineering Mechanics 211 between the 5th and 7th semesters for proper sequence.

It is hereby requested by the UMR Curricula Committee that a special two-third (2/3) approval be made on the aforementioned courses in order to alleviate the 30 day waiting period in course scheduling.

Respectfully submitted,

Donald E. Modesitt, Chairman
UMR Curricula Committee

1. Open discussion with President James C. Olson.


3. Report from the Retirement and Staff Benefits Committee.

4. Motion approved. Change in February meeting date to February 21, at 1:30 p.m.
MEMORANDUM TO: UMR Faculty

RE: AGENDA for the Academic Council Meeting, Tuesday, February 21, 1978, at 1:30 p.m. in G-5 of the Hum. & Soc. Sci. Building

I. Memorial Resolution
   A. A. Vern Kilpatrick T. R. Faucett

II. Approval of the minutes of the January 26, 1978, meeting of the Academic Council.

III. Unfinished business.

IV. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (15 minutes) J. Pogue
      2. Report of the current status of three new degree programs as approved by the Academic Council.
   B. Administrative responses. (15 minutes) J. Pogue
      1. Response on the Ad Hoc Committee on Merit Salary Increases. (September 1, 1977; VII, 1.5) (October 6, 1977; VII, 2.4)
      2. Response on the recommended handling of the UMR Draft of the Grievance Procedures. (October 6, 1977; VII, 2.14)

V. Reports from standing and special committees.
   A. .0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   B. .0406.06 Curricula (10 minutes) D. Modesitt
   C. .0406.09 Personnel (No report) B. Gillett
      1. Procedures for evaluation of administrative officers (September 2, 1976; VI, 1.5) (January 27, 1977; VI, 6.10)
      2. Plans for faculty discussion of the impact of unionization on the campus.
      3. 1977-78 Promotion & Tenure Procedures (October 6, 1977; VII, 2.3)
   D. .0406.12 Student Affairs (10 minutes) L. Pursell
      *1. Approval of Student Organizations Constitutions
      *2. Intervisitation Policies

VI. New business.
   *A. Discussion of scheduling errors. (10 minutes) D. Wixson

VII. Announcements.

*Supplementary material sent to Academic Council members.

**Material handed out at the December 1, 1977, meeting.

After establishing a quorum was present, Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:35 p.m. on Tuesday, February 21, 1978, in G-5 of the Humanities-Social Sciences Building.

Chairman Cogell recognized Ralph Schowalter, who, in the absence of Dr. Faucett, moved to incorporate into the minutes the memorial resolution of A. Vern Kilpatrick and to dispense with the reading of the resolution at this time as the resolution was read at the General Faculty meeting on February 7, 1978. The motion was seconded and carried.

Chairman Cogell called for additions or corrections to the minutes. A suggestion was made that a specific person and company not be referred to regarding tax sheltered annuities as there are several companies who specialize in tax sheltered annuities serving the Rolla area. Dr. Brooks suggested the following correction on page 6, paragraph 2, line 4: "Dr. Brooks did suggest contacting a local insurance company who specializes in tax . . . ." A motion was made by Professor Baird, seconded and carried to approve the minutes of January 26, 1978, as corrected.

Chairman Cogell turned the meeting over to Interim Chancellor Pogue for his report. Interim Chancellor Pogue stated in addition to items on the agenda, he and Dean McFarland, Chairman of the Campus Energy Committee, would report on the state of energy and the coal supply at UMR.

Dr. Pogue stated the RMPC submitted on schedule its recommendations for reducing the UMR budget. It is also discussing plans for the 1979-80 legislative budget, and will be discussing guidelines for implementation of the 1978-79 operating budget and thus is currently working on three separate budgets. The schedule for the administration of the 1978-79 budget calls for persons to receive their appointment papers ("Blue Papers") by August 2. Processes are being speeded up this year because of a short legislative year.

The 1978-79 University budget is presently in a holding pattern. The House is considering the appropriations, and things are moving relatively well. Recommendations to the House from the Committee on Appropriations include a 9.6 percent S & W increase and a 5.5 percent increase in E & E, along with adjustments for staff benefits and program improvements.

Dr. Pogue was asked to expand on the adjustments for staff benefits. Dr. Pogue said there are two types of adjustments. One is inflationary increases toward increased cost of medical and other benefits. This request was
deleted by the Governor, but restored by the House Committee. The second type of adjustment is the inclusion of summer session faculty into the retirement program. This adjustment was not recommended for approval by the Governor, the Coordinating Board of Higher Education, or the House Committee. Dr. Pogue said he felt it was critical to include this adjustment in our budget. The estimated cost to begin the program in 1978-79 is $341,000. If the adjustment for summer session faculty is not restored in the 1978-79 budget, Dr. Pogue said he will recommend including it in the 1979-80 budget. He further said he has received a positive response to this and will continue to endorse it.

Before introducing Dean McFarland, Interim Chancellor Pogue made the following comments regarding the energy situation. Dr. Pogue said when the gas prices rose in 1972 and 1973, the University made a fairly strong effort towards reduction of fuels, and did very well. Fuel consumption was down in 1973, again in 1974, and again in 1975. Based upon adjusted figures - changes in temperatures and changes in square footage - consumption rose slightly in the fall of 1976 and in the fall of 1977 consumption was above the fall of 1976.

Dr. Pogue said we need again to turn toward conservation as we look toward increased cost of fuel. On December 6 when the coal strike began, we had essentially a 90-day supply of coal which would bring us to mid-March. Dr. Pogue said we recently have been able to buy coal at an increased cost of about $10 per ton ($45/ton) over past purchases and have been offered more coal at a cost of $55 per ton. UMR uses approximately 50 tons of coal per day on extremely cold days, and by paying $20 more per ton, it would cost $1000 per day over previous costs. Conservation of energy must be stressed. The University fuel and utilities budget contains only inflationary increases and would not cover the additional expenses.

Dr. Pogue said Governor Teasdale last fall stated that all State agencies would conserve 10 percent through the fiscal year 1978. UMR has not done this and has actually used more BTU's above a comparable period last year. Dr. Pogue said we are over and above last year's usage and have not saved the requested 10 percent. However, plans are being made to achieve the Governor's guidelines for conservation of energy.

Interim Chancellor Pogue then turned the meeting over to Dean McFarland. Dean McFarland said the Campus Energy Committee has had two meetings, has written a report and is working on several different approaches. The Committee's report to the President noted that major capital improvements are necessary - weather stripping, insulating, better thermostating equipment, and timers to phase buildings down overnight. These improvements would require money, but the funds would probably be regained in 3 to 5 years in decreased fuel consumption.

Dean McFarland said the coal supply should extend to April 1, and with weather warming about that time there should be no real problems. That is based on the assumption that we do not get into any real problem with respect to electricity which is obtained from Union Electric, and subject to the 10 percent Governor's program.
Dean McFarland said that planning is underway to select one person in each building to be responsible for energy conditions. These energy representatives would be in charge of discussing procedures with faculty and making everyone conscious of the need for conservation. Dean McFarland said energy costs are very great - the University spends $10 million for energy alone, and probably better than half is used for heating and air conditioning. The cost avoidance by weather stripping doors and windows, etc., could be utilized in other areas and could possibly be used to offset needed money for faculty salaries. Dean McFarland further suggested equipment that is a heavy user of electricity be used more sparingly and efficiently.

Dean McFarland said an inventory had been taken of ten buildings to determine energy conservation needs. He said we have a representative knowledge of what is needed, but no cost figures. A comment was made that during the Christmas holiday more energy could be conserved. Dean McFarland said many buildings are used during the holiday period for research, but agreed that many buildings on campus could be shut down at nights, on weekends, and during vacations.

A comment was made that a temperature setting of 65 degrees may not be appropriate for the classroom situation. Dean McFarland said this was not always possible as many classrooms do not have the mechanical capabilities to set temperatures down.

Dr. Pogue then continued with his report. He said the Coordinating Board has approved the Life Science program to be effective in the fall of 1978. The PhD in Engineering Mechanics was withdrawn by Dean Halligan for further study, and the BS/BA in Sociology is still pending before the RMPC.

Dr. Pogue said a subcommittee of the Chancellor's Council has been studying the problems of publication of brochures. The Committee has recommended to continue the restrictions on the type of undergraduate bulletin that could be printed - a single page inexpensively priced brochure. This restriction has been in effect several years and has saved a considerable amount of money. Professor Wolf commented that the new type of brochure is very unattractive and does not contain as much information as he feels University brochures should contain. Dr. Pogue said the Chancellor's Council did approve the committee recommendation, but the action will be reconsidered by request of Dean Planje. The Chancellor's Council also approved the recommendation to return to the 2-year catalog. Both the graduate and the undergraduate catalog will be prepared separately, with a course update issued each year. The new undergraduate catalog will also contain course descriptions, which are not in the present catalog.

Following distribution of three handouts regarding merit salary increases, Dr. Pogue stated the first report was from the committee of three divisional deans and three department chairmen which the Academic Council had requested Dr. Pogue to appoint (Committee composed of Deans Halligan, Planje, and Daane, and Department Chairmen Senne, Epstein, and Weart).
second handout was a response from Chairman Cogell, and the third was a statement by Dr. Pogue. Dr. Pogue requested that this item be placed on the agenda for the next meeting for discussion. Dr. Pogue said he would appreciate comments from faculty, and will be seeking the advice of department chairmen and the Deans. Dr. Pogue further said he feels a reluctance to write a document, as any document may disturb good, existing ways of doing things in some departments. He said there are many differences between small and large departments. Dr. Pogue said a further concern is that documents become too prescriptive.

Chairman Cogell said these documents will be discussed at length at the next meeting of the Council. He further said his response was based on consultation of the Ad Hoc Committee on Merit Salary Increases appointed by Dr. Ownby on request of Chancellor Bisplinghoff. Chairman Cogell requested all faculty input on the documents be sent to him, and he in turn will take faculty responses to the Ad Hoc Committee. The Committee is still meeting and will possibly have a recommendation to present at the next meeting of the Council.

Dr. Pogue distributed a draft regarding evaluation of administrators. Dr. Pogue said last year a program was instituted for evaluation of administrators, and there is a question whether this program should continue. He further said the draft had not been circulated throughout the campus as yet. He said some people feel a yearly evaluation is too often, some feel the evaluation should be within the school or unit, and some feel an extensive evaluation should be made every 3, 4, or 5 years. An effective compromise document is necessary.

The type of evaluation that took place last year would be similar to the type taking place every 4-5 years because of time consumption. Dr. Pogue said Dean Daane has used this process every four years since coming to the campus, and Deans Halligan and Planje have considered similar processes.

Chairman Cogell requested faculty members who have recommendations for evaluation of administrators to submit their recommendations in writing so all comments can be brought before the Council in a systematic manner. Certain actions must be taken by April 1, Chairman Cogell said.

Dr. Pogue said the Grievance Procedures Draft was referred to the Inter-campus Faculty Council for review. Bruce Wenner of UMKC was appointed by the IFC to work in consultation with representation from all campuses to draw up a compromise document to be submitted at the March meeting of the IFC.

Regarding the response on the use of classrooms for short courses and conferences, Chairman Cogell said the Committee of Deans decided to stay with the present procedure, but will try to work more closely with department heads. Reasonable advance notice will be given if a class needs to be moved. He said the COD found the Academic Council recommendation that faculty be notified at registration time of any short course or conference that would require moving classes not practical for most cases.
Dr. Modesitt moved approval of the Curricula Committee report and as noted at the end of the report requested a two-thirds approval be made in order to alleviate the 30-day waiting period in course scheduling. Chairman Cogell suggested the motion be divided and acted upon as two separate motions. Dr. Modesitt then moved approval of the changes recommended by the Curricula Committee. The motion was seconded and carried. Dr. Modesitt further moved the approved changes become effective immediately. The motion was seconded. Chairman Cogell explained that according to the By-Laws of the Council, actions approved by the Council are not effective until 30 days after distribution of the minutes, and that the motion on the floor is meant to expedite putting the changes into the computer. Considerable discussion followed, and Council members requested that the Curricula Committee reports be submitted at an earlier time to alleviate problems with the 30-day limitation. The motion that the Curricula Committee recommendations become effective immediately was carried.

Chairman Cogell said there was no report from the Personnel Committee, but called attention to an article in the February 13, 1978, issue of The Chronicle of Higher Education, entitled "Faculty Support for Unionization: Leveling Off at About 75 Per Cent". Chairman Cogell said the article contained very interesting material and would be available to faculty members in the Academic Council office or the library.

Lyle Pursell presented the recommendations of the Student Affairs Committee, and moved to approve the constitution of the Sigma Chi Omega Sorority. Professor Pursell said the sorority would not be residential at the present time, but could in the future obtain a house. It was explained that Council members had received only the first page of the 4-page constitution which contains the name, purposes, and membership of the group. This procedure has been used for several years. Professor Baird suggested that as a matter of procedure it should be noted at the bottom of the first page of the constitution that the complete document is available at Student Personnel or the Academic Council office for any person to review. It was also suggested that this notation could be made on the Academic Council agenda. Professor Pursell said all student constitutions are reviewed in entirety by Student Personnel and the Student Affairs Committee. The motion to approve the constitution of the Sigma Chi Omega sorority was seconded and carried.

Two intervisitation policies were reviewed, one for University supervised housing units (dormitories) and one for University affiliated housing units (fraternities, sororities, etc.). Considerable discussion followed and a question arose regarding legal responsibility if these policies were approved. It was explained that the policies would have to be approved by the President before becoming effective and the Board of Curators would be aware of the policies. A motion was made by Ruhland to cease discussion and take action on the Student Affairs Committee recommendations. The motion was seconded and carried. A motion was made, seconded and carried to approve the "Intervisitation Policy for University Affiliated Housing Units". A motion was made, seconded and carried to
 approve the "Intervisitation Policy for University Supervised Housing Units". Dean Ponder was asked if these policies were available to parents of students and he replied they were available upon request.

Under new business, Chairman Cogell called attention to the Memo from Douglas Wixon of the Humanities Department regarding scheduling errors, and said this was brought before the Council because of Dr. Wixon's request. Serious errors in scheduling affected the Humanities Department, and, during discussion, other departments indicated errors as well. Representatives from the Registrar's Office indicated these errors occurred because of a change in the procedure of scheduling. They said many of the problems are being worked out and hopefully would not occur in the future. A suggestion was made that departments be involved in proof-reading of the schedule to possibly eliminate errors. No action was taken.

Robert Lewis announced that the final exam schedules are in the mail.

Dr. Pogue read a news release from the President's Office indicating that President Olson will recommend a 12.9 percent across-the-board increase in student fees to the Board of Curators on February 24. This was the proposal favored by UMR.

Chairman Cogell said an article appeared in the February 21, 1978, issue of The Chronicle of Higher Education entitled "Outside Income on University Time: a Conflict for Professors?" He recommended that faculty members read the article. (Amended 3/30/78)

Chairman Cogell thanked Dean Daane for use of the public address system for the meeting.

The meeting adjourned at 3:20 p.m.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
February 9, 1978

MEMORANDUM TO: Wayne Cogell, President of the UMR Academic Council  
FROM: Douglas Wixson, Department of Humanities  
RE: Scheduling Errors

I should like to recommend that you bring before the Academic Council in its next meeting the subject of scheduling errors appearing in the Spring Schedule for the year, 1977-78.

These errors are of two kinds: mistakes in the printing of the schedule, that is, errors made in printing the information Gene Warren, English Section Head, sent to the Registrar's Office in the fall of 1977; and subsequent errors as to the availability of courses and as to the pre-enrollment in courses. Just before the Spring Schedule was printed, Mr. Warren received a copy from the Registrar's Office for proofreading. This copy was completely incoherent. When Mr. Warren phoned John Faucett, Mr. Faucett admitted the errors, and assured Mr. Warren that the schedule would be corrected according to what Mr. Warren had sent to his office. These errors were not corrected, however, when the Schedule appeared in print.

The following is Mr. Warren's report of the errors appearing in the Schedule:

I. Errors in the Printing of the Schedule

English 1 N, which should have been listed as meeting MWF 2:30-3:30 was listed as MW 2:30-3:30.

English 10 (submitted by telephone after my first schedule was sent over) should have been listed as meeting MWF at 10:30, but was listed as meeting only on M.

English 60 C should have been listed as meeting at 10:30, but instead was listed as meeting at 11:30, the same time as English 60 D. We subsequently had to cancel one of these courses as this correction did not appear on the sheet of corrections issued by the Registrar's Office. Thus, we were unable to have a section of English 60 at a necessary time.

English 80 A, which should have been listed as meeting MWF at 11:30-12:20 was listed as meeting only MW.

English 101 B, Engineer as Writer, was erroneously listed as having 0-6 hours of credit. (This error was not made with English 101 A, listed just above B.)
English 201 A, Women in Literature, was listed without a title, as were 201 B, English 210, and English 310. Titles for all three of these courses were on the schedule which I submitted; for some reason, the Registrar's Office included the titles for 101 A and 101 B but omitted them on subsequent courses.

Also, English 201 A and English 210 were listed as having 0-6 hours credit. I did not indicate the number of hours credit on the schedule which I submitted; however, three hours of credit were listed for English 101 A, English 201 B, and English 310, indicating that there was inconsistency, at least, in the preparation of the schedule by the Registrar's Office. Further, when I did give these corrections to John Faucett after the schedule was printed, they did not appear on the correction sheet, and in fact, some students' schedules for English 210 now show it carries no credit.

A further error is more complex. My original schedule listed English 301, Speech Writing, MWF 2:30. John Faucett phoned me to say that we have no 301 number in the catalogue, which is correct. I told him to change 301 to 201 B, then, since we do have that number. However, the schedule of courses listed English 201 B as meeting at T-TR 11:05-12:45. This was the meeting time for 310 B, which was omitted entirely from the schedule. The effect of this error was to omit two classes, since neither were listed by title, one course's number was listed with another course's number, that course's number was listed with the wrong meeting time, and the course which had its meeting time listed had its number omitted completely. If this explanation is confusing, consider the poor student attempting to construct a schedule from this mishmash of errors.

After receiving this, I called John Faucett and gave him a list of the errors and corrections, which he read back to me. He was very cooperative, as well he might be. The correction sheet issued corrects most of the errors. However, it did not correct the meeting time of English 60 C, nor the errors in the hours of credit for certain courses, nor did it give reference numbers where these were needed. Corrections for courses in other disciplines did, sometimes at least, supply these reference numbers.

The result of these errors, even with a correction sheet, is a lowered preregistration for certain of the courses, and the cancellation of courses [especially English 60 C] which should have been available to the student.

II. Errors Subsequent to Preregistration

Despite the scheduling errors, eight students preregistered for English 201 B, Speech Writing. However, when they received their schedules, they were notified that the course was closed—not unavailable or cancelled, but closed. Fortunately, the instructor, Sam Geonetta, was able to contact the students and preserve his course.

Also, the preregistration figures supplied us by the Registrar's Office showed only one student enrolled in English 310 B, Contemporary poetry. Since then, I have discovered that at least four students preregistered for the course; but we cancelled on the basis of the Registrar's figures.
The consequence of this is that a course may have been denied students who wished to take it, and those students enrolled in another course, due to errors in the Registrar's Office.

Finally, I want to comment on the two excuses which I have heard offered for this intolerable situation. The first was that there was not enough time for proofreading. Yet the schedule seems to have been similar to that of previous semesters, when no such errors were made. Second, the old stand-by, "The computer did it." But computers do only what they are told to do. They do not err; humans do.

On the basis of this report I should like to recommend that, if the Council thinks it worthwhile, an investigatory committee be appointed to discover what the problems are in the Registrar's Office with respect to publishing an accurate Schedule of Classes; and whether there is a method of solving them.

Perhaps the new system, introduced for the purpose of saving money, is causing more problems than it is worth.

Naturally, the nature of any "investigation" ought to be friendly inquiry. At the same time, however, I feel that general notice ought to be given to the problem raised here. Too many instructors and students are being hurt by the errors in the Schedule.

DW/cc
The merit of an individual faculty member lies in his contributions to the purpose of the University, that is, to a balanced program of teaching, research, and service through resident and extension activities. It should be noted that the service commitment of the University derives primarily from its teaching and research, and from the academic and professional credentials of the faculty. Service contributions by faculty in accord with this commitment should be recognized in a merit evaluation; however, inasmuch as the commitment does derive from teaching and research, service activities must be placed in balance with those functions. Inasmuch as a faculty member's contributions will vary within teaching, research, and service, the chairman is responsible to his dean for ensuring a "balanced" program within his department, as well as for the appropriateness to that program of an individual faculty member's activities. First responsibility for assessing the contributions of a faculty member is therefore vested in the department chairman; it is requisite, then, that the major activities of a faculty member be jointly agreed upon and reviewed annually by the chairman and the faculty member in advance of the performance. The formality of this procedure will vary both within and among departments, but the procedure must be sufficient to ensure both a clarity of understanding and a record of the agreement. Each divisional dean is responsible for ensuring that the above procedures are implemented in his college/school.

In furtherance of the above, certain common elements of procedure are essential.

1. Each department shall develop, and record, a statement of goals; these goals must be compatible with those of the college/school, and be within the mission of the University. Responsibility for establishing these goals rests with the department faculty, but must be recommended by the chairman to the dean for his approval.
The distribution of effort within teaching, research, and service, either resident or extension, need not be the same for all departments or individuals within a department.

2. Each department shall, under the leadership of its chairman, develop criteria against which the contributions of the faculty may be assessed. The criteria must be compatible with the department's goals and realistic in terms of resources available to the department and the faculty member.

3. Each department faculty and chairman shall jointly establish procedures by which the chairman will assess the contributions of individual faculty against the criteria agreed upon in (2) above. Although the establishment of procedures is a joint effort between the faculty and the chairman, ultimate responsibility for assessing the merit of faculty member's contributions rests with the chairman.

4. Each department chairman shall annually in the Spring discuss individually with faculty his assessment of their contributions. At the same time, based upon salary increase estimates and guidelines provided by the Provost, the chairman shall in writing advise the faculty member of a salary recommendation for the next year, and, if appropriate, of progress toward promotion or tenure. The department chairman shall furnish his dean a copy of this recommendation for review by the dean.

5. Appeals of a merit salary increase recommendation by a department chairman should be addressed to the dean of the college/school, but only after further consultation with the department chairman. Appeals of a dean's recommendations should be addressed to the Chancellor.
EVALUATION OF ADMINISTRATORS

It is the policy of the University to review annually the performance of department chairmen, directors of research centers, and campus-level administrators. Further, at intervals no greater than four or five years, each of the above administrators shall receive an evaluation more comprehensive and detailed than is possible on an annual basis. The primary purpose of the evaluations is for the self-improvement of the person being evaluated. Each dean is responsible for ensuring the evaluation of the department chairmen and directors who report to him; the Chancellor, with the assistance of the Provost, is responsible for the evaluation of the campus-level administrators, including the Provost. The administrator responsible for the evaluation will provide detailed feedback to the person being evaluated, while keeping confidential the sources of specific comments, and will inform the person of his analysis of any recommendations deriving from the evaluations. The administrator shall ensure that the respective faculties participating in the evaluations are apprised of his analysis of the evaluation. By no later than May 1 of each year, the deans shall notify the Chancellor's office of the completion of the evaluations, and recommendations deriving therefrom; the Chancellor by the same date shall notify the President regarding reviews of campus-level administrators.

During the Spring, 1978, each department chairman, director of a research center, and campus-level administrator will receive at the minimum an annual review. By November 1, 1978, the Chancellor and each dean will announce a four or five-year schedule of evaluations effective in the Spring, 1979.
SUMMARY of reports, actions and announcements at the Academic Council Meeting, February 21, 1978.

1. Approval of memorial resolution of A. Vern Kilpatrick.
2. Approval of January 26, 1978, Minutes with correction.
10. Response on the use of classrooms for short courses and conferences: Chairman Cogell.
11. Approval of Curricula Committee Report.
12. Approval of constitution of Sigma Chi Omega Sorority.
13. Approval of intervisitation policies for University supervised and affiliated housing units.
15. Announcements: a. Final Exam Schedules are in the mail.
   b. Student Fee Increase of 12.9% recommended to Board of Curators by President Olson.
MEMORANDUM TO: Academic Council Members

FROM: Ad Hoc Committee on Merit Salary Increases


1. The Committee recommends adding Item 6 as follows:

   Except for new faculty members, by the end of the second semester the particular teaching, research, and service activities of a faculty member for the next academic year shall be determined by a joint decision of that faculty member and the department chairman. Such decisions shall be recorded, signed by the faculty member and the department chairman, and maintained in a file open to all faculty members in the department. The activities of a faculty member shall be agreed upon in advance of performance and major changes to the agreed upon activities shall be mutually agreed to before they take place.


   Assuming that the University's request for a 10% salary increase, currently before the legislature, materializes, approximately $592,211 becomes available for salary increases for the 1978-79 school year. The Committee recommends distribution according to the following plan:

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

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

   The cost of the above plan is approximately $578,972, of which $10,155 is used to raise all full-time faculty to the salary levels in item 3. This leaves $57,817 for discretionary distribution as outlined in Section B of Part I of this report.

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

   The above plan does not include the salaries of faculty members holding administrative appointments. Assuming that the 10% increase of these salaries ($185,837) is included in the above plan and that each

an equal opportunity institution
Response of Ad Hoc Committee on Merit Salary Increases
Page 2

faculty member with an administrative appointment receives an $1,800 raise, an additional $58,437 would be available for discretionary distribution. If this additional $58,437, or some portion thereof, were applied to non-administrative faculty salaries, it would constitute a forward step toward equalizing administrative and professorial salaries.

All figures quoted in this report are approximate because they are based on 1977-78 salaries and do not reflect recent promotions, persons on leave, or other changes of status of individuals.

3. The Committee believes that the following data indicates that some faculty members achieved the minimums last year.

FACULTY WHOSE SALARY WAS BELOW THE AD HOC COMMITTEE’S GUIDELINES FOR MINIMUMS IN THE RANK AS OF 1976-77

<table>
<thead>
<tr>
<th>Arts and Sciences</th>
<th>Humanities, Social Sciences &amp; Physical Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mines and Metallurgy</td>
<td>Engineering</td>
</tr>
<tr>
<td>$2600</td>
<td>$5500</td>
</tr>
<tr>
<td>2100</td>
<td>4000</td>
</tr>
<tr>
<td>2100</td>
<td>3600</td>
</tr>
<tr>
<td>3500</td>
<td>1200</td>
</tr>
<tr>
<td>1500</td>
<td>1200</td>
</tr>
<tr>
<td>1500</td>
<td>1200</td>
</tr>
<tr>
<td>1400</td>
<td>1184</td>
</tr>
<tr>
<td>1400</td>
<td>1175</td>
</tr>
<tr>
<td>1350</td>
<td>1165</td>
</tr>
<tr>
<td>1300</td>
<td>1125</td>
</tr>
<tr>
<td>1300</td>
<td>1000</td>
</tr>
<tr>
<td>1200</td>
<td>900</td>
</tr>
<tr>
<td>1200</td>
<td>890</td>
</tr>
<tr>
<td>1200</td>
<td>885</td>
</tr>
<tr>
<td>1200</td>
<td>800</td>
</tr>
<tr>
<td>1100</td>
<td>800</td>
</tr>
<tr>
<td>1100</td>
<td>800</td>
</tr>
<tr>
<td>1000</td>
<td>600</td>
</tr>
<tr>
<td>1000</td>
<td>Zero</td>
</tr>
<tr>
<td>750</td>
<td></td>
</tr>
</tbody>
</table>

Average: $2267 Average: $1674 Average: $999 Average: $992
3/3 15/23 8/21 5/21
### DEPARTMENTS WHERE FACULTY ACHIEVED MINIMUMS

<table>
<thead>
<tr>
<th>Department</th>
<th>No. Faculty Below Minimum</th>
<th>No. Faculty Achieving Minimum</th>
<th>No. Faculty Remaining Below Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engr.</td>
<td>7</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Chem. Engr.</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Comp. Sci.</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Engr. Mgmt.</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Economics</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Elec. Engr.</td>
<td>4</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>English</td>
<td>7</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Engr. Mech.</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Engr. Tech.</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Geol/Geoph.</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>History</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Life Sci.</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Mathematics</td>
<td>8</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Mech. Engr.</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Mining Engr.</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Met. Engr.</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Physics</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Philosophy</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Psychology</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Phys. Ed.</td>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Sociology</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>(Totals)</td>
<td>(69)</td>
<td>(31)</td>
<td>(38)</td>
</tr>
</tbody>
</table>
DIFFERENT ALTERNATIVE APPROACHES TO SALARY DISTRIBUTION

<table>
<thead>
<tr>
<th>Plan</th>
<th>Money Available*</th>
<th>Cost of Plan</th>
<th>Cost of Minimums</th>
<th>Balance for Discretionary Distribution</th>
<th>Amount for Discretionary Distribution Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. $1800/9%</td>
<td>$592,211</td>
<td>$578,982</td>
<td>$10,155</td>
<td>$13,229</td>
<td>$45</td>
</tr>
<tr>
<td>B. $1700/8½%</td>
<td>$592,211</td>
<td>$548,495</td>
<td>$11,255</td>
<td>$43,716</td>
<td>$149</td>
</tr>
<tr>
<td>C. $1600/8%</td>
<td>$592,211</td>
<td>$517,992</td>
<td>$12,405</td>
<td>$74,219</td>
<td>$252</td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$592,211</td>
<td>$457,498</td>
<td>$15,105</td>
<td>$134,713</td>
<td>$458</td>
</tr>
</tbody>
</table>

*Assuming 10% increase is available. A 9% increase would be $532,990; an 8.5% increase would be $503,380; an 8% increase would be $473,770. Plans A and B are only feasible if a 10% increase is available; Plan C is feasible only with a 9% or 10% increase; Plan D is feasible with an 8%, 8.5%, 9%, or 10% increase.
MEMO TO: Academic Council Members  
FROM: Wayne Cogell, Chairman  
Academic Council  

March 23, 1978

Based on comments that I have received, I would like to recommend the following changes in Interim Chancellor Pogue's Draft on Evaluation of Administrators:

1. That the third sentence read:
   
   The purpose of the evaluation is to determine how well an administrator has performed so that the person being evaluated can improve.

2. That a new sentence six be added:
   
   The administrator and the respective faculties shall develop a statement of faculty participation in the evaluation.

WCC:amj
MEMO TO: Academic Council Members

FROM: Wayne Cogell, Chairman

RE: Grievance Procedures Draft, March 27, 1978

The March 27, 1978, Grievance Procedures Draft was developed by faculty representatives from the four campuses based upon each campus' original recommendation. Dr. Charles Johnson and I served as UMR's representatives.

The faculty on each of the four campuses is being asked to approve these Grievance Procedures in total for the following reasons: (1) All the campus representatives believe the grievance procedures developed in this draft are sound. (2) Any major changes would require further meetings with the other campus representatives. (3) President Olson would like the draft by April 13, 1978, so that the Intercampus Faculty Council may discuss it and make its recommendation.

I recommend that the Academic Council approve the March 27, 1978, Grievance Procedures Draft.

WCC:amj

Attachment
March 22, 1978

MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

RE: Curricula Committee (1977-78)

The following course change requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. Course Changes: Credit Hours (CH), Prerequisite (P); Course Title (CT); Catalog Description (CD); Course Number (CN)

1. Mining Engineering 251; Mine Hygiene and Safety Engineering
   P to Accompanied or preceded by Min 224, 226, 307

2. Mining Engineering 270; Mining Industry Economics
   P to Econ 110 or 111, Min 221
   CD to Importance of the mineral industry to the national economy; marketing of products; federal, state, and local taxation; economic evaluation and investment decision methods utilizing depreciation, depletion, amortization, and cash flow concepts. Presentation of results.

3. Mining Engineering 307; Principles of Explosives Engineering
   P to Chem 3 or 5, GeE 50, EMe 110 and senior standing

4. Mining Engineering 316; Mine Structures
   P to EME 110 and senior standing

5. Mining Engineering 343; Coal Mine Development and Exploitation
   P to Accompanied or preceded by Min 218, 220, 224, 226 and senior standing

6. Mining Engineering 344; Coal Preparation
   P to Met 241 and senior standing

7. Mining Engineering 370; Valuation of Mineral Properties
   P to Accompanied or preceded by Min 224, 226, 270
8. Mining Engineering 372; Offshore Mining
   P to GeE 50 or Geol 51, Min 270, and senior standing

9. Mining Engineering 432; Rock Mechanics III
   CH to Lecture 3, Total 3
   CD to Model laws and similitude, elastic theory applied to
   rock mechanics problems, finite element analysis, failure
   theories, rock as an anisotropic material, nonlinear behavior
   of rock.

10. Mining Engineering 433; Rock Mechanics IV
    CH to Lecture 3, Total 3
    CD to Dynamic rock mechanics, stress and strain pulses,
    Hopkinson bar principle, slabbing and cratering mechanisms,
    true and apparent craters, explosive coupling, cratering by
    hypervelocity particles, strain rate effects, similitude
    applications.

11. Mining Engineering 434; Mining Law
    CD to Federal and state mining statutes including regulations
    governing lode and placer claims, leases, environmental
    protection, safety and taxation.

12. Mining Engineering 230; Exploration and Development
    CN from 230 to 221
    CT to Mining Exploration
    CH to Lecture 1, Lab 1, Total 2
    P to Geol 130, 220, Min 110
    CD to Classification and origin of ore deposits; application
    of geology geochemistry, geophysics, and diamond drilling
    techniques for locating, sampling, and analyzing mineral
    deposits; case histories and exploration programs.

13. Mining Engineering 220; Bulk Materials Handling
    P to CSc 73 and EMe 150 or permission of instructor
    CD to Fundamentals of cost and output estimating for equipment
    used in excavating, hoisting, and transporting earth materials.
    Economic selection and coordination of equipment applicable to
    various excavating and mining conditions, with proposal preparation.
14. Mining Engineering 216; Design of Mine Systems
   CN from 216 to 218
   CT to Mine Atmosphere Control

   CD to Theory, requirements, and design of systems for mine ventilation and air conditioning economics and project presentation.

15. Mining Engineering 110; Surveying for Mineral Engineers
   P to Math 6, ET 10

   CD to Principles of surface and underground survey practice utilizing the mining transit, theodolite, alidade and plane table, Brunton compass, and engineer's level. Traversing and details, determination of meridian and transferring underground, note taking and computations, and map construction.

   Semester offered to either.

16. Petroleum Engineering 308; Applied Reservoir Simulation
   CH to Lecture 3, Total 3

   Semester offered to either.

17. Petroleum Engineering 208; Fundamental Digital Applications in Petroleum Engineering
   CH to Lecture 3, Total 3

18. Mining Engineering 231; Rock Mechanics I
   P to EMe 110, 120, Geol 130

19. Physics 4; Concepts in Physics

   CD to A non-mathematical course for non-science majors. The evolution and current statement of the basic laws of physics are presented. These include conservation laws in mechanics, relativity principles, laws of thermodynamics, electricity and magnetism, light, and quantum physics.

20. Physics 9; Introductory Astronomy

   CD to This is a descriptive astronomy course for humanities and social studies students. Current facts and theories concerning the sun, moon, planets, stars and other astronomical objects such as pulsars and quasars are explored in a non-mathematical manner.
21. Physics 11; Descriptive Astronomy

This is a descriptive course including the fundamental facts concerning the sun, moon, planets, stars, nebulae, and astronomical objects such as pulsars and quasars. The lectures are supplemented with problems.

22. Physics 21; General Physics

This course presents the fundamental ideas in physics including a study of the mechanics of solids, liquids and gases; heat and sound. There are three recitations and one demonstration lecture per week.

23. Physics 22; General Physics Laboratory

In this laboratory, the experiments performed are related to some of the topics studied in Physics 21.

24. Physics 23; Engineering Physics I

This course presents the study of mechanics, heat and sound. There are three recitations, one lecture and one two-hour laboratory per week.

25. Physics 24; Engineering Physics II

This course presents the study of electricity, magnetism, and light. There are three recitations, one lecture, and one two-hour laboratory per week.

26. Physics 25; General Physics

This course presents the fundamental ideas in physics which include a study of electricity, magnetism, and light. There are three recitations and one demonstration lecture per week.

27. Physics 26; General Physics Laboratory

In this laboratory, the experiments performed are related to some of the topics studied in Physics 25.

28. Physics 30; Introduction to Physics I

Newtonian mechanics, conservation of energy and momentum, gravitation, fluid mechanics, oscillations, wave motion, and sound are studied. There are three lectures and one three-hour laboratory per week.
29. Physics 40; Introduction to Physics II
   CD to Electricity and magnetism, physics of the electron, and electromagnetic waves are studied.

   P to Phy 23 or 21, preceded or accompanied by Math 22.

31. Physics 102; Fundamentals of Heat and Optics
   CD to The laws of thermodynamics, kinetic theory of gases, properties of light, and quantum physics are studied. There are three lectures and one three-hour laboratory per week.

32. Physics 107; Atomic and Nuclear Physics
   CT to Introduction to Modern Physics
   P to Math 22 and Phys 24/25
   CD to In this course wave particle duality, the Bohr atom, atomic structure, solid state physics, and nuclear concepts are discussed.

33. Physics 111; Physics and Man's Environment I
   P to Sophomore Standing
   CD to A study is made of the environment as governed by the basic interactions of energy and matter. The nature of energy and matter are discussed and the energy requirements of man and his society are considered.

34. Physics 113; Physics and Man's Environment II
   CD to This course is a continuation of Physics 111 in which emphasis is placed on the physics of the mechanisms man uses to adjust to his environment. Topics included are energy production, storage, and use; habitation; communication; computers; and waste disposal.

   P to Phy 23 or 21, preceded or accompanied by Math 22

36. Physics 207; Introduction to Modern Physics
   CN from 207 to 307
   CT to Modern Physics
P to Math 204 and Phys 107

CD to This course is a continuation of Physics 107. Topics studied include relativity, quantum theory, atomic structure, solid state physics, and nuclear structure.

Semester offered to Fall.

37. Physics 209; Physical Mechanics I

P to Math 204, 322; Phys 24 or 25

CD to Motion of particles in one, two and three dimensions; motion in a central force field; conservation laws; statics of extended systems; and motion of a rigid bodies are studied.

38. Physics 212; Intermediate Physics Laboratory

P to Physics 25 or equivalent

CD to This laboratory acquaints the student with the principles of instrumentation used in all modern branches of physics. This course stresses modern electronic techniques. Analogue and digital methods are surveyed.

39. Physics 221; Electricity and Magnetism

CT to Electricity and Magnetism I

P to Math 322 and Physics 25

CD to This course is a study of electrical and magnetic phenomena, leading to Maxwell's equations. The topics covered include static fields in vacuum and in dielectric media. Electric and magnetic potentials and the energy density of electromagnetic fields are covered.


P to EMe 110

41. Engineering Mechanics 342; Experimental Stress Analysis II

P to EMe 110 and EMe 321 or Consent of Instructor

42. Physics 303; Planetary Physics

P to Physics 107

CD to Recent facts about the solar system, theories of the origin and development of the solar system, solar and planetary models, physical properties of all members of the solar system, their atmospheres and interiors, and interplanetary matter are discussed.
Semester offered to Either.

43. Physics 305; Astrophysics

P to Physics 107

CD to The structure, physical characteristics and evolution of stars, binary systems, nebulae and galaxies are studied.

44. Physics 309; Physical Mechanics II

CD to This course is a continuation of Phys 209 and covers the topics of rigid body motion in the three dimensions; moving coordinate frames, relativistic mechanics, conservation laws, small oscillations, generalized coordinates, and Lagrange's and Hamilton's equations.

45. Physics 311; Thermal Physics

P to Phys 107

CD to In this course the use of statistical inference to deduce the fundamental principles of thermostatics and thermodynamics are developed. These principles are applied to ideal and real gases, solids, closed and open systems, blackbody radiation, and selected irreversible processes.

46. Physics 321; Electricity and Magnetism II

P to Math 325 recommended and Phys 221

CD to This course is a continuation of Phy 221. Maxwell's equations are applied to the theory of wave propagation, both free and guided, with reflection and transmission at boundaries.

47. Physics 322; Advanced Physics Laboratory I

CD to This laboratory acquaints the student with the principles of basic experiments in all major branches of physics. The experiments stress electronic, optical, mechanical, and vacuum techniques.

48. Physics 331; Optics

P to Math 22 and Phys 24 or 25

CD to In this course advanced topics in geometrical optics are covered. Examples include lens aberrations, camera lenses, telescopes, microscopes, and laser optical hardware. Introductory topics in physical optics, interference, diffraction and polarization are stressed.
49. Physics 332; Advanced Physics Laboratory II
   CD to This is a senior laboratory course with advanced experiments and special projects in which independent thought is encouraged.
   Semester offered to Spring.

50. Physics 337; Dynamics of the Atmosphere
   CD to This course is a study of the dynamics and thermodynamics of atmospheric motion. There are applications to weather prediction, climate modification, and air pollution meteorology.

51. Physics 341; Electromagnetic Theory of Optics
   CD to An introduction to Maxwell's equations with particular emphasis upon the study of dielectrics, the optical properties of metals and thin films, and polarization. There is also a discussion of quantum optics.
   Semester offered to Either.

52. Physics 345; Acoustics
   P to Math 22 and Phys 24 or 25
   CD to Theory of oscillating mechanical systems, wave propagation, the production and transmission of sound, acoustical holography, seismic waves, and ultrasonics are studied.

53. Physics 357; Nuclear Physics and Radioactivity
   CT to Subatomic Physics
   P to Phys 307
   CD to This course is a study of the atomic nucleus and fundamental particles. Topics include nuclear models, nuclear interactions, and the conservation laws of fundamental particles. The apparatus of subatomic physics is described.
   Semester offered to Either.

54. Physics 361; Introduction to Quantum Mechanics
   P to Phys 107
   CD to Basic postulates of quantum mechanics and solutions of Schrödinger's wave equation for simple systems are studied. Topics include the one-dimensional infinite and finite square well, harmonic oscillator, hydrogen atom, and time-independent perturbation theory.
55. Physics 365; Introduction to Plasma Physics

This course studies single particle motion in fields, the kinetic theory of weakly ionized gases, and the application of rate and diffusion equations to electrical discharges of importance in lasers and plasma chemistry. Diagnostic techniques are discussed.

56. Physics 371; Quantum Electronics

The generation of coherent radiation by lasers and the interaction of laser radiation with matter are studied. Topics include stimulated emission, population inversion, optical cavities, optical gain, properties of laser media and other applications.

57. Physics 381; Elementary Solid State Physics

This course is an introductory study of the structure and physical properties of crystalline solids. Included are topics in crystal structure, x-ray diffraction, crystal binding, thermal properties of solids, free electron theory and elementary energy band theory.


Only with Consent of Instructor

59. Metallurgical Engineering 222; Metals Processing

Accompanied or preceded by Met 221

60. Metallurgical Engineering 332; Metals Treatment Laboratory

Accompanied or preceded by Met 331

61. Metallurgical Engineering 368; Physical Metallurgy III

Experiments in physical Metallurgy including internal friction, precipitation hardening, order-disorder transformations, plastic deformation and thermal expansion.

62. Metallurgical Engineering 411; Minerals Processing

Met 351
63. Metallurgical Engineering 413; Advanced Mill Design

P to Met 351

64. Military Science 40; Military Science 40 Basic

CH to Lecture 1, Total 1

CD to Development of leadership and management skills including map reading, land navigation, orienteering, professional attitudes, basic problems of army officers as managers in their professional practice. Development of individual leadership abilities thru diagnostic testing and practical exercises.

65. Military Science 30; Military Science 30 Basic

CH to Lecture 1, Total 1

CD to Development of leadership and management skills, personal confidence and professional competence including a study of the arts of oral presentation, instruction and training management. Army opportunities for advanced education and development of individual leadership potential through practical exercises.

66. Military Science 20; Military Science 20 Basic

CD to Fundamentals of military leadership and management including command, control, material management and principles involved with leading small units. Relation of qualitative aspects of an army officer to subsequent degree program courses in preparing for a career in the active Army reserves or National Guard. Development of individual leadership abilities thru diagnostic testing and practical exercises.

67. Military Science 10; Military Science 10 Basic

CD to Fundamentals of military leadership and management, including the organization of the Army and ROTC. Introduction to the professional role of an Officer in the active Army, Reserves and National Guard. Career opportunities for ROTC graduates; Customs and traditions of military service, introduction to the fundamentals of soldiering and communications, development of leadership abilities through practical exercises.

68. Chemistry 346; Chemical Thermodynamics

P to Chem 243 or 249

69. Chemistry 343; Physical Chemistry, Intermediate

P to Chem 243 or 249

CD to A study of molecular structures and spectroscopy, statistical thermodynamics, kinetic theory, chemical kinetics, crystals, liquids.
70. Chemistry 249; Physical Chemistry

P to Chem 14, Math 22, Phys 25
CD to A study of the laws of thermodynamics and their applications to chemical systems.

71. Chemistry 245; Physical Chemistry

CH to Lecture 1/2, Lab 1/2, Total 1
P to Math 21
CD to An in-depth discussion of the experimental aspects of chemical kinetics with laboratory experiments coordinated with the lectures.

72. Chemistry 244; Physical Chemistry Laboratory

P to Preceded or accompanied by Chem 243 or 249

73. Chemistry 242; Physical Chemistry Laboratory

P to Preceded or accompanied by Chem 241 or 247

74. Chemistry 362; General Biochemistry Laboratory

CD to Experiments are integrated with the lectures and cover the chemical and physical properties of proteins, enzymes, nucleic acids, carbohydrates and lipids.

75. Chemistry 363; Intermediary Metabolism


76. Chemistry 243; Physical Chemistry

P to Chem 241 or consent of department
CD to A study of kinetic theory, chemical kinetics, electromotive force and ionic equilibria.

77. Mining Engineering 251; Mine Hygiene and Safety Engineering

CN from 251 to 351

78. Metallurgical Engineering 313; Electron Microscopy

CH to Lecture 2, Lab 1, Total 3
79. Nuclear Engineering 203; Interactions of Radiation with Matter
   P to Math 22, Phys 21

80. Electrical Engineering 251; Principles of Semiconductor Devices
   P to Phys 107; Preceded or accompanied by EE 271
   CD to Electronic conduction in metals and semiconductors, the
   pn junction, ohmic and rectifying contacts, zener diodes, tunnel
   diode, bipolar transistors, multi-junction devices, field effect
   transistors, introduction to integrated circuits.

81. Nuclear Engineering 205; Principles of Nuclear Engineering
   P to NE 203, Phys 107 or 207

82. Nuclear Engineering 304; Reactor Physics Laboratory I
   P to NE 303

83. Nuclear Engineering 306; Reactor Operation
   P to NE 205

84. Electrical Engineering 312; Digital System Design Laboratory
   CD to Experimental studies in logic design; design and operation
   of mini- and microcomputers.

85. Nuclear Engineering 308; Reactor Physics Laboratory II
   P to NE 304

86. Nuclear Engineering 321; Nuclear Power Technology
   P to NE 303, 223

87. Nuclear Engineering 323; Nuclear Reactor Design
   P to NE 321

88. Nuclear Engineering 331; Applications of Radioisotopes
   P to Phys 107 or NE 203

89. Nuclear Engineering 333; Radiation Protection
   P to NE 203, Phys 107, 207 or consent

90. Nuclear Engineering 421; Advanced Nuclear Reactor Design
   P to NE 305, NE 321
91. Electrical Engineering 207; Power Systems
   P to EE 63
   CD to Power system components and transmission lines; power system theory and design, including transients and analysis of unbalanced systems by symmetrical components.

92. Nuclear Engineering 431; Radiation Shielding
   P to NE 303 or consent of instructor

93. Electrical Engineering 211; Digital Systems Design
   P to EE 61 or EE 283 or EE 289
   CD to Logic design, computer arithmetic, computer organization, machine-level programming.

94. Electrical Engineering 315; Digital Computer Design
   CT to Computer Organization
   CD to Organization of modern digital computers; design of processors, memory systems and I/O units, hardware-software tradeoffs in different levels of computer system design.

95. Electrical Engineering 319; Computer Process and Control
   P to EE 211 or consent
   CT to Computer Process Control

96. Electrical Engineering 335; Direct Energy Conversion
   CT to Solar Energy Conversion
   P to EE 251 and ME 227 or consent
   CD to Survey of devices and systems used to convert solar energy into electrical, thermal and chemical energy; solar radiation, solar cells, thermoelectric converters, fuel cells, photosynthesis, and various solar-thermal processes.

97. Electrical Engineering 341; Digital Signal Processing
   P to EE 267 or consent of instructor

98. Electrical Engineering 367; Industrial Electronics and Control Components
   CT to Power Electronics
CD to Theory and application of power semiconductor devices in switching mode converter and control circuits. Phase-controlled rectifiers, synchronous inverters, AC regulators, cycloconverters; self-commutated inverters and frequency changers; thermal analysis and protection. Applications to industry and HVDC.

99. Electrical Engineering 317; Analog Simulation Techniques

CT to System Modeling and Simulation

CH to Lecture 3, Total 3

P to EE 231, EE 267 or consent


100. Metallurgical Engineering 356; Thermochemistry of Metallurgical Processes

CT to Principles of Extractive Metallurgy

CD to Application of thermodynamics, heat and mass balances, and kinetics to the understanding, analysis, and design of metal extraction processes. Use of stability and phase diagrams to analyze existing processes and design new ones. Three lecture hours per week and optional three laboratory hours per week.

101. Metallurgical Engineering 451; Refining of Metals

CD to Principles and applications of thermochemistry, phase equilibria, and kinetics as applied to the refining of metals and alloys. Theory of dilute solutions, interaction coefficients and reactions of metals with gases and slags. Analysis and design of refining processes. Optional third credit hour requires a term paper.

102. Metallurgical Engineering 361; Physical Metallurgy III

CD to Introduction to solids; defects and their role in diffusion and phase transformations; order-disorder, basics of magnetism and ferromagnetic alloys.

103. Metallurgical Engineering 355; Metallurgical Thermodynamics II

CD to Continuation of Met 281. Equilibrium calculations with stoichiometry and heat balance restrictions. Phase transformation, solution thermodynamics and partial molar properties. Applications of thermodynamics to the analysis and design of extractive and physical metallurgy processes.
104. Metallurgical Engineering 308; Metals Casting Laboratory

**CD to** An advanced laboratory study of mold materials, metal flow, and cast metals. Emphasis is given to design of gating, risering, and ladle treatment techniques required for economical, high-quality castings.

105. Metallurgical Engineering 303; Ferrous Process Metallurgy

**P to** Met 203, Met 281 (accompanying or preceding)

**CD to** Survey of modern iron and steel making and fabrication. Applications of thermodynamics and kinetics to new methods. Energy and environmental problems related to industry. Direct reduction, vacuum and continuous casting. Computer techniques used where applicable.

106. Metallurgical Engineering 331; Steels and Their Treatment

**CD to** Industrially important ferrous alloys are described and classified. The selection of proper heat treatments to facilitate fabrication and to yield required service properties in steels suitable for various applications is considered.

107. Metallurgical Engineering 306; Nondestructive Testing Laboratory

**CD to** Application of radiological and ultrasonic methods of nondestructive testing of metallic materials. Radiographic x-ray units and ultrasonic equipment are used in the inspection of a variety of materials and manufactured parts.

108. Metallurgical Engineering 203; Engineering Principles of Metallurgy

**CD to** Production and refining of metals by pyrometallurgy, hydrometallurgy, and electrometallurgy. Emphasis on heat and mass balance calculations for the unit processes of metals extraction. Introduction to the principles of combustion, heat utilization, and recovery. Principles of pyrometry and instrumental chemical analysis are treated in the laboratory. Three lecture and three laboratory hours per week.

109. Metallurgical Engineering 213; Characterization of Metallurgical Structures

**CD to** An introduction to the fundamental methods and apparatus utilized in the examination and determination of the structure of metals. Principles and application of optical, x-ray and electron metallography. Two lecture and three laboratory hours per week.
110. Metallurgical Engineering 353; Advanced Mineral Processing

**CD to Fundamentals of froth flotation and mill design with emphasis on recent advances in plant practice and research. Specific systems demonstrate principles. Two lecture and three laboratory hours per week.**

111. Metallurgical Engineering 351; Mineral Processing II

**CD to Mineral comminution, sizing, concentration, mill flowsheet design, mill instrumentation, strategy of experimentation, and hydrometallurgy. Froth flotation, including interfaces, zeta potential, collectors, collection mechanisms, modulation, froths, kinetics, and sulfide and oxide ore flotation. Two lectures, and three laboratory hours per week.**

112. Metallurgical Engineering 221; Principles of Materials Processing

**P to Met 121**

**CD to An introduction to various methods of processing of metals and influences of processing on design. Includes: casting, welding, shaping, inspection and testing.**

113. Metallurgical Engineering 215; Physical Metallurgy I

**P to Met 122 and accompanied by Met 213**

**CD to Semiquantitative discussion of physical and mechanical properties and transformations in metallic materials. Defects and atomistic processes and their role in structure-sensitive properties.**

114. Metallurgical Engineering 341; Metallurgical Problems in Nuclear Engineering I

**CT to Nuclear Materials I**

**P to Nuc 205, Met 122**

**CD to Fundamentals of materials selection for components in nuclear applications. Design and fabrication of UO₂ fuel; reactor fuel element performance; mechanical properties of UO₂; radiation damage and effects, including computer modeling; corrosion of materials in nuclear reactor systems.**

115. Metallurgical Engineering 343; Metallurgical Problems in Nuclear Engineering II

**CT to Nuclear Materials II**

**P to Met 341, or consent**
CD to Extractive metallurgy of uranium, thorium, and zirconium. Equation of state of UO₂ and fuel chemistry. LMFBR fuel and interaction of sodium and stainless steel. Materials for fusion and other advanced nuclear applications. Reprocessing of spent fuel and disposal.

116. Chemical Engineering 20; Introduction to Chemical Engineering Design

CT to Introduction to Chemical Engineering II

CH to Lecture 1, Lab 1, Total 2

CD to Designed to introduce calculations early in the students' professional training. The accompanying laboratory will introduce students to types of equipment, instrumentation, and methods of obtaining and measuring engineering data.

117. Engineering Management 282; Production Management

CH to Lecture 2, Lab 1, Total 3

118. Engineering Management 382; Management of Industrial Engineering

CH to Lecture 2, Lab 1, Total 3

B. Curriculum Changes:

1. Mining Engineering

Justification: Revision necessary to upgrade course offerings and bring curriculum more in line with needs of the industry and profession.

2. Chemistry

Justification: This is more consistent with the realities of the chemical world where the vast majority (including essentially all Russian) of publications are either in English or are translated. The major exceptions are German, French, Japanese, Italian and Spanish. Thus aside from the actual language involved, the major purpose for taking a foreign language is learning and maintaining language skills including English language skills.

3. Mathematics

Justification: To provide greater flexibility in scheduling and meeting interests of the student, while maintaining the spirit and intent of the current requirements.
4. Chemistry

Justification: It is felt that chemistry majors should take an advanced physics course but the course should be one of their own choosing. Most of the content of Physics 107 (207) is now covered in chemistry courses.

5. Mathematics

Justification: The spirit of the original requirement Economics 100 is met by either Econ 110 or Econ 111.

6. Nuclear Engineering

Justification: Sophomore calculation course added, NE 103; English 1 now entrance requirement, English 160 added; Metallurgical requirement changed to reflect new course content.

7. Electrical Engineering

Justification: Delete Math 258 from EE curriculum. Changes in the content of EE 265 and EE 267, approved Spring, 1976, have made Math 258 no longer necessary. These changes pertain only to the Junior and Senior year portion of the EE curriculum.

8. Geological Engineering

Justification: None, other than updating curriculum.

It is hereby requested by the UMR Curricula Committee that a special two-third (2/3) approval be made on the aforementioned courses in order to alleviate the 30-day waiting period in course scheduling.

Respectfully submitted,

Donald E. Modesitt, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

RE: Curricula Committee (1977-78)

The following new course addition and deletion requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. Mining Engineering 226; Surface Mining
   Lecture 2 hours; Total 2 Credit Hours
   Prerequisite: CE 215 or Min 231, Min 221

   Justification: The development and subsequent mining procedures for most geologic deposits are generally interdependent and differ according to whether or not underground or surface techniques are required. Thus, the change will provide greater coherence, permit more in-depth coverage if subject matter, and give greater flexibility in selecting an elective course for those in other curricula interested only in surface mining.

2. Mining Engineering 224; Underground Mining
   Lecture 2 Hours; Total 2 Credit Hours
   Prerequisite: Min 231, Min 221

   Justification: The development and subsequent mining procedures for most geologic deposits are generally interdependent and differ according to whether or not underground or surface techniques are required. Thus, the change will provide greater coherence, permit more in-depth coverage if subject matter, and give greater flexibility in selecting an elective course for those in other curricula interested only in underground mining.

3. Mining Engineering 217; Mine Power and Drainage
   Lecture 2 Hours, Lab 1 Hour; Total 3 Credit Hours
   Prerequisite: CE 230, EE 281, Preceded or Accompanied by Min 224

   Justification: Subjects formerly covered briefly in Min 216 require more thorough coverage to satisfy the unique needs of mining operations.
4. Social Sciences/Sociology 240; Sociology of Complex Organizations
   Lecture 3 Hours; Total 3 Credit Hours
   Prerequisite: Soc 81 or 85

   Justification: The aim of the course is to provide students with
   a better understanding of their future working world. During fall
   1977, thirteen students took this course (under an experimental
   number), six engineering majors and seven arts and sciences majors.
   It is expected that this course will attract more students,
   especially those with a technical orientation, when the course
   becomes better known as a standard component of the sociology/
   anthropology curriculum.

5. Physics 27; General Physics Laboratory
   Lab 1 Hour; Total 1 Credit Hour
   Prerequisite: Phys 21 or 23

   Justification: This laboratory, in effect a special section
   of Physics 22(26) replaces laboratory work presently included in
   Physics 30, 102, and is open to physics majors and others who
   desire enriched laboratory experience.

6. Physics 28; General Physics Laboratory
   Lab 1 Hour; Total 1 Credit Hour
   Prerequisite: Phys 24 or 25

   Justification: This laboratory, in effect a special section of
   Physics 22(26) replaced laboratory work presently included in
   Physics 30, 102, and is open to physics majors and others who
   desire enriched laboratory.

7. Nuclear Engineering 307; Nuclear Fuel Cycle
   Lecture 2 Hours, Total 2 Credit Hours
   Prerequisite: NE 205

   Justification: Most of the NE students are employed by Utilities
   or Reactor vendors. In either case, they will have to face
   problems related to the fuel cycle. Therefore, it is to their
   advantage to know all the facets of that area of the Nuclear
   Industry. The course was run as Nuclear Engr. 301 in Fall,
   1977 with an enrollment of 8. It may be added as a required
   course at the occasion of the next curriculum revision.

8. Metallurgical Engineering 321; Metal Deformation Processes
   Lecture 3 Hours, Total 3 Credit Hours
   Prerequisite: Met 221

   Justification: The required Met 221 course (Principles of
   Materials Processing) is now taught in three segments by three
   instructors covering the areas of casting, welding, and metal
   deformation. Advanced level electives are currently available
   in two of the three areas: Met 307 for casting and Met 311 in
   welding. This course would complement those in existence by
   offering an advanced elective in the third area.
9. Nuclear Engineering 103; Nuclear Engineering Calculations
Lecture 2 Hours; Total 2 Credit Hours
Prerequisite: NE 2, CSci 73

Justification: This course is being introduced in order to familiarize the students with the proper engineering approach of problem analysis and solution. Nuclear engineering is interesting in that reactor physics calculations are usually done in SI units and reactor design ones in British units. So some unit conversion experience is valuable.

10. Nuclear Engineering 423; Nuclear Reactor Safety
Lecture 3 Hours; Total 3 Credit Hours
Prerequisite: NE 305 and NE 321

Justification: A large portion of the research and design effort associated with nuclear power plants is devoted to reactor safety. This course will provide the necessary background needed for a nuclear engineer to effectively take part in reactor safety design and research.

11. Metallurgical Engineering 122; Introduction to Metallurgical Equilibria
Lecture 2 Hours; Total 2 Credit Hours
Prerequisite: Math 8, Met 121

Justification: The faculty of the department of metallurgical engineering decided that the course Met 121, Metallurgy for Engineers would serve as a good introduction to metallurgical engineers if supplemented by a course emphasizing basic metallurgical concepts. The course Met 122, Introduction to Metallurgical Equilibria, will serve this purpose. The establishment of this course will obviate the course Met 115, Introduction to Metals, which will be deleted from the department's course offerings.

12. Electrical Engineering 201; Special Topics
Variable Credit
Prerequisite: Only with Consent of Instructor

Justification: Provides a mechanism for evaluating proposed new undergraduate courses. Permits instruction in topics of special interest that will not be offered on a regular basis.

13. Electrical Engineering 336; Solar Energy Conversion Laboratory
Lab 1 Hour; Total 1 Credit Hour
Prerequisite: EE 335

Justification: Much of the material covered in EE 335 requires laboratory experience to provide a better understanding of the engineering problems. Further, many of the engineering problems associated with the test and evaluation of solar energy conversion processes requires an understanding of the instrumentation and measurement techniques which can only be properly taught in a laboratory format.
14. Electrical Engineering 254; Digital Electronic Circuits
Lecture 3 Hours; Total 3 Credit Hours
Prerequisite: EE 211, EE 253

Justification: This course fills a deficiency in the current curriculum that has existed since EE 63 was changed from digital electronics to essentially sinusoidal steady-state circuit analysis.

15. Electrical Engineering 210; Senior Seminar
Total 0 Credit Hours
Prerequisite: Senior Standing

Justification: Since EE 195 was dropped from the curriculum we have had increasing difficulty in maintaining effective liaison with seniors. We have been unable to provide efficient guidance for the students transition from academic to professional activities.

16. Mechanical Engineering 365; Solar Heating and Cooling
Lecture 3 Hours; Total 3 Credit Hours
Prerequisite: ME 225

Justification: There is a great deal of interest in the area of solar energy. The course was offered as M & AE 301 twice at the St. Louis Graduate Engineering Center with a total enrollment of 50 students. To be cross-referenced with AE 365.

B. Deletions:

1. Mining Engineering 225; Mine Exploitation

Justification: The development and exploitation of geologic deposits can be better covered in-depth separately as to whether underground or surface techniques are applicable, i.e., by Min 224 and 226. In addition, such a division permits greater flexibility to students of other curricula desiring elective courses concerning mining.

2. Mining Engineering 211; Mining Computations

Justification: Needs of students can be adequately provided by CSci 73.

3. Metallurgical Engineering 369; Dislocation Theory

Justification: The essential subject matter from this course is being incorporated into others.

4. Metallurgical Engineering 381; Advanced Metallurgy of Iron and Steel

Justification: The essential subject matter from this course is being incorporated into others.
5. Metallurgical Engineering 391; Case Studies of Metallurgical Engineering Problems
   Justification: The essential subject matter from this course is being incorporated into others.

6. Geology/Geophysics Engineering 389; Remote Sensing
   Justification: None

7. Nuclear Engineering 404; Advanced Reactor Physics Laboratory
   Justification: No current interest.

8. Nuclear Engineering 409; Nuclear Explosives
   Justification: No current interest.

9. Nuclear Engineering 419; Stability of Nonlinear Systems
   Justification: Faculty member left.

10. Metallurgical Engineering 115; Introduction to Metals
    Justification: Replaced by Met 122 (2 hours).

11. Geology/Geophysics 391; Seismic Wave Analysis and Synthesis
    Justification: None

12. Geology/Geophysics 399; Astrogeology
    Justification: None

It was unanimously agreed upon by the UMR Curricula Committee, that the 'Semester Offered' section should be deleted from the CCl form and until a new CCl form can be provided, item #6 (semester offered) should be left blank. Further, 'Prerequisite', item #5 on the CCl form, should reflect "only with consent of instructor" when it is not preceded or accompanied by a numbered course prerequisite. The term "or equivalent" may be used when the necessitation of "only with consent of instructor" is not the intent of the department.

It is hereby requested by the UMR Curricula Committee that a special two-third (2/3) approval be made on the aforementioned courses in order to alleviate the 30-day waiting period in course scheduling.

Respectfully submitted,

Donald E. Modesitt, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR FACULTY

RE: AGENDA for the Academic Council Meeting, Thursday, March 30, 1978, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Approval of the minutes of the February 21, 1978, meeting of the Academic Council.

II. Unfinished business.

III. Administrative reports and responses to actions approved by the Council.

A. Administrative reports. (15 minutes) J. Pogue
   2. Report of the current status of three new degree programs as approved by the Academic Council.
   ***5. Guideline for Merit Evaluation (Draft).
      *a. Response by Ad Hoc Committee.

B. Administrative responses. (15 minutes) J. Pogue
   1. Response on the Ad Hoc Committee on Merit Salary Increases. (Sept. 1, 1977; VII,1.5) (Oct. 6, 1977; VII,2.4)
   2. Response on the recommended handling of the UMR Draft of the Grievance Procedures. (Oct. 6, 1977; VII,2.14)

IV. Reports from standing and special committees.

A. .0406.05 Computer (No report) B. Plummer
   1. Study of computer facilities usage limits.

B. .0406.06 Curricula (10 minutes) D. Modesitt

C. .0406.09 Personnel (No report) B. Gillett
   1. Procedures for evaluation of administrative officers. (Sept. 2, 1976; VI,1.5) (Jan. 27, 1977; VI,6.10)
   2. Plans for faculty discussion of the impact of unionization on the campus.
   3. 1977-78 Promotion & Tenure Procedures. (Oct. 6, 1977; VII,2.3)

D. .0406.12 Student Affairs (10 minutes) L. Pursell
   1. Approval of Student Organizations Constitutions.
      *a. Miner 4-H Club (Full copy of the constitution in the Academic Council Office.)

E. .0407.03 Security & Traffic Safety (5 min.) F. Walters

V. New business.

VI. Announcements.

*Supplementary material sent to Academic Council members.
**Material handed out at the December 1, 1977, meeting.
***Material handed out at the February 21, 1978, meeting.
I. The Faculty, the Administration and the Board of Curators of the University of Missouri recognize the importance of providing a prompt and efficient procedure for fair and equitable resolutions of grievances with the University without fear of prejudice or reprisal for initiating a grievance or participating in its settlement. Accordingly, the members of the faculty* are encouraged to use this Grievance Procedure. To the extent possible, all grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as formal grievances only when either party feels that a fair and equitable solution has not been reached in the informal discussions.

II. A grievance is defined as an allegation that:

1. There has been a violation, a misinterpretation, an arbitrary or discriminatory application of University policy, regulation, or procedure which applies personally to the faculty member, relating to the privileges, responsibilities, or terms and conditions of employment, or

2. The faculty member has been discriminated against unlawfully or without adequate academic justification on the basis of sex, race, religion, national origin, marital status, age, or physical handicap.

B. Complaints governed by the Academic Tenure Regulations are not subject to this Grievance Procedure.

C. It is understood that this Grievance Procedure in no way diminishes the responsibility of faculty, department chairpersons, deans, directors, chancellors and other administrators for the exercise of academic judgment.

D. Requests for new or revised policies, regulations, or procedures may be presented through the designated administrative channels, but not as a grievance under these procedures.

E. If more than one faculty member is aggrieved by the same action, they may, by mutual agreement between themselves and the appropriate administrative officer, pursue their grievances jointly under these procedures. If the number of grievants in such case is so large as to make it impracticable for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all.

*i.e., anyone with academic status in the University
F. A grievance of academic freedom shall follow this Grievance Procedure.

G. A grievance against another faculty member shall follow this Grievance Procedure.

III. The faculty member (and his or her representative) may process a grievance through the several steps of the Procedure during normal working hours.

IV. The number of days indicated at each step of the Procedure shall be considered as the maximum period, unless the time has been extended by mutual agreement and confirmed in writing. Every reasonable effort should be made to expedite the process. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.

V. A faculty member who has a grievance shall initiate action in accordance with Article VI hereof within sixty (60) calendar days after the faculty member knew, or reasonably should have known, of the occurrence of the event or omission out of which the grievance has arisen. Where the grievance arises out of a series of events or omissions, the period shall be measured from the last event or omission in the series. A faculty member who does not process or appeal a grievance in accordance with the 60 calendar day time limit specified herein shall be deemed for purposes of these procedures to have accepted the last decision rendered by an appropriate administrative officer, unless the administrative officer to whom the grievance is submitted should agree to an extension of the period. When an otherwise untimely grievance or appeal is submitted, the officer to whom the submission is made or that officer's next superior may, for good cause shown, waive the time period by communication in writing. If the officers addressed in Step 1 or Step 2 refuse to entertain a grievance on the sole ground that it is untimely, that shall be considered an unsatisfactory resolution for purposes of submission to the Review Committee; but in such case the determination of the Committee on the issue of timeliness shall be final and binding on all parties. In the event the appropriate administrative officer fails to make a timely response as herein provided, the faculty member may appeal to the next step.

VI. The grievance shall be initiated by delivery of a letter or written memorandum, signed by the grievant, to the administrative officer immediately responsible for the event or omission complained of, informing the addressee
of the nature of the grievance; if the grievant is in doubt as to the appropriate officer, the statement may be delivered to the grievant's own immediate administrative superior. The administrative officer to whom the letter is delivered shall acknowledge in writing to the grievant the fact and date of delivery and shall forward a copy of the letter and acknowledgment to the chancellor. If the officer addressed does not have authority to resolve the matter, he/she shall refer the statement to the next highest administrative officer having such authority.

VII. The filing or appeal of a grievance shall not prevent any appropriate administrative officer from taking action complained of, unless the officer addressed by the grievant, by the exercise of existing authority, directs that it not be taken pending consideration of the grievance.

VIII. Whenever reference is made herein to dean, administrator, chancellor, vice-president, or president, it is understood that a designated representative may serve.

IX. **Step 1  Initial Discussion**

A. A faculty member shall be given an opportunity, within fifteen (15) calendar days of date of delivery of the letter requesting initiation of action hereunder, to meet with the appropriate administrative officer (such as department chairman or department head or Dean) for the purpose of attempting to informally resolve the grievance.

B. After having met with the grievant at the last conference mutually agreed to, the administrator shall send to the grievant within fifteen (15) calendar days a letter indicating the disposition of the grievance. If a mutually satisfactory resolution of the grievance has been made at this stage, the administrative official shall indicate in the letter the details of the resolution.

**Step 2  On Campus Appeal Procedures**

A. If the grievance is not resolved under Step 1 within fifteen (15) calendar days of the last conference mutually agreed to, the faculty member may within ten (10) calendar days from the expiration of such period appeal to the appropriate dean, provost, or other next higher administrative official, by setting forth in writing fully and concisely the nature of the grievance, the policy or procedure in question and the remedy sought.
B. The administrative officer to whom the appeal letter is delivered shall acknowledge in writing to the grievant the fact and date of delivery and shall forward a copy of the letter and acknowledgment to the chancellor.

C. After receiving the letter requesting a meeting, the administrative official shall within twenty (20) calendar days meet with the faculty member and discuss the grievance.

D. After meeting with the grievant at the last conference mutually agreed to, the administrator shall send to the grievant within ten (10) calendar days a letter indicating the disposition of the grievance.

E. Step 2 may be repeated until the faculty member meets with the Chancellor or until there is a mutually satisfactory resolution to the grievance at a lower level.

Step 3 Review Committee

A. If a mutually satisfactory resolution cannot be agreed upon under Step 2, the Chancellor and the faculty member shall within fifteen (15) calendar days form the Review Committee from the Review Panel, and the written charge as filed with the Chancellor shall be referred by the faculty member to the Review Committee through the Chancellor.

B. Grievance Review Panel

1. By October 1 of each year, a Grievance Review Panel consisting of fifteen (15) faculty members will be selected by the appropriate campus faculty governance body. The panel shall be reasonably representative of a cross-section of tenured and non-tenured faculty.

2. Each Grievance Review Panel will serve until August 31 following their appointment or after having investigated a maximum of five (5) grievances, whichever first occurs. Members serving on a Review Committee shall continue to serve beyond August 31 if on that date the Committee is still in the process of review of an unresolved grievance. Upon making their recommendations after August 31, their appointments to this panel will then expire.

3. A faculty member may be appointed to no more than two consecutive Review Panels.
C. Review Committee

1. From this panel an ad hoc Grievance Review Committee shall be drawn according to the following procedures:
   a. The aggrieved faculty member shall select two members from the original panel.
   b. The Chancellor shall select two additional members from the original panel.
   c. The four panel members shall then select one additional member from the original panel to serve as chairperson of the Review Committee.

2. No later than fifteen (15) calendar days after the date of filing of the written charge with the Review Committee, the Committee shall initiate an investigation according to the following procedures:
   a. The Chancellor shall convene the Review Committee.
   b. If the grievant and the Chancellor agree in advance, the recommendations of the Review Committee shall be binding.
   c. The University shall provide the Committee with sufficient funding to perform its duties adequately.
   d. The Review Committee shall receive from the Chancellor copies of all reports and recommendations in the case and the text of the original charge as filed by the grievant.
   e. The Review Committee shall investigate the grievance and shall offer both the faculty member and the administration an opportunity to state their positions and to present witnesses and/or evidence relevant to the case. The investigation shall be informal, but a record shall be made. All records made and all data gathered by the Review Committee shall be confidential and shall be maintained for the duration of the Grievance Procedure. At the conclusion of the Grievance Procedure all records and all references thereto shall be sealed and stored by the Chancellor, with the exception of the final ruling.
   f. The faculty member and/or his or her representative and the Chancellor and/or his or her representative may be
present during the investigation. Both parties may have legal counsel present but other persons shall not be present except when invited by the Review Committee.

g. Upon completion of its investigation, the Review Committee shall immediately notify the grievant and the Chancellor of that fact. Such notification shall include a designation of all witnesses, documents, and other evidential material considered by the Review Committee and shall inform the parties that they will be given an opportunity within five (5) calendar days, upon good cause shown, to present additional evidence.

h. Within ten (10) calendar days after completion of the investigation, the Review Committee shall meet in closed session and shall prepare a written report of its findings and recommendations, including suggested action, which is to be sent by certified letter to the Chancellor and to the faculty member.

i. The Chancellor, after receiving the report of the Review Committee, shall make a determination of the matter unless the Chancellor and the grievant have agreed in advance to accept the Review Committee's recommendations as binding. If the Chancellor's or Vice President's determination differs substantially from the Committee's recommendations, the notification should state reasons therefor. The Chancellor shall then send a letter indicating the disposition of the grievance to the faculty member and the administrative officers. If a mutually satisfactory resolution of the grievance has been made at this stage, the Chancellor shall indicate in the letter the details of the resolution. This shall be done within a reasonable time, but no later than thirty (30) calendar days.

Step 4 Formal Hearing

A. If the determination by the Chancellor under Step 3 is not satisfactory to the aggrieved faculty member, the faculty member may file an appeal with the President. A letter requesting a review must be sent to the President within thirty (30) calendar days of the date indicated on the chancellor's response. Copies of the original complaint or grievance
and all relevant materials, including copies of the Chancellor or Vice President's written responses which were provided at the preceding steps of the Procedure shall be enclosed.

B. Hearing Panel

1. By October 1 of each year, the campus faculty governance body will send to the President a list of not more than five (5) faculty members to serve on the Hearing Panel. An effort shall be made to select persons with expertise in dispute settling mechanisms, such as litigation or arbitration.

2. Each Hearing Panel will serve until August 31 following their appointment or after having investigated a maximum of two (2) grievances, whichever first occurs. Members serving on a Hearing Committee shall continue to serve beyond August 31 if on that date the Committee is still in the process of review of an unresolved grievance. Upon making their recommendations after August 31, their appointments to the Hearing Panel will then expire.

C. Hearing Committee

1. From the Hearing Panel an ad hoc Hearing Committee shall be drawn according to the following procedures.
   a. The President shall strike those faculty members from the campus of the aggrieved faculty member from the Hearing Panel.
   b. The aggrieved faculty member shall select one faculty member from the remaining Hearing Panel.
   c. The President shall select a faculty member from the remaining Hearing Panel.
   d. These two panel members shall then select one additional member from the remaining Hearing Panel to serve as the Hearing Officer and chairperson of the Hearing Committee.

2. No later than fifteen (15) calendar days after the selection of the Hearing Committee, the Committee shall conduct a hearing according to the following procedures:
   a. The President shall convene the Hearing Committee.
   b. If the grievant and the President agree in advance, the recommendations of the Hearing Committee shall be binding.
c. The University shall provide the Hearing Committee with sufficient funding to perform its duties adequately.
d. The Hearing Committee shall receive from the President copies of all reports and recommendations in the case and the text of the original charge as filed by the grievant.
e. The Hearing Committee shall investigate the grievance and shall offer both the grievant and the administration an opportunity to state their positions and to present witnesses and/or evidence relevant to the case.
f. All oral and documentary evidence and all arguments shall be presented in closed hearings. The Hearing Officer shall keep a complete record of the hearing, including a full transcript of all testimony given and all exhibits or papers submitted to the Hearing Officer.
g. At the conclusion of the Grievance Procedure, all records of the hearing shall be sealed and stored by the President, with the exception of the final ruling.
h. The faculty member and/or his or her representative and the President and/or his representative may be present during the hearing. Both parties may have legal counsel present but other persons shall not be present except when invited by the Hearing Committee.
i. Within ten (10) calendar days after completion of the investigation, the Hearing Committee shall meet in closed session and shall prepare a written report of its findings and recommendations, including suggested action, which is to be sent by certified letter to the grievant and to the President.

D. The President shall send a certified letter indicating the disposition of the grievance to the grievant and the appropriate administrative officers. If a mutually satisfactory resolution of the grievance has been made at this stage, the President shall indicate in the certified letter the details of the resolution. If the President's determination differs substantially from the Hearing Committee's recommendations, the notification should state reasons therefor. This shall be done within a reasonable time, but no later than thirty (30) calendar days.
E. If the President after completion of Step 4 believes that the grievance was so without foundation as to have been frivolous, or was pursued in bad faith, he may direct the grievant to reimburse the University for all or part of the costs of the hearing and transcript, subject to the following conditions:

1. a finding that the grievance was frivolous or pursued in bad faith must first be made by the Review Committee, on resubmission by the President after Step 4;

2. no reimbursement may be required if the recommendations of the Review Committee at Step 3 were favorable to the grievant and the determination of the Chancellor or Vice President deviated substantially from such recommendations;

3. no reimbursement may be required if the recommendations of the Hearing Committee at Step 4 were favorable to the grievant and the determination of the President deviated substantially from such recommendations.
EVALUATION OF ADMINISTRATORS

It is the policy of the University to review annually the performance of department chairmen, directors of research centers, and campus-level administrators. Further, at intervals no greater than four or five years, each of the above administrators shall receive an evaluation more comprehensive and detailed than is possible on an annual basis. The purpose of the evaluation is to determine how well an administrator has performed. Each dean is responsible for ensuring the evaluation of the department chairmen and directors who report to him; the Chancellor, with the assistance of the Provost, is responsible for the evaluation of the campus-level administrators, including the Provost. The administrator responsible for the evaluation will provide detailed feedback to the person being evaluated, while keeping confidential the sources of specific comments, and will inform the person of his analysis of any recommendations deriving from the evaluations. The administrator shall ensure faculty participation in the evaluation. The administrator shall ensure that the respective faculties participating in the evaluations are apprised of his analysis of the evaluation. By no later than May 1 of each year, the deans shall notify the Chancellor's office of the completion of the evaluations, and recommendations deriving therefrom; the Chancellor by the same date shall notify the President regarding reviews of campus-level administrators.

During the Spring, 1978, each department chairman, director of a research center, and campus-level administrator will receive at the minimum an annual review. By November 1, 1978, the Chancellor and each dean will announce a four or five-year schedule of evaluations effective in the Spring, 1979.
SUMMARY of reports, actions, and announcements at the Academic Council Meeting, March 30, 1978.


4. Announcements: a. Rap session April 20, 2:00 p.m., M.E. Auditorium.
   b. Fee Structure Task Force.

5. Degree programs: Interim Chancellor Pogue.

6. Curricula Committee: Donald Modesitt.
   (Recommendations approved)


8. Ad Hoc Committee on Merit Salary Increases: Wayne Cogell.
   (Recommendation on Guidelines for Merit Evaluation rejected. Recommendations on Evaluation of Administrators amended and approved.)


Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:32 p.m. on Thursday, March 30, 1978, in G-5 of the Humanities-Social Sciences Building. Chairman Cogell recommended changing the last sentence of paragraph VII, 6.16c of the February 21, 1978, minutes to: He recommended that faculty members read the article. A motion was made, seconded, and carried to approve the minutes of February 21, 1978, as amended.

There was no unfinished business.

RESOURCES MANAGEMENT & PLANNING COUNCIL. Chairman Cogell turned the meeting over to Interim Chancellor Pogue for his report and several announcements. Dr. Pogue said the Resources Management and Planning Council is bringing several matters to fruition. It has just completed a distribution schedule for campus year-end monies and will be meeting March 31 for final approval. Additional money will then be released to the campus for various projects.

Dr. Pogue said that plans for budget reallocations for the campus have been completed and the recommendations have been submitted to President Olson. The campus was compelled to reallocate $529,700 of the total reallocations for the University of $4.7 million. The campus reallocations, by area, are as follows:

- $172,067 - Instructional costs
- 44,755 - Academic support
- 70,715 - Institutional support
- 96,928 - Physical plant
- 145,235 - Student services

The campus reallocations, by division, are as follows:

- $50,000 - College of Arts & Sciences
- $52,000 - Extension
- 114,000 - School of Engineering
- 145,000 - Student services
- 97,000 - Physical plant
- 71,000 - Chancellor's office

Included in this reallocation is the elimination of 20 full time positions. None of the positions necessitates a termination; 18 of the positions were frozen vacancies and two positions in the Chancellor's office (Vice Chancellor and Assistant to the Chancellor) will be vacated because of retirement. The reductions in student services and physical plant are counter-balanced by the increase in student fees.
Dr. Pogue said at present the House has completed action on appropriations. The House action included $1.4 million for quality improvement of faculty. These funds would be separately administered, if received. The Senate voted somewhat less money - $135.4 million. The $1.4 million for faculty quality improvement was deleted by the Senate. Also deleted was $1 million (not intended for any specific area) for interest which the University would have received if Weldon Spring had been sold a year ago. The Senate appropriation is still at an uncertain stage.

Regarding the status of Weldon Spring, Dr. Pogue said a study committee with representatives from all campuses has presented a report to the Board of Curators, but no action has been taken by the Board at the present time. President Olson recommended to the Board that the University reopen discussion with the Conservation Commission, and the Board has approved that recommendation. There could be some direction on this matter as early as the next meeting of the Board of Curators, which will be April 27 and 28 in Rolla.

One item of major interest to this campus, Dr. Pogue continued, is the appropriation of $5 million for heating plant improvements. This is included in both House and Senate recommendations and is fairly solid.

Dr. Pogue said the budget calendar for development of the 1978-79 operating budget and the 1979-80 Legislative budget is available at the present time. Dr. Pogue listed several points of interest: (1) April 28 the President is scheduled to release guidelines and instructions for salary and wage allocations to the campus. (2) August 2, 1978, staff change forms will be on campus for distribution to the faculty. This could be held up by the Legislature or the Governor. The Legislative session ends the first of May. (3) On April 28, we have to submit to the President our 1979-80 Legislative request. Dr. Pogue said a meeting would be held on campus to discuss the Legislative budget request, and the request will not be finalized until after this meeting. The meeting will be some time in the middle or third week in April and will be on campus for anyone wishing to attend.

**ENERGY SAVINGS PROGRAM.** Dr. Pogue said the campus electrical usage prior to the Governor's proclamation was 280,000 KWH per week. Usage for the four week period since February 21 has been 238,000 KWH per week. This represents a 15 percent reduction; however, a moderation in weather has contributed an estimated four percent of this reduction in electrical consumption, with an actual savings of 11 percent. Campus coal usage was 334 tons per week prior to the Governor's directive. In the four week period since the new energy conservation efforts have been in effect, only 283 tons of coal have been used each week. This is also a 15 percent reduction. The weather contributed an estimate of six percent of the reduction, leaving an actual campus reduction of nine percent.
FINANCIAL EXIGENCY STATEMENT. Dr. Pogue said Academic Council members had been mailed the Financial Exigency Statement. He said since the mailing he has received a copy of a memo from President Olson to Vice President George stating President Olson would defer sending material to the Board until a decision is made regarding Tenure Regulations.

RAP SESSION. Dr. Pogue announced that a rap session would be held on April 20 at 2:00 p.m. in the Mechanical Engineering Auditorium with President Olson and members of the Board of Curators present. All interested faculty, staff and students are invited to attend.

FEE STRUCTURE TASK FORCE. Dr. Pogue said President Olson has requested a new task force be appointed with three representatives from each campus. The following are UMR representatives: Thomas Baird (faculty), Dean Paul Ponder (administration), and Michael Johnson (student).

DEGREE PROGRAMS. Dr. Pogue requested the agenda be updated regarding the current status of "three" new degree programs. He said the Life Sciences program has been implemented, and Dean Halligan, in discussion with the Engineering Mechanics Department, has withdrawn the request for a PhD program. The BS/BA in Sociology is on the March 31 agenda for the RMPC, and a decision may be made at that time. Dr. Pogue repeated his request to update the agenda, and requested the item read "current status of one new degree program."

Thomas Baird moved that agenda items IV. B., Curricula Committee, and IV. E., Security and Traffic Safety Committee, be moved up on the agenda to facilitate the Committee Chairmen who had other commitments to attend to. The motion was seconded and carried.

CURRICULA COMMITTEE. Chairman Cogell said the Curricula Committee received a request from Chancellor Pogue to meet the August 15 deadline for the Catalog, and the Committee has worked very hard to meet this deadline. He then turned the meeting over to Don Modesitt.

Dr. Modesitt said he would present the report in two parts. He said the Committee is preparing to revise the CC-1 form to eliminate confusion and called attention to the end of the report on additions and deletions for more information. Dr. Modesitt then moved approval of the Curricula Committee recommendation on new course additions (1-16) and deletions (1-12) (*Full Copy). The motion was seconded and carried. A motion was made, seconded, and carried to make this action effective immediately.

In the second part of the report dealing with course changes, Dr. Modesitt made two corrections in the report submitted, and withdrew item 99 from consideration. Dr. Modesitt moved to approve Section A of the report, Course Changes, items 1-118 with corrections in items 93 and 94 and omission of item 99. (*Full copy) The motion was seconded and carried. A motion was made, seconded, and carried to make this action effective immediately.
Following discussion of Section B of the report, Curriculum changes, Dr. Modesitt moved approval of the curriculum changes (*full copy). The motion was seconded and approved. A motion was made, seconded and carried to make this action effective immediately.

Chairman Cogell commended the Curricula Committee, and said the Committee is considering a two-year calendar for departments submitting curricula changes.

SECURITY & TRAFFIC SAFETY COMMITTEE. Frank Walters reported for the Security and Traffic Safety Committee. He said the Committee is trying to bring traffic regulations up to date and also clarify the appeals procedure. Major changes in the regulations will include use of payroll deduction to purchase parking permits. Details of this are being discussed. According to present plans, all full-time employees must have their parking permit applications in by May 15; part-time employees, including graduate assistants, must have applications in by July 1. After July 1, parking permits will be issued on a first come, first serve basis. Professor Walters suggested department chairmen inform new faculty and staff members of the upcoming due dates. He further said the new regulations will be implemented about April 15.

AD HOC COMMITTEE ON MERIT SALARY INCREASES (GUIDELINES FOR MERIT EVALUATION). Chairman Cogell said he had asked the Ad Hoc Committee to make a recommendation on Interim Chancellor Pogue's Draft on Guidelines for Merit Evaluation, and further said he acted as Chairman of the Committee inasmuch as Karl Muhlbauer was unable to do so. Chairman Cogell said the Committee report had been distributed with the agenda and a supplement was mailed prior to the meeting (*Full copies). A motion was made and seconded to approve the Committee's recommendation to add the following paragraph as item 6 to Interim Chancellor Pogue's draft:

Except for new faculty members, by the end of the second semester the particular teaching, research, and service activities of a faculty member for the next academic year shall be determined by a joint decision of that faculty member and the department chairman. Such decisions shall be recorded, signed by the faculty member and the department chairman, and maintained in a file open to all faculty members in the department. The activities of a faculty member shall be agreed upon in advance of performance and major changes to the agreed upon activities shall be mutually agreed to before they take place.

Considerable discussion followed, with many faculty members feeling the recommendation was too prescriptive. The question was called and approved. A division was called on the verbal vote, and the Council defeated the motion to approve the Committee recommendation by show of hands.

Ruhland offered an alternative motion, which was challenged and found to be too close to the original defeated motion. The Chair ruled the motion unacceptable.
Chairman Cogell said there were two corrections to be made in Item 2 of the Committee Report and the corrections were included in the supplement. He said in Item 2, the Committee was reaffirming its position presented in its March 17, 1977, report. The supplement lists four plans for salary distribution, listing cost of the plan, cost of minimums, and balance for discretionary distribution. The plan used would depend on the percentage of S & W increase. Dr. Pogue was asked what percentage the increase is at the present time, and he replied the House has approved an 8.6 percent increase.

Item 3 of the Committee report lists data on faculty members whose salaries are below the Committee's guidelines for minimums. During the last year, 31 of 69 faculty members were raised to minimums, leaving 38 faculty remaining below minimum. Items 2 and 3 of the Committee report require no action, and this was presented for information purposes. The Council supported the Committee's reaffirmation of position.

Chairman Cogell requested faculty members read "Professors' Salaries Not Keeping Pace" in the March 27, 1978, issue of The Chronicle of Higher Education.

EVALUATION OF ADMINISTRATORS. Chairman Cogell said he received responses from Council members regarding Interim Chancellor Pogue's Draft on Evaluation of Administrators, and the recommendations were distributed with the agenda (*Full copy). A motion was made and seconded that the third sentence of the draft read: The purpose of the evaluation is to determine how well an administrator has performed so that the person being evaluated can improve. Dr. Day moved to amend the first recommendation to read as follows: The purpose of the evaluation is to determine how well an administrator has performed. The amendment was seconded and approved. The original recommendation as amended was approved by the Academic Council.

A motion was made and seconded that a new sentence six be added to the draft to read as follows: The administrator and the respective faculties shall develop a statement of faculty participation in the evaluation. A motion was made by Roach and seconded to amend the second recommendation as follows: The administrator shall ensure faculty participation in the evaluation. Discussion followed, and the amendment carried as a show of hands. The original motion was approved, as amended.

The meeting was extended by prerogative of the Chair.

GRIEVANCE PROCEDURES. There was no objection raised to adding the Grievance Procedures Draft to the Agenda. Chairman Cogell said the Grievance Procedures Draft (*Full copy) distributed to Council members must be accepted or rejected in total. He said the Draft resulted from meetings with representatives from the four campuses, and further said the draft was similar in context to the draft approved by the Council with the following major changes: (1) On page 2, the time limit for initiating a grievance was extended to 60 days. (2) Step 4 was completely revised - a Hearing Panel and Hearing Committee have been instituted. (3) On page 9, the conditions for reimbursement of
costs. A motion was made by Baird and seconded by Johnson to accept the March 27, 1978, Grievance Procedures Draft. Ruhland commented he found it distressing that the final decision will be made by the President. The motion to accept the Grievance Procedures Draft was approved.

GUIDELINES FOR MERIT EVALUATION AND EVALUATION OF ADMINISTRATORS. Chairman Cogell recognized a point of order that the Drafts suggested by Interim Chancellor Pogue should be approved or rejected as amended. Ruhland made a motion to poll faculty members by mail ballot on their feelings regarding the Ad Hoc Committee's reaffirmation of their decision. The motion was seconded. It was pointed out this was done a year ago with the faculty response overwhelmingly favorable. The motion failed.

Baird moved to accept the Drafts on Evaluation of Administrators and Guidelines for Merit Evaluation, as amended (*Full copies). The motion was seconded. Rhea offered a substitute motion that the Academic Council support the Chancellor's documents, as amended by the Council, and requested that Chairman Cogell communicate the support of the spirits of the drafts to Interim Chancellor Pogue. The motion was seconded. Baird accepted the substitute motion. The substitute motion was approved.

Professor Schowalter asked that nominations for Chairman-Elect, Secretary, and Parliamentarian, and member of Student Affairs Committee be forwarded to him prior to the next meeting.

Rhea moved to adjourn the meeting; the motion was seconded and carried.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.

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

Professor of Mining Engineering

Robert Francis Bruzewski was born in Auburn, Michigan, on March 22, 1918. He died at Barnes Hospital in St. Louis, Missouri, on April 10, 1978. His passing is mourned not only by his family and friends but by all who ever knew him. Bruzer, as he was affectionately called, was small in stature and humble, but great as a man, a teacher without equal, and a professional in the true sense of the word. His profession was his life, and his guidance and works will be long remembered.

Bob Bruzewski never attended high school, but by thorough preparation on his own was admitted and completed studies at, successively, the Wisconsin Institute of Technology and the Missouri School of Mines and Metallurgy. From the latter he earned the B.S. degree in 1947 and his M.S. in 1949 in Mining Engineering. During the intervening time, or from June 1942 to August 1945, he served in the U.S. Army, advancing from Private to Captain. On February 15, 1943, he married Anna Mae McGovern from Platteville, Wisconsin, from which union four children were born.

Except for one year as an Assistant Professor at the University of Minnesota and one and one-half years' service with the U.S. Army during the Korean War, Professor Bruzewski has been on the faculty here at UMR since 1947. During his
long tenure Bob devoted his abilities and efforts toward training students for a profession in Mining Engineering and solving problems by research and consultations for the industry. He instilled a pride and devotion for their work in all those associated with him. Bob Bruzewski's strict adherence to achieving academic and professional excellence are well recognized, exemplified by his many contributions toward research, his publications, his awards for student advising and teaching, and the success of our graduates. He will never be forgotten by any one of us who knew and loved him.

Now, therefore, be it resolved:

That the Faculty of the University of Missouri-Rolla express their sincerest sorrow for the passing of Professor Robert F. Bruzewski and appreciation for his many years of devoted service;

That this memorial be included in the minutes of the General Faculty for Tuesday, April 25, 1978, and those of the Academic Council for Thursday, April 27, 1978;

And that copies of this memorial be sent to Mrs. Robert F. Bruzewski; their children, Mary, James, Jan, and Barbara; and to his sisters, Mrs. Sylvester Wisniewski, Mrs. Stanley Socha, Mrs. Robert Trepkowski, and Mrs. Betty Strzempekowski.

Respectfully submitted by the Committee,

Ernest M. Spokes, Chairman

Richard L. Ash, Member
MEMORANDUM TO: UMR FACULTY

RE: AGENDA for the Academic Council Meeting, Thursday, April 27, 1978, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Memorial Resolutions.
   A. William J. Murphy
   B. Robert F. Bruzewski
   M. Cain
   R. Ash

II. Approval of the minutes of the March 30, 1978, meeting of the Academic Council.

III. Unfinished business.

IV. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (No report)
      J. Pogue
      2. Report of the current status of the new degree program as approved by the Academic Council.

V. Reports from standing and special committees.
   A. .0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   B. .0406.06 Curricula (No report) D. Modesitt
   C. .0406.09 Personnel (10 minutes) B. Gillett
      *1. 1977-78 Promotion & Tenure Procedures. (Oct. 6, 1977; VII, 2.3)
   D. .0406.11 Rules, Procedures & Agenda (15 minutes)
      *1. Academic Council Elections. R. Schowalter
      *2. Procedural Resolution.
   E. .0406.12 Student Affairs (15 minutes) L. Pursell
      1. Approval of Student Organizations Constitutions.
         *a. Miner 4-H Club
         *b. Helix (Biology) Club
         *c. Stardusters (Kappa Sigma Little Sisters)
            (FULL COPIES OF THE CONSTITUTIONS IN THE ACADEMIC COUNCIL OFFICE.)
      2. Withdrawal of Recognition from Student Organizations.
         a. Table Tennis Club
         b. Speculative Fiction Society.
   F. Report of Intercampus Faculty Council (5 min.) D. Day
      1. Grievance Procedures.

VI. New business.
   *A. 1978 Compensation Survey. (15 minutes) C. Johnson

VII. Announcements.

*Supplementary material sent to Academic Council members.

**Material handed out at the December 1, 1977, meeting.
April 24, 1978

In Memoriam of William J. Murphy

William J. Murphy was born on April 24, 1920 in Chicago, Illinois. He died at his home in Rolla on March 23, 1978. Bill was graduated from Regis High School in Denver, Colorado in 1938, and received his B.A. degree from the University of Detroit in 1942. Following service in the United States Navy, he received his M.A. from the University of Kansas City in 1944. Two years later, Bill joined the Missouri School of Mines faculty as an instructor. In 1954 he was promoted to Assistant Professor and in 1965 to Associate Professor of Psychology. From 1967 to 1969 he served as the first Section Head of Psychology. He was faculty advisor to the Rollamo and to Lambda Chi Alpha Fraternity, and was member of the Athletic Committee. In 1947 Bill was made a Knight of St. Patrick's, and, in 1948, he married Rosemary Sue Crumpler, a former St. Pat's Queen.

Bill's popularity among students is legendary. His classes were always filled to capacity, and his Personality Dynamics course consistently had the highest single enrollment in liberal arts. Students requested Bill as a speaker at each one of the Annual Centennial Free University Week observances at UMR. His close identification with students made him a veritable barometer of student attitudes and opinions. Many turned to him for professional counseling and personal advice. He kept in touch with students after they had graduated, and they regarded his sincere interest in them with affection and admiration. Bill always had time for students, offering friendly encouragement in their scholastic and professional endeavors. He took a great interest in student athletic activities and kept in touch with young people as an ardent booster of UMR and Rolla High School teams. Many will remember him as a demanding, humorous and proficient instructor on the golf course.

Bill was instrumental in developing Psychology as a separate discipline within the Department of Social Sciences. As the first section head, he supported the hiring of young Ph.D.'s, and always offered a warm welcome to those who joined the faculty. He took these administrative responsibilities seriously but could always be depended on for wit and humor in any meeting or discussion. Bill never compromised his individualism or yielded on questions he took seriously. In the early 1970's he was among a small number of UMR faculty who openly opposed the Vietnam War. He supported the controversial cause of resident inmates who attended UMR under the Prison Release Program. He championed sexual and racial equality and opportunity at UMR, and challenged outmoded tradition and mindless conformity. His often blustery assertiveness and scathing wit were tempered by a friendly grin, a self-deprecation, and highly recognizable humanitarian
respect. Friends knew the depth of his compassion for the unfortunate, the discouraged or the afflicted. His enthusiasm was contagious, his philosophical approach to life and its problems were always appealing and relevant. None would dispute the statement that Bill Murphy was liked by all who knew him.

Bill is survived by three sons who are living testimonials to his success as a father and a person. They are William J. Murphy, Jr., of Columbia, Daniel F. and David E. Murphy of Rolla. He also left behind a loving daughter in law, Mrs. William J. (Judy) Murphy, Jr., a brother, Dr. Jerome Murphy, of Phoenix, Arizona, and his mother-in-law, Mrs. H. D. Crumpler of Rolla.

Be it resolved that the faculty of UMR extend its deepest sympathy to Mr. and Mrs. William J. Murphy, Jr., to Daniel and David Murphy, and to the remainder of the family, and that it express to all of them the University's heartfelt appreciation for thirty-two years of service and dedication of William J. Murphy.

Be it resolved that a copy of this resolution be recorded in the minutes of the Academic Council, and that copies of this resolution be sent to the above mentioned family members.

Committee:

Marvin R. Cain
Robert L. Montgomery
Charles B. Finley
PROCEDURES FOR PROMOTION AND/OR TENURE RECOMMENDATIONS

I. General
   A. Guidelines for all policies and procedures affecting recommendations for promotion and/or tenure shall fall within the principles, policies, and procedures set forth in Policy Memorandum Number 16 (revised April 22, 1975), or its equivalent, and the University Academic Tenure Regulations, dated March 17, 1972.
   B. Any additional University and/or campus-wide guidelines not covered in I.A. shall be made available to the faculty at the beginning of each academic year.

II. Procedure
   A. Department Level
      1. Recommendations for promotion and/or tenure for persons holding rank in an academic department will be initiated in that department.
      2. Each department chairperson will prepare a departmental review procedure which shall provide for faculty participation in the promotion and tenure review process. The department chairperson will attach to each dossier a copy of the departmental procedures with specific references to faculty participation. The department may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The department chairperson shall make the procedures and criteria available to the faculty.
      3. All evidence relevant to a recommendation for promotion and/or tenure shall be directed to the department chairperson.
      4. The files on candidates as assembled by the department chairperson shall at all times be available to the candidate (with the exception of confidential matter) and to the appropriate review committees at the school/college and campus levels. At least one week in advance of his/her action on the recommendations, the department chairperson will advise all candidates so that the candidate may insure the currency of information made available to the department chairperson. The promotion files as assembled in the department shall normally be considered complete (and closed) at the time of the chairperson’s action. If, during the course of review of a tenure decision beyond the departmental level (during an appeal procedure, for example), any major documentation is added to the dossier, the dossier will be returned to the department for review.
      5. The department chairperson shall then review all data submitted or received in regard to the proposed recommendation, including the recommendations of participating faculty.
6. After reaching his/her conclusions, whether favorable or unfavorable, the department chairperson shall advise in writing all candidates of the action taken with respect to their candidacy. Further, the department chairperson will discuss with the candidate involved any decision not to recommend promotion or tenure.

7. Any requests for promotion and/or tenure consideration not endorsed by the department chairperson will be advanced as an appeal to the school/college upon written request of the candidate.

8. All favorable recommendations by the department chairperson along with all documentation and attachments shall be forwarded to the dean of the school/college. Each dossier will follow the general outline provided in the attached sample. Appendices of supporting material may be submitted, but should be assembled in a separate package. Only the basic dossier will be submitted to the Central Administration for review, not the appendices.

B. School/College Level

1. Each school/college dean will prepare a review procedure which shall provide for faculty participation in the promotion and tenure review process. The school/college may establish special criteria for recommending promotion and/or tenure, providing that such special criteria conform to the general guidelines listed in Section I. The dean shall make the procedures and criteria available to the faculty in the school/college.

2. After receipt by the dean of the recommendations from the department chairperson, the dean shall allow one week to receive appeals by a candidate from an unfavorable departmental action.

3. After reaching his/her conclusions, whether favorable or unfavorable, the dean shall advise in writing all candidates of the action taken with respect to their candidacy. Further, the dean will discuss with the candidate involved any decision not to recommend promotion or tenure.

4. Any requests for promotion and/or tenure consideration not recommended by the dean will be advanced as an appeal to the Chancellor upon written request of the candidate.

5. All favorable recommendations of the dean of the school or college along with the appropriate forms and all support files shall be forwarded to the Chancellor through the Office of the Provost and Dean of Faculties. Each dean shall inform the Chancellor immediately of any decision to issue a terminal appointment.
C. Campus Level

1. There shall be a campus review committee consisting of the Chancellor as Chairperson, the Vice-Chancellor, the Provost and Dean of Faculties, the Dean of each School/College, the Dean of Graduate School, the Dean of Extension, one faculty member elected from and by each School/College, and the Chairperson of the Faculty Personnel Committee.

2. The campus committee shall establish procedures for reviewing recommendations brought to it by a dean of a school/college.

3. After receipt by the campus committee of the recommendations from the dean of the school/college, the campus committee shall allow one week to receive appeals by any candidate from an unfavorable action by a school/college. After receiving all appeals, the campus committee shall proceed to review all recommendations and appeals.

4. The campus committee shall first ascertain that all procedures and criteria used within the respective school/college conform to the General Guidelines listed in Section I.
   a. If the procedures and criteria used within the respective school/college do not conform to the General Guidelines, the campus committee shall require that they do so. The campus committee must indicate in writing specifically what action the school/college must take and shall return all recommendations from the school/college without prejudice to any individual's recommendation or appeal. The campus committee shall then allow at least one week for compliance with or appeal to its decision.
   b. When the procedures and criteria used within the respective school/college conform to the general guidelines, the campus committee shall review each recommendation and appeal request.

5. After considering all findings and recommendations of the campus committee, the Chancellor will determine the promotion and tenure recommendations to be made to the President. All candidates will be advised in writing through the dean of the school/college of the action taken by the Chancellor with respect to their candidacy. Further, the Chancellor will be available to discuss with the candidate involved any decision not to recommend promotion or tenure.

6. An appeal to the President of the Chancellor's action should be made only after consultation with the Chancellor concerning his determination.
PROMOTION AND TENURE
FORMAT FOR DOSSIERS
(See Sample Dossier)

I. Departmental Procedures Statement

II. Cover Sheet
Name of Candidate
Department
Present Rank
Proposed Rank
Check if recommendation involves tenure
YEARS INDICATED BELOW SHOULD BE INCLUSIVE OF THE CURRENT YEAR
Years Toward Tenure
Years in Present Rank
Years at UMR
Years Professional Experience
Current FTE Assignment to Teaching, Research, Other (Please Indicate)

Degrees

Areas of Specialization

III. Candidate's Curriculum Vita

IV. Narrative Report by the Department Chairperson:
A. Overall recommendation
B. Background information including length of candidate's service at UMR, candidate's professional experience elsewhere
C. Assessment of teaching
D. Assessment of research
E. Assessment of extension
F. Assessment of public service

V. Statement by Divisional Dean

VI. Supporting Materials (These should be representative - not all inclusive; additional materials should be placed in the Appendix)
A. Graduate School Form
B. Extension Form
C. Letters of Recommendations
D. Peer Appraisals
E. Other

VII. Appendices to Chairman's Narrative Report *(To be Submitted in Separate Binder)*

A. Evidence on teaching
   1. Evaluation of classroom performance
   2. List of courses taught by year for last 5 years
   3. Evaluation of academic advisory function

B. Evidence on research
   1. Copies of published articles and concluding or summary portions of books
      and research reports
   2. Peer evaluations of candidate's research

C. Evidence on extension and public service activities, including written evaluations
   by committee chairmen, extension dean, etc., of performance

D. Other
MEMORANDUM TO:  Members of the Academic Council

FROM:  Ralph E. Schowalter, Chairman
       Rules, Procedures and Agenda Committee

RE:  Procedural Resolution

The following procedural guideline is a recommendation of the
chairmen of faculty standing committees and has been endorsed by
the Rules, Procedures and Agenda Committee:

   For any action taken by the Academic Council, it shall
   be the responsibility of the Chairman of the Academic
   Council to inform the Chancellor of the action taken.
18 April 1978

MEMORANDUM TO: Members of the Academic Council

FROM: Prof. Ralph E. Schowalter, Chairman
Rules, Procedures and Agenda Committee

RE: Council Elections

At the April 27, 1978 meeting of the Academic Council, the following names will be placed in nomination for the respective offices and committees:


   Nominees
   Chairman Elect - Thomas B. Baird
   Secretary - Robert V. Wolf
   Parliamentarian - Paul D. Stigall

2. Election of Council Members to the Student Affairs Committee.

   Nominees
   Faculty Members - John C. Kieffer
                   Lyle E. Purcell
   Student Members - Jay Fisher
                   Dan Schlueter

A ballot will be circulated at the April 27, 1978 meeting of the Academic Council.
HELIx

I. Name: HELIX
   Insignia: DNA Double Helix

II. Object: To bring together people who share an interest in the biological sciences, further community and university interrelationships, and advance the cause of science.

III. Membership: Regular membership is open to all UMR students not on scholastic probation at the time of their joining. Students will become recognized members after payment of dues. Associate membership is open to members of the UMR faculty who have an interest in the biological sciences and the organization HELIX. The associate members shall have all rights and privileges of the organization except for the right to vote and hold office.

IV. Faculty Advisor: A faculty advisor will be elected at the time of election of officers. Election must take place each term, however there is no limit to the number of consecutive terms that can be held. The faculty advisor shall support and encourage the projects of the club, but is not required to be on all project outings.

V. Officers: The officers shall be: President; Vice-President, and Secretary-Treasurer.

   The term of office will last for one semester. Election of officers will be held at the last meeting of each semester, the third Thursday of November or April.

   An official board shall be established which consists of all officers and committee chairmen plus the faculty advisor. They shall meet at least once each month at a time they choose.

VI. Duties of Officers: The President shall preside over all meetings and call special meetings of the official board. He shall create committees and appoint chairmen of those committees.

   The Vice-President shall preside over meetings and the official board in the President's absence. The Vice-President shall also fill the duty of program chairman.

   The Secretary-Treasurer shall keep minutes of all meetings, and shall read these minutes at each meeting subject to approval by the regular members present at that meeting. The Secretary-Treasurer shall also be in charge of all correspondence, and shall keep the financial record, and will report the status of the treasury at each meeting.
VII. Dues: Dues are required to be paid by each regular member each semester. The amount of the dues shall be decided by the official board and subject to approval by the regular members (simple majority vote) during a meeting.

VIII. A quorum shall consist of not less than 40% of the regular membership.

Regular meetings shall be the 1st. and 3rd. Thursday of the month, with the last meetings of the semester being on the 3rd Thursday of November or April.

2/3 of the regular membership may call a special meeting at any time.

Robert's Rules of Order shall be followed unless procedure contrary to Robert's Rules of Order is dictated by the Constitution or By-Laws.

Checks will be signed by the President and Secretary-Treasurer.

IX. A 2/3 vote of a quorum is required for adoption of the constitution. The constitution becomes operative when approved by the Student Affairs Committee and the Academic Council.

X. Any regular member may present an amendment for consideration. A committee appointed by the President shall study the proposal and, if deemed appropriate, shall present it at the next regular meeting for vote. At this time a 2/3 vote of a quorum is needed for passage.

All amendments must be approved by the Student Affairs Committee and the Academic Council or their designated representative.
The UMR Salary Study was expanded this year to include UMC, UMSL, and UMKC. For these campuses, Arts and Sciences, Engineering, Mines and Metallurgy, and Education were thoroughly covered. Only faculty were included who were not committed to substantial administrative duties. Also, Chairmen were excluded. Nine-month figures were used or 12-month figures were converted to nine using a factor of 9/11. The computer program was given a first run and then corrected by personnel at the parent campus. Many departments at UMR are finding these data valuable for their deliberations on salary recommendations.

Comparative tables of average salaries and average raises for each discipline at the four campuses are also available from the UMR Academic Council Office upon request. With the help of these data, we may be able to move toward a more comprehensive and comprehensible merit system for the entire University. As matters stand now, there appears to be utter chaos in the "system". No discernible patterns in salary decisions can be discovered except, perhaps, that this year some attempt was made to bring engineering salaries up to "market", whatever that means.

Arts and Sciences

What can one conclude about the "merit system" when one campus has a $35,000 (9 month) professor in mathematics while the highest paid professor at UMR is $27,000 (9 month)?

What can one conclude about the "merit system" when one campus has a professor with a 9-month salary of over $43,000, whereas another has a person with a professorial title at $9500 and with over 20 years' service?

What can one conclude about the "merit system" when one discipline receives an average raise of over $4,000 (20.2%) (Economics, UMKC), while another discipline gets an average of $865 (8.0%) (Languages, UMSL)? At the same time, the percentage increase in Economics at UMC was 4.7%, the lowest for all disciplines in this study.

What can one conclude about the "merit system" when in one discipline (History) the campus with the highest average salary ($21,800) receives the highest dollar ($1910) and percentage (10.0%) raise? This, by the way, increased the gap between the average salary at UMC and the next highest average of the other 3 campuses by $600.
This, however, is not a consistent pattern. It is not known that there was a deliberate attempt to make salaries more uniform in certain disciplines, but it is noteworthy that the effect this year was to make the average salaries in Chemistry relatively uniform. The range is now $19,546 to $20,244 using percentage changes of 7.1 to 11.8. But when we look at still other disciplines, the figures prove very disconcerting. The gap between the maximum average salary in Economics was $9300 in 1976-77; now the gap has increased to an incredible $9670, an upward movement of $365. On the other hand, in Computer Science, the gap decreased from $3088 to $1975, or by $1113. In Music, comparing only UMSL and UMC, the gap between the two decreased from $2597 to $1523, or by $1074. The largest increases in the gap were—and they were about the same—$552 increase in History and $538 increase in Languages.

Comparing salaries in Arts and Sciences by rank on each campus also yields interesting information. At UMKC the percentage raises were uniformly high for all ranks. In fact, in every rank they were the highest of all four campuses, and by a significant amount. The lowest percentage raise was 9.8% for Assistant Professors, while the highest percentage raise for all others was 8.2% for Associate Professors at UMC.

At UMKC, the lowest rank, Instructor, received the highest percentage raise and the other three ranks were very close to the same percentage. However, on the other campuses, the lowest percentages were at the lowest rank, Instructor, 5.2%, 5.4%, and 2.8% for UMSL, UMR, and UMC, in order. The next lowest percentage was 5.1% for Assistant Professors at UMSL. The highest percentage raises at the three campuses exclusive of UMKC were for the Associate Professor rank, 7.4%, 7.2%, and 8.2% for UMSL, UMR, and UMC, in order.

Engineering

At UMC Electrical Engineering fared best with a 9.5% average raise, next was Nuclear at 8.8%. The other areas were significantly lower and in a close range of 6.5% to 6.9%.

At UMR raises were generally quite high in engineering. Engineering Mechanics at 13.4% and Petroleum Engineering at 13.3% were about equal. Next came Chemical Engineering and Metallurgy at about 11.8%, followed by Nuclear and Ceramics at about 11.5%. Generally, the rest scaled on down
to 9.0%. Engineering Technology as usual trailed at 7.0%, and, of course, the salaries are lowest in this group as they have been in the past.

Comparing average salaries rather than raises, one finds the highest average in Chemical ($24,975) and Electrical ($23,660) at UMC, while at UMR Mining ($24,425) and Ceramics ($23,980) are highest. Exclusive of Engineering Technology, the lowest average salary in engineering at UMR is Nuclear at $20,288. At UMC the lowest average salary was in Nuclear at $20,543.

It is remarkable, however, what a very narrow range these average salaries in engineering span, exclusive of Engineering Technology, roughly from $20,300 to $25,000. It is also remarkable that the lowest average salary is above $20,000. The situation in Arts and Sciences is quite different. The lowest in this study was Languages at UMSL at $13,446, a differential between Engineering and Arts and Sciences of $6,900. Perhaps more indicative of the general situation are the five lowest disciplines in Arts and Sciences, exclusive of the one just mentioned, and range from $14,900 to $16,000. Taking $15,500 as a rough average of these five disciplines, there is a differential between that figure and the lowest discipline in Engineering of $20,300 less $15,500 or $4,800. The five Arts and Sciences disciplines were Economics (UMSL), English (UMSL), English (UMR), Psychology (UMR), and Sociology (UMR).

Market Value

One could conclude from looking at these latter data only that the differential is accounted for by market value. However, this does not stand up when one examines the highest average salaries. If market value were the answer, then the highest should be in Engineering, but this is definitely not the case. The highest average salaries in Arts and Sciences are in Economics, $25,300 (UMKC) and $24,900 (UMC). The highest average salaries in Engineering as was noted were $25,000 (Chemical, UMC) and $24,400 (Mining, UMR). So the argument that the discrepancies at the low range are due to market value does not stand up when the high range is considered. Of course, the fact that Economics at UMKC received such a fantastically high average raise this year ($4,100) had considerable effect on the latter argument. But, in any case, someone probably is using some arbitrary "market value" decisions to account for the great differences in "adjustments" made from one discipline to another. It seems that for next year, "market value" as such will not be used, but if this is the case,
great discrepancies in salaries will remain and those who were fortunate enough to receive these large increases - $3,000, $4,000 and $5,000 raises will be substantially above others for the remainder of their tenure at the University while others will spend years, if it ever occurs, in "catching up".

Considering all nine-month salaries used in this study on the four campuses, the following averages (nearest $100) were computed and put in tabular form:

<table>
<thead>
<tr>
<th></th>
<th>76-77 Salary</th>
<th>77-78 Salary</th>
<th>Change</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>$17,500</td>
<td>$19,400</td>
<td>$1,900</td>
<td>10.9</td>
</tr>
<tr>
<td>UMSL</td>
<td>$17,300</td>
<td>$18,600</td>
<td>$1,300</td>
<td>8.1</td>
</tr>
<tr>
<td>UMR</td>
<td>$18,600</td>
<td>$20,300</td>
<td>$1,700</td>
<td>9.0</td>
</tr>
<tr>
<td>UMC</td>
<td>$18,400</td>
<td>$19,900</td>
<td>$1,500</td>
<td>8.9</td>
</tr>
</tbody>
</table>

The UMR Merit Salary Plan

Only a few of the many facets of the University "system" of allotting salaries and annual adjustments to them have been considered. But it should be clear that one thing is definitely lacking and that is any kind of plan to assure universality of the "system".

Department chairpersons at UMR fared much better than the average faculty member. The lowest raise for a chairperson at UMR was $1900 (12 month) (Engineering Mechanics). The lowest raises for a Professor were $664 (UMR), $500 (UMC), $600 (UMSL), and $800 (UMKC). Furthermore, this situation has maintained over a period of several years. Why is it that a chairperson at UMR is meritorious just by virtue of holding the title while a person with academic rank must prove himself through his work in teaching, research, and service?

This is true of all other academic titles at UMR above or on a par with chairpersons. Their average raise as a group was about $2500 (12 month) (8.3%) at UMR. The median raise of a Professor was $1600 at UMR and the median percent was 7.4 at UMR. This same pattern has been true right along.
University-wide positions such as President, Vice President, Assistant to the President, etc., carry the same pattern of raises. The "floor" is again approximately $2000 and the President was raised $5500, from $47,500 to $53,000 this year. Again, it is apparent that the "merit system" does not apply for administrators.

What can be done to assure that the merit system be fair to all? There is only one proposed answer to this: a plan must be instituted and applied universally. The UMR Merit Salary Plan is the only plan which assures substantial universality, fairness, and justice for all. This plan was voted for by an overwhelming majority of the total faculty at UMR and was re-affirmed by action of the Academic Council this year. This plan calls for a flat amount or fixed percent, whichever is largest, and is based on the amount available from the Legislature. This year it would appear from a computer study of alternate schemes that $1700 or 8 1/2%, whichever is largest, should be applied to every faculty member, assuming a 10% S & W increase from the Legislature. At UMR this would also leave sufficient funds to raise everyone up to the minimum levels called for in the Plan, namely, $12,500 for Instructors, $15,000 for Assistant Professors, $17,500 for Associate Professors, and $20,000 for Professors. At UMR if the $1700/8 1/2% version of the Plan is used, the total amount of dollars to bring faculty up to minimums is approximately $11,250, a very small percent of the total S & W amount available.

Also, if the $1700/8 1/2% version is used, there would be about $150 per faculty available for discretionary distribution. It should be noted that this does not establish the top amount that a faculty member could receive for "merit", because only a fraction of a given department would participate in these funds. Calculations for UMC and UMKC were also made and comparable amounts were indicated for bringing people up to minimums and for discretionary distributions. This proves that we have a plan that will assure universality, a feature of the current merit system which is conspicuously absent.

The UMR Plan is now known on the other four campuses and its features have been widely discussed throughout the system. Reaction to it has been positive from all indications. Also at the latest rap session with several Curators, a question from the President-Elect of the Academic Council elicited a favorable response from those members of the Board present with regard to a cost of living component in the merit plan.
<table>
<thead>
<tr>
<th>Position</th>
<th>76-77 Salary</th>
<th>77-78 Salary</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olson, J. C., President</td>
<td>$47,500</td>
<td>$53,000</td>
<td>$5,500</td>
</tr>
<tr>
<td>Unklesbay, A. G., V. P.</td>
<td>$43,600</td>
<td>$45,600</td>
<td>$2,000</td>
</tr>
<tr>
<td>Buchholz, J. R., V. P.</td>
<td>$45,000</td>
<td>$45,000</td>
<td>$0</td>
</tr>
<tr>
<td>Connell, P. E., Asst. V.P.</td>
<td>$28,200</td>
<td>$30,200</td>
<td>$2,000</td>
</tr>
<tr>
<td>Emmons, A. H., V. P.</td>
<td>$42,500</td>
<td>$44,000</td>
<td>$1,500</td>
</tr>
<tr>
<td>Bowling, D. O., V. P.</td>
<td>$41,000</td>
<td>$43,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Wright, J., Counsel</td>
<td>$42,500</td>
<td>$45,000</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

**Chancellors**

<table>
<thead>
<tr>
<th>Name</th>
<th>76-77 Salary</th>
<th>77-78 Salary</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schooling, H. W. (UMC)</td>
<td>$44,300</td>
<td>$47,100</td>
<td>$2,800</td>
</tr>
<tr>
<td>Russell, G. A. (UMKC)</td>
<td>$42,000 (Dale)</td>
<td>$47,500</td>
<td>$5,500</td>
</tr>
<tr>
<td>Pogue, J. C. (UMR)</td>
<td>$40,750 (Bispl.)</td>
<td>$44,300</td>
<td>$3,550</td>
</tr>
<tr>
<td>Grobman, A. B. (UMSL)</td>
<td>$42,500</td>
<td>$45,500</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

**AVERAGES**

<table>
<thead>
<tr>
<th></th>
<th>76-77 Salary</th>
<th>77-78 Salary</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$41,485</td>
<td>$44,564</td>
<td>$3,035</td>
</tr>
</tbody>
</table>

**PERCENTAGE CHANGE: 6.7%**
1978-79 SALARY DISTRIBUTION
BY UMR MERIT SALARY PLAN

<table>
<thead>
<tr>
<th>Plan</th>
<th>Money Available*</th>
<th>Cost of Plan</th>
<th>Cost of Minimums</th>
<th>Balance for Discretionary Distribution</th>
<th>Amount for Discretionary Distribution Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMR (294)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. $1700/8½%</td>
<td>$592,211</td>
<td>$548,495</td>
<td>$11,255</td>
<td>$43,716</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>92.6%</td>
<td>1.9%</td>
<td>7.4%</td>
<td></td>
</tr>
<tr>
<td>B. $1600/8%</td>
<td>$592,211</td>
<td>$517,992</td>
<td>$12,405</td>
<td>$74,219</td>
<td>$252</td>
</tr>
<tr>
<td></td>
<td></td>
<td>87.5%</td>
<td>2.1%</td>
<td>12.5%</td>
<td></td>
</tr>
<tr>
<td>C. $1500/7½%</td>
<td>$592,211</td>
<td>$487,729</td>
<td>$13,705</td>
<td>$104,482</td>
<td>$355</td>
</tr>
<tr>
<td></td>
<td></td>
<td>82.4%</td>
<td>2.3%</td>
<td>17.6%</td>
<td></td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$592,211</td>
<td>$457,498</td>
<td>$15,105</td>
<td>$134,713</td>
<td>$458</td>
</tr>
<tr>
<td></td>
<td></td>
<td>77.3%</td>
<td>2.6%</td>
<td>22.7%</td>
<td></td>
</tr>
<tr>
<td>E. $1300/6½%</td>
<td>$592,211</td>
<td>$427,515</td>
<td>$16,705</td>
<td>$164,696</td>
<td>$560</td>
</tr>
<tr>
<td></td>
<td></td>
<td>72.2%</td>
<td>2.8%</td>
<td>27.8%</td>
<td></td>
</tr>
<tr>
<td>UMC (568)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. $1700/8½%</td>
<td>$1,122,656</td>
<td>$1,078,511</td>
<td>$30,061</td>
<td>$44,145</td>
<td>$78</td>
</tr>
<tr>
<td></td>
<td></td>
<td>96.1%</td>
<td>2.7%</td>
<td>3.9%</td>
<td></td>
</tr>
<tr>
<td>B. $1600/8%</td>
<td>$1,122,656</td>
<td>$1,019,872</td>
<td>$33,150</td>
<td>$102,784</td>
<td>$181</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90.8%</td>
<td>2.95%</td>
<td>9.1%</td>
<td></td>
</tr>
<tr>
<td>C. $1500/7½%</td>
<td>$1,122,656</td>
<td>$961,656</td>
<td>$36,568</td>
<td>$161,000</td>
<td>$283</td>
</tr>
<tr>
<td></td>
<td></td>
<td>85.65%</td>
<td>3.25%</td>
<td>14.3%</td>
<td></td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$1,122,656</td>
<td>$904,368</td>
<td>$40,986</td>
<td>$218,288</td>
<td>$384</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80.6%</td>
<td>3.65%</td>
<td>19.4%</td>
<td></td>
</tr>
<tr>
<td>E. $1300/6½%</td>
<td>$1,122,656</td>
<td>$847,409</td>
<td>$45,684</td>
<td>$275,247</td>
<td>$485</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75.5%</td>
<td>4.1%</td>
<td>24.5%</td>
<td></td>
</tr>
</tbody>
</table>

*Assumes 10% increase in S & W
## 1978-79 Salary Distribution

### By UMR Merit Salary Plan

<table>
<thead>
<tr>
<th>Plan</th>
<th>Money Available*</th>
<th>Cost of Plan</th>
<th>Cost of Minimums</th>
<th>Balance for Discretionary Distribution</th>
<th>Amount for Discretionary Distribution Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UMKC (272)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. $1700/81/2%</td>
<td>$523,620</td>
<td>$508,079</td>
<td>$12,710</td>
<td>$15,541</td>
<td>$57</td>
</tr>
<tr>
<td>B. $1600/8%</td>
<td>$523,620</td>
<td>$480,631</td>
<td>$14,435</td>
<td>$42,989</td>
<td>$158</td>
</tr>
<tr>
<td>C. $1500/71/2%</td>
<td>$523,620</td>
<td>$453,616</td>
<td>$16,535</td>
<td>$70,004</td>
<td>$257</td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$523,620</td>
<td>$426,947</td>
<td>$19,035</td>
<td>$96,673</td>
<td>$355</td>
</tr>
<tr>
<td>E. $1300/61/2%</td>
<td>$523,620</td>
<td>$400,377</td>
<td>$21,585</td>
<td>$123,243</td>
<td>$453</td>
</tr>
<tr>
<td><strong>UMSL (263)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. $1700/81/2%</td>
<td>$468,870</td>
<td>$504,866</td>
<td>$30,035</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>B. $1600/8%</td>
<td>$468,870</td>
<td>$481,617</td>
<td>$34,375</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>C. $1500/71/2%</td>
<td>$468,870</td>
<td>$458,499</td>
<td>$39,535</td>
<td>$10,371</td>
<td>$39</td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$468,870</td>
<td>$436,451</td>
<td>$45,435</td>
<td>$32,419</td>
<td>$123</td>
</tr>
<tr>
<td>E. $1300/61/2%</td>
<td>$468,870</td>
<td>$414,829</td>
<td>$51,735</td>
<td>$54,041</td>
<td>$205</td>
</tr>
</tbody>
</table>

*Assumes 10% increase in S & W
## ARTS & SCIENCE: COMPARATIVE DATA OF UMKC, UMSL, UMR, UMC SALARIES

<table>
<thead>
<tr>
<th></th>
<th>Base (76-77)</th>
<th>1977-78</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>16420</td>
<td>18272</td>
<td>1852</td>
<td>11.4</td>
</tr>
<tr>
<td>UMSL</td>
<td>17560</td>
<td>19130</td>
<td>1570</td>
<td>9.5</td>
</tr>
<tr>
<td>UMR</td>
<td>18458</td>
<td>19800</td>
<td>1342</td>
<td>7.3</td>
</tr>
<tr>
<td>UMC</td>
<td>18072</td>
<td>19375</td>
<td>1303</td>
<td>7.5</td>
</tr>
<tr>
<td><strong>Chemistry</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>18029</td>
<td>19707</td>
<td>1678</td>
<td>9.7</td>
</tr>
<tr>
<td>UMSL</td>
<td>18262</td>
<td>19546</td>
<td>1285</td>
<td>7.1</td>
</tr>
<tr>
<td>UMR</td>
<td>18981</td>
<td>20373</td>
<td>1392</td>
<td>7.3</td>
</tr>
<tr>
<td>UMC</td>
<td>18171</td>
<td>20244</td>
<td>2073</td>
<td>11.8</td>
</tr>
<tr>
<td><strong>Comp. Sci.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>15275</td>
<td>17875</td>
<td>2600</td>
<td>17.7</td>
</tr>
<tr>
<td>UMSL</td>
<td></td>
<td></td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>UMR</td>
<td>18363</td>
<td>19850</td>
<td>1488</td>
<td>8.3</td>
</tr>
<tr>
<td>UMC</td>
<td>16915</td>
<td>18284</td>
<td>1369</td>
<td>7.9</td>
</tr>
<tr>
<td><strong>Economics</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>21183</td>
<td>25317</td>
<td>4133 (high)</td>
<td>20.2</td>
</tr>
<tr>
<td>UMSL</td>
<td>14504</td>
<td>15044</td>
<td>1141</td>
<td>8.0</td>
</tr>
<tr>
<td>UMR</td>
<td>16800</td>
<td>18530</td>
<td>1530</td>
<td>9.9</td>
</tr>
<tr>
<td>UMC</td>
<td>23812</td>
<td>24895</td>
<td>1083</td>
<td>4.7</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>15806</td>
<td>18035</td>
<td>2229</td>
<td>14.2</td>
</tr>
<tr>
<td>UMSL</td>
<td>14800</td>
<td>16000</td>
<td>1200</td>
<td>8.1</td>
</tr>
<tr>
<td>UMR</td>
<td>14478</td>
<td>15496</td>
<td>1018</td>
<td>7.2</td>
</tr>
<tr>
<td>UMC</td>
<td>17507</td>
<td>19175</td>
<td>1668</td>
<td>9.9</td>
</tr>
</tbody>
</table>

**Note:** All salary data is for nine months and exclusive of department chairpersons and others with administrative appointments.
<table>
<thead>
<tr>
<th>History</th>
<th>Base (76-77) Salary</th>
<th>1977-78 Salary</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>17367</td>
<td>18725</td>
<td>1358</td>
<td>8.1</td>
</tr>
<tr>
<td>UMSL</td>
<td>17638</td>
<td>18775</td>
<td>1138</td>
<td>6.6</td>
</tr>
<tr>
<td>UMR</td>
<td>17569</td>
<td>18888</td>
<td>1319</td>
<td>7.6</td>
</tr>
<tr>
<td>UMC</td>
<td>19905</td>
<td>21815</td>
<td>1910</td>
<td>10.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Languages</th>
<th>Base (76-77) Salary</th>
<th>1977-78 Salary</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>14867</td>
<td>16644</td>
<td>1778</td>
<td>13.1</td>
</tr>
<tr>
<td>UMSL</td>
<td>12581</td>
<td>13446</td>
<td>865</td>
<td>8.0</td>
</tr>
<tr>
<td>UMR</td>
<td>16229</td>
<td>17275</td>
<td>1047</td>
<td>6.5</td>
</tr>
<tr>
<td>*UMC</td>
<td>16316</td>
<td>17719</td>
<td>1403</td>
<td>9.4</td>
</tr>
</tbody>
</table>

* Combines 2 departments

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Base (76-77) Salary</th>
<th>1977-78 Salary</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>18639</td>
<td>20450</td>
<td>1811</td>
<td>9.6</td>
</tr>
<tr>
<td>*UMSL</td>
<td>14550</td>
<td>15916</td>
<td>1366</td>
<td>10.0</td>
</tr>
<tr>
<td>UMR</td>
<td>18345</td>
<td>19757</td>
<td>1411</td>
<td>7.7</td>
</tr>
<tr>
<td>UMC</td>
<td>18380</td>
<td>19511</td>
<td>1131</td>
<td>6.6</td>
</tr>
</tbody>
</table>

*Has 11 full time Instructors

<table>
<thead>
<tr>
<th>Music</th>
<th>Base (76-77) Salary</th>
<th>1977-78 Salary</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>18071</td>
<td>19171</td>
<td>1100</td>
<td>6.2</td>
</tr>
<tr>
<td>UMSL</td>
<td>13850</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMR</td>
<td>15474</td>
<td>17648</td>
<td>2174</td>
<td>14.4</td>
</tr>
<tr>
<td>UMC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physics</th>
<th>Base (76-77) Salary</th>
<th>1977-78 Salary</th>
<th>Amount of Change</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>18037</td>
<td>19671</td>
<td>1634</td>
<td>9.0</td>
</tr>
<tr>
<td>UMSL</td>
<td>17929</td>
<td>19758</td>
<td>1829</td>
<td>9.9</td>
</tr>
<tr>
<td>UMR</td>
<td>20590</td>
<td>21898</td>
<td>1307</td>
<td>6.5</td>
</tr>
<tr>
<td>UMC</td>
<td>16891</td>
<td>21019</td>
<td>2128</td>
<td>11.3</td>
</tr>
<tr>
<td></td>
<td>Base (76-77)</td>
<td>1977-78</td>
<td>Amount of Change</td>
<td>Percent of Change</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------</td>
<td>---------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>16275</td>
<td>18142</td>
<td>1867</td>
<td>12.2</td>
</tr>
<tr>
<td>UMSL</td>
<td>18025</td>
<td>19100</td>
<td>1075</td>
<td>5.8</td>
</tr>
<tr>
<td>UMR</td>
<td>17451</td>
<td>18588</td>
<td>1136</td>
<td>6.5</td>
</tr>
<tr>
<td>UMC</td>
<td>16569</td>
<td>17703</td>
<td>1134</td>
<td>7.3</td>
</tr>
<tr>
<td>Political Sci.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>18706</td>
<td>22063</td>
<td>3356</td>
<td>18.2</td>
</tr>
<tr>
<td>UMSL</td>
<td>21376</td>
<td>23050</td>
<td>1674</td>
<td>8.8</td>
</tr>
<tr>
<td>UMR</td>
<td>Omit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMC</td>
<td>19971</td>
<td>21353</td>
<td>1382</td>
<td>7.6</td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>18506</td>
<td>20802</td>
<td>2296</td>
<td>12.5</td>
</tr>
<tr>
<td>UMSL</td>
<td>18913</td>
<td>20394</td>
<td>1481</td>
<td>8.0</td>
</tr>
<tr>
<td>UMR</td>
<td>13997</td>
<td>14917</td>
<td>920 (Low)</td>
<td>6.5</td>
</tr>
<tr>
<td>UMC</td>
<td>19414</td>
<td>21389</td>
<td>1975</td>
<td>9.8</td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMKC</td>
<td>16136</td>
<td>17098</td>
<td>962</td>
<td>5.6</td>
</tr>
<tr>
<td>UMSL</td>
<td>18584</td>
<td>20194</td>
<td>1609</td>
<td>9.0</td>
</tr>
<tr>
<td>UMR</td>
<td>13850</td>
<td>14900</td>
<td>1050</td>
<td>7.5</td>
</tr>
<tr>
<td>UMC</td>
<td>18698</td>
<td>20026</td>
<td>1327</td>
<td>7.3</td>
</tr>
<tr>
<td></td>
<td>UMKC</td>
<td>Avgs. Salary</td>
<td>Avg. Raise</td>
<td>Percent</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------</td>
<td>--------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>13073</td>
<td>1714</td>
<td>13.1</td>
<td></td>
</tr>
<tr>
<td>ASST. PROF.</td>
<td>15373</td>
<td>1506</td>
<td>9.8</td>
<td></td>
</tr>
<tr>
<td>ASSOC. PROF.</td>
<td>18229</td>
<td>1870</td>
<td>10.3</td>
<td></td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>23920</td>
<td>2447</td>
<td>10.2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNSL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>10268</td>
<td>536</td>
<td>5.2</td>
<td></td>
</tr>
<tr>
<td>ASST. PROF.</td>
<td>14964</td>
<td>768</td>
<td>5.1</td>
<td></td>
</tr>
<tr>
<td>ASSOC. PROF.</td>
<td>18860</td>
<td>1390</td>
<td>7.4</td>
<td></td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>25566</td>
<td>1817</td>
<td>6.8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UMR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>11721</td>
<td>637</td>
<td>5.4</td>
<td></td>
</tr>
<tr>
<td>ASST. PROF.</td>
<td>15392</td>
<td>902</td>
<td>5.9</td>
<td></td>
</tr>
<tr>
<td>ASSOC. PROF.</td>
<td>18868</td>
<td>1348</td>
<td>7.2</td>
<td></td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>23075</td>
<td>1454</td>
<td>6.3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UMC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td>12719</td>
<td>351</td>
<td>2.8</td>
<td></td>
</tr>
<tr>
<td>ASST. PROF.</td>
<td>15066</td>
<td>1157</td>
<td>7.7</td>
<td></td>
</tr>
<tr>
<td>ASSOC. PROF.</td>
<td>18144</td>
<td>1480</td>
<td>8.2</td>
<td></td>
</tr>
<tr>
<td>PROFESSOR</td>
<td>24173</td>
<td>1790</td>
<td>7.4</td>
<td></td>
</tr>
</tbody>
</table>
### Engineering: Comparative Data for UMR and UMC

<table>
<thead>
<tr>
<th>Field</th>
<th>UMR Base (75-77)</th>
<th>UMR 1977-78</th>
<th>Amount of Change</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>19758</td>
<td>21692</td>
<td>1933</td>
<td>9.9</td>
</tr>
<tr>
<td>Mechanical</td>
<td>19875</td>
<td>21665</td>
<td>1789</td>
<td>9.0</td>
</tr>
<tr>
<td>Civil</td>
<td>18673</td>
<td>20444</td>
<td>1771</td>
<td>9.4</td>
</tr>
<tr>
<td>Chemical</td>
<td>19527</td>
<td>21782</td>
<td>2255</td>
<td>11.9</td>
</tr>
<tr>
<td>Eng. Mgt.</td>
<td>19086</td>
<td>20886</td>
<td>1800</td>
<td>9.3</td>
</tr>
<tr>
<td>Electrical</td>
<td>19082</td>
<td>20879</td>
<td>1797</td>
<td>10.8</td>
</tr>
<tr>
<td>Eng. Mech.</td>
<td>18315</td>
<td>20753</td>
<td>2438</td>
<td>13.4</td>
</tr>
<tr>
<td>Eng. Tech.</td>
<td>13560</td>
<td>14580</td>
<td>1020</td>
<td>7.0</td>
</tr>
<tr>
<td>Nuclear</td>
<td>18194</td>
<td>20288</td>
<td>2094</td>
<td>11.5</td>
</tr>
<tr>
<td>Petroleum</td>
<td>20683</td>
<td>23400</td>
<td>2717</td>
<td>13.3</td>
</tr>
<tr>
<td>Ceramic</td>
<td>21466</td>
<td>23981</td>
<td>2515</td>
<td>11.6</td>
</tr>
<tr>
<td>Mining</td>
<td>22213</td>
<td>24425</td>
<td>2213</td>
<td>10.2</td>
</tr>
<tr>
<td>Metallurgical</td>
<td>19808</td>
<td>22125</td>
<td>2317</td>
<td>11.8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>UMC</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil</td>
<td>20511</td>
<td>21878</td>
<td>1367</td>
<td>6.7</td>
</tr>
<tr>
<td>Chemical</td>
<td>23431</td>
<td>24976</td>
<td>1544</td>
<td>6.9</td>
</tr>
<tr>
<td>Electrical</td>
<td>21892</td>
<td>23664</td>
<td>1773</td>
<td>9.5</td>
</tr>
<tr>
<td>Mechanical</td>
<td>19354</td>
<td>20629</td>
<td>1275</td>
<td>6.5</td>
</tr>
<tr>
<td>Nuclear</td>
<td>18918</td>
<td>20543</td>
<td>1625</td>
<td>8.8</td>
</tr>
</tbody>
</table>
### Data on Salaries by Rank in Mines and Metallurgy at UMR

<table>
<thead>
<tr>
<th>Rank</th>
<th>Avg. Salary</th>
<th>Avf. Raise</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Asst. Prof.</td>
<td>16145</td>
<td>1165</td>
<td>7.2</td>
</tr>
<tr>
<td>Assoc. Prof.</td>
<td>20594</td>
<td>1754</td>
<td>8.5</td>
</tr>
<tr>
<td>Professor</td>
<td>23953</td>
<td>2537</td>
<td>10.6</td>
</tr>
</tbody>
</table>

### Averages for All Disciplines in This Study

<table>
<thead>
<tr>
<th>Institution</th>
<th>76-77 Salary</th>
<th>77-78 Salary</th>
<th>Change</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC</td>
<td>17517</td>
<td>19373</td>
<td>1857</td>
<td>10.9</td>
</tr>
<tr>
<td>UMSL</td>
<td>17278</td>
<td>18626</td>
<td>1348</td>
<td>8.1</td>
</tr>
<tr>
<td>UMR</td>
<td>18587</td>
<td>20258</td>
<td>1671</td>
<td>9.0</td>
</tr>
<tr>
<td>UMC</td>
<td>12375</td>
<td>19914</td>
<td>1538</td>
<td>8.9</td>
</tr>
<tr>
<td>University</td>
<td>Rank</td>
<td>Average Salary</td>
<td>Average Raise</td>
<td>Percent</td>
</tr>
<tr>
<td>------------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>UMC</td>
<td>Instructor</td>
<td>16694</td>
<td>1104</td>
<td>6.6</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof.</td>
<td>18056</td>
<td>1237</td>
<td>6.9</td>
</tr>
<tr>
<td></td>
<td>Assoc. Prof.</td>
<td>20245</td>
<td>1302</td>
<td>6.4</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>25090</td>
<td>1586</td>
<td>6.3</td>
</tr>
<tr>
<td>UMR</td>
<td>Instructor</td>
<td>10500</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof.</td>
<td>15167</td>
<td>1392</td>
<td>9.2</td>
</tr>
<tr>
<td></td>
<td>Assoc. Prof.</td>
<td>19549</td>
<td>1534</td>
<td>7.9</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>22935</td>
<td>2044</td>
<td>8.9</td>
</tr>
<tr>
<td>UMKC</td>
<td>Instructor</td>
<td>11343</td>
<td>1663</td>
<td>14.7</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof.</td>
<td>14970</td>
<td>942</td>
<td>6.3</td>
</tr>
<tr>
<td></td>
<td>Assoc. Prof.</td>
<td>18416</td>
<td>1488</td>
<td>8.1</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>22247</td>
<td>1624</td>
<td>7.3</td>
</tr>
<tr>
<td>UMSL</td>
<td>Instructor</td>
<td>10800</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof.</td>
<td>15985</td>
<td>994</td>
<td>6.2</td>
</tr>
<tr>
<td></td>
<td>Assoc. Prof.</td>
<td>20105</td>
<td>1507</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>26724</td>
<td>1750</td>
<td>6.6</td>
</tr>
<tr>
<td>UMC</td>
<td>Instructor</td>
<td>12378</td>
<td>1113</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>Asst. Prof.</td>
<td>15308</td>
<td>691</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Assoc. Prof.</td>
<td>19140</td>
<td>1456</td>
<td>7.6</td>
</tr>
<tr>
<td></td>
<td>Professor</td>
<td>21466</td>
<td>1598</td>
<td>7.5</td>
</tr>
</tbody>
</table>
### SUPPLEMENT TO
AD HOC COMMITTEE ON MERIT SALARY INCREASES RESPONSE
TO INTERIM CHANCELLOR POGUE'S DRAFT

### DIFFERENT ALTERNATIVE APPROACHES
TO SALARY DISTRIBUTION

<table>
<thead>
<tr>
<th>Plan</th>
<th>Money Available*</th>
<th>Cost of Plan</th>
<th>Cost of Minimums</th>
<th>Balance for Discretionary Distribution</th>
<th>Amount for Discretionary Distribution Per Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. $1800/9%</td>
<td>$592,211</td>
<td>$578,982</td>
<td>$10,155</td>
<td>$13,229</td>
<td>$ 45</td>
</tr>
<tr>
<td>B. $1700/8½%</td>
<td>$592,211</td>
<td>$548,495</td>
<td>$11,255</td>
<td>$43,716</td>
<td>$149</td>
</tr>
<tr>
<td>C. $1600/8%</td>
<td>$592,211</td>
<td>$517,992</td>
<td>$12,405</td>
<td>$74,219</td>
<td>$252</td>
</tr>
<tr>
<td>D. $1400/7%</td>
<td>$592,211</td>
<td>$457,498</td>
<td>$15,105</td>
<td>$134,713</td>
<td>$458</td>
</tr>
<tr>
<td>UMC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1600/8%</td>
<td>$1,122,656</td>
<td>$1,019,872</td>
<td>$33,150</td>
<td>$102,784</td>
<td>$181</td>
</tr>
<tr>
<td>UMKC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1600/8%</td>
<td>$523,620</td>
<td>$480,631</td>
<td>$14,435</td>
<td>$42,989</td>
<td>$158</td>
</tr>
</tbody>
</table>

UMR figures based on 294 faculty members; UMC on 568 faculty members; UMKC on 272 faculty members.

**UMR**
- Assuming 10% increase is available. A 9% increase would be $532,990; an 8.5% increase would be $503,380; an 8% increase would be $473,770.

Plans A and B are only feasible if a 10% increase is available; Plan C is feasible only with a 9% or 10% increase; Plan D is feasible with an 8%, 8.5%, 9%, or 10% increase.
MEMORANDUM TO:  Dr. Wayne Cogell

FROM:  Marian Smith

SUBJECT:  Academic Council Meeting, April 27

Professor J. Kent Roberts will be substituting for Dr. James E. Halligan pending his late arrival on April 27, 1978.

mhs
April 25, 1978

Memorandum To: Interim Chancellor Jim C. Pogue

From: Dean Adrian H. Daane

Re: Absence from Campus

I will be absent from the campus Wednesday, April 26th through Friday, April 28th, attending a meeting of the Committee on Arts and Sciences of the National Association of Universities and Land Grant Colleges in Kansas City. In my absence from the campus, Dr. Glen Haddock will look after the affairs of the College.

Adrian H. Daane, Dean
College of Arts and Sciences

cc: Arts and Sciences Department Chairmen
MEMORANDUM TO: Interim Chancellor Jim C. Pogue

FROM: Wayne Cogell, Chairman
Academic Council

RE: Academic Council Action, April 27, 1978

The following actions were approved at the Academic Council Meeting of April 27, 1978, and are being recommended to you for appropriate action.

(1) The attached Procedures for Promotion and/or Tenure Recommendations were approved for use during the 1978-79 academic year.

(2) The following procedural resolution was approved:
For any action taken by the Academic Council, it shall be the responsibility of the Chairman of the Academic Council to inform the Chancellor of the action taken.

(3) The attached constitutions for Helix and Stardusters were approved as recommended by the Student Affairs Committee.

(4) Withdrawal of recognition of Table Tennis Club and Speculative Fiction Society were approved as recommended by the Student Affairs Committee.

(5) The following officers and committee members were elected:
   Chairman Elect - Thomas B. Baird
   Secretary - William A. Brooks
   Parliamentarian- Paul D. Stigall

   Student Affairs Committee:
   Faculty members- John C. Kieffer
                   Lyle E. Pursell

   Student member - Jay Fisher

The effective date of all actions is thirty days after the action has been communicated to the faculty.

amj
Attachments (3)
SUMMARY of actions and reports at the Academic Council Meeting, April 27, 1978.

1. Memorial Resolutions: William J. Murphy
   Robert F. Bruzewski


4. Procedural resolution approved:
   For any action taken by the Academic Council, it shall be the responsibility of the Chairman of the Academic Council to inform the Chancellor of the action taken.

5. Academic Council Elections:
   Chairman Elect - Thomas B. Baird
   Secretary - William A. Brooks
   Parliamentarian - Paul D. Stigall

   Student Affairs Committee
   Faculty members - John C. Kieffer
   Lyle E. Pursell

   Student member - Jay Fisher

6. Approval of student constitutions: Helix
   Stardusters

7. Withdrawal of recognition of student organizations:
   Table Tennis Club
   Speculative Fiction Society


9. Compensation Survey - C. A. Johnson
Chairman Wayne Cogell called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, April 27, 1978, in G-5 of the Humanities-Social Sciences Building, and announced the following substitutions: A. Glen Haddock for Dean Adrian Daane; J. Kent Roberts for Dean James Halligan. Chairman Cogell then introduced the two new student representatives who were present, Jay Fisher and Keith Chrisman.

Professor Ralph Schowalter, in the absence of Marvin Cain and Richard Ash, moved to incorporate the memorial resolutions of William J. Murphy and Robert F. Bruzewski (Full copies*) into the minutes of the meeting and to dispense with the reading of the resolutions since they were read at the General Faculty Meeting on April 25, 1978. The motion was seconded and approved.

Chairman Cogell recommended the following correction of the March 30, 1978, Minutes of the Academic Council, Paragraph VII, 7.15, line 5: Eliminate "drafts" and insert "Ad Hoc Committee's reaffirmation of their decision." A motion was made, seconded and carried to approve the March 30 minutes, as corrected.

Chairman Cogell said there would be no administrative report from Interim Chancellor Pogue, as he was meeting with the Board of Curators, and relayed Dr. Pogue's regrets to the Council for his absence. Chairman Cogell said Dr. Pogue reported on the state of the campus at the General Faculty Meeting and had two comments from the Chancellor. (1) The plan for informing each faculty member of his tentative salary increase has been delayed because of uncertainties regarding the operating budget of 1978-79 and deliberations regarding across-the-board increases, as suggested at the rap session. (2) At the General Faculty Meeting Dr. Pogue said the BS/BA in Sociology would not be implemented because of lack of funds. However, Chairman Cogell said, the program could be resubmitted at a later date, and further said Interim Chancellor Pogue requested this item be deleted from the agenda.

PROMOTION AND TENURE PROCEDURES. Billy Gillett, Chairman of the Personnel Committee, said the Committee recommends that the Promotion and Tenure Procedures used during the 1977-78 academic year be used again for the 1978-79 academic year. Dr. Gillett said the Committee requested faculty input and received no response. A motion was made, seconded and approved that the present Promotion and Tenure Procedures (Full copy*) be used during the 1978-79 academic year.
FINANCIAL EXIGENCY POLICIES. Dr. Gillett said the Committee had been charged by the Academic Council to evaluate and recommend changes to the U-wide Financial Exigency Policies. He said the Committee had several meetings regarding the document and received some faculty input. The amended document was presented to the U-wide Committee by Jim Johnson, UMR representative. Dr. Gillett said only two or three of UMR's many recommended changes were incorporated into the document by the U-wide Committee. Chairman Cogell said Jim Johnson was unavailable for the meeting, but would answer questions of the Council and explain the details of the U-wide meeting; Chairman Cogell recommended this item be considered at the June meeting. It was noted that Dr. Johnson was not a member of the campus committee and, therefore, may not have been fully aware of the arguments supporting the committee's point of view. It was suggested that campus representatives on U-wide committees should also be members of the campus committee.

RULES, PROCEDURES, AND AGENDA COMMITTEE. Professor Ralph Schowalter moved approval of the following procedural resolution:

For any action taken by the Academic Council, it shall be the responsibility of the Chairman of the Academic Council to inform the Chancellor of the action taken.

Professor Schowalter said there have been some problems regarding actions taken by the Council not being routed through proper channels. The motion to approve the procedural resolution was seconded and approved.

ACADEMIC COUNCIL ELECTIONS. Professor Schowalter placed the following names in nomination for the respective offices and committees:

Chairman Elect - Thomas B. Baird
Secretary - Robert V. Wolf
Parliamentarian - Paul D. Stigall

Student Affairs Committee:
Faculty members - John C. Kieffer
                 - Lyle E. Pursell
Student members - Jay Fisher
                 - Dan Schlueter

Nominations from the floor included William A. Brooks for Secretary. Chairman Cogell declared nominations closed. Ballots were distributed by Professor Schowalter. As the ballots were tabulated, Chairman Cogell proceeded with the agenda.

STUDENT AFFAIRS COMMITTEE. Professor Lyle Pursell said the constitution for the Miner 4-H Club had not been received in time for distribution with the agenda and would be presented at the June meeting. Professor Pursell then moved approval of the constitution of Helix, a biology club (Full copy*). The motion was seconded and approved.
Professor Pursell moved approval of the constitution of Stardusters, a Little Sister organization for Kappa Sigma (Full copy*). The motion was seconded. Dr. Babcock asked if Council action were necessary for Little Sister organizations. Professor Pursell said there were questions regarding this a year ago, and Council action at that time indicated support of these organizations. He said action was necessary for the organizations to participate in intramural sports and have access to University facilities. The motion to approve the Stardusters constitution was approved.

Professor Pursell said his Committee recommends withdrawal of recognition from two student organizations, the Table Tennis Club and the Speculative Fiction Society. He said the reason for this recommendation is that the organizations have failed to comply with certain regulations as indicated in a letter to the Committee from Joe Ward, Student Personnel. Professor Pursell said the Student Personnel Office sent several notices to the groups with no response, indicating lack of interest in the organizations in addition to noncompliance of regulations. Professor Pursell then moved that the Academic Council withdraw recognition from the Table Tennis Club and the Speculative Fiction Society. The motion was seconded and approved.

Professor Schowalter announced the following election results:

Chairman Elect - Thomas B. Baird
Secretary - William A. Brooks
Parliamentarian - Paul D. Stigall
Student Affairs Committee:
Faculty members - John C. Kieffer
Lyle E. Pursell
Student member - Jay Fisher

Chairman Cogell congratulated the newly elected officers and committee members.

GRIEVANCE PROCEDURES. Chairman Cogell recognized Delbert Day, Chairman of the Intercampus Faculty Council, who gave an update of the status of the Grievance Procedures. Dr. Day said the draft approved by the four campuses came before the IFC on April 13, was approved, and was transmitted to President Olson on April 19. He said the procedures were an item on the Cabinet agenda on April 24. At that time the draft was referred to a committee composed of the four chancellors and Jackson Wright. Dr. Day said this committee will be meeting in May to review the draft and should have a recommendation for the June Cabinet meeting.

COMPENSATION SURVEY. Chairman Cogell thanked Chuck Johnson for all the work he has put into the salary studies, and turned the meeting over to him for his report. (Full copy* of Dr. Johnson’s report and tables attached and mailed to Academic Council members.)

Dr. Babcock moved an expression of appreciation to Dr. Johnson for the informative and very complete report. The motion was seconded and approved.
Dr. Johnson said there may be errors in the UMSL figures as he received no response from that campus. All other campuses responded and verified or corrected figures as necessary.

ANNOUNCEMENTS. Chairman Cogell said Jim Johnson was now in attendance if anyone had questions regarding the Financial Exigency Policies. There were no questions at that time, and Dr. Johnson will be present for questions at the June meeting.

Chairman Cogell said North Central and ECPD will be on campus next year, and stressed the importance of both of the visits. He said any loss of accreditation would be serious, as there are many things on this campus that are outstanding.

Chairman Cogell thanked committee members for their work during the last year and said he enjoyed being Chairman of the Academic Council. He then turned the meeting over to Dr. Day.

Dr. Day thanked Dr. Cogell for the many hours of his time spent on faculty matters. A motion of appreciation for Dr. Cogell was made, seconded and unanimously approved.

Dr. Day said he is optimistic and is looking forward to working with the Council during the coming year.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.*
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

RE: Curricula Committee (1977-78)

The following course change requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. Course Changes: Credit Hours (CH), Prerequisite (P), Course Title (CT), Catalog Description (CD), Course Number (CN)

1. Geology 220; Structural Geology
   CH to Lecture 3, Lab 1, Total 4
   P to Geol 51, 56, or GeE 50

2. Humanities/English 181; Communications: Theory and Practice
   CT to Communication Theory

3. Physics 463; Quantum Mechanics II
   CD to Continuation of Phy. 461 to include such topics as Pauli spin-operator theory, classification of atomic states, introduction to field quantization, Dirac electron theory.

4. Physics 411; Electrodynamics I
   P to Physics 321
   CD to Electrostatics and magnetostatics, Green's function, multipoles, boundary value problems, Maxwell's equations, conservation laws, propagation of plane waves.

5. Physics 471; Atomic Collision Theory
   CN from 471 to 473
   P to Phys. 471 or Phys. 463
6. Physics 417; Advanced Statistical Mechanics

P to Physics 413

CD to A continuation of Phys. 413. Further applications to such topics as the imperfect gas, condensation and the critical region, magnetism, liquid state and transport phenomena.

7. Physics 413; Statistical Mechanics

P to Physics 309, 361

CD to A study of statistical ensembles; Maxwell-Boltzmann law; approach to equilibrium; application of statistical mechanics to thermodynamic processes.

8. Physics 473; Atomic and Molecular Structure

CN from 473 to 471

9. Physics 423; Electrodynamics II

CD to A continuation of Physics 411, Applications of time-dependent Maxwell's equations to such topics as plasmas, wave guides, cavities, radiation: fields of simple systems and multipoles. Relativity: covariant formulation of Maxwell's equations and conservation laws, fields of uniformly moving and accelerated charges.

10. TABLED AT MARCH 30, 1978 ACADEMIC COUNCIL MEETING

Electrical Engineering 317; Analog Simulation Techniques

CT to System Modeling and Simulation

CH to Lecture 3, Total 3

P to EE 231, EE 267 or consent


B. Curriculum Changes:

1. Metallurgy

Justification: Better prepare students for the profession.
It is hereby requested by the UMR Curricula Committee that a special two-third (2/3) approval be made on the aforementioned courses in order to alleviate the 30-day waiting period in course scheduling.

Respectfully submitted,

Donald E. Modesitt, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

RE: Curricula Committee (1977-78)

The following new course addition and deletion requests have been made to the UMR Curricula Committee and, after consideration, are herewith recommended to the Academic Council for approval:

A. New Course Additions:

1. Humanities/Spanish 310; Seminar
   Lecture 1 - 3 hours variable; Total 1 - 3 Credit Hours
   Variable
   Prerequisite: Spanish 170 or native ability

   Justification: A need for a senior-level seminar in the approved campus-wide number for seminars. This course will be used for topics such as the "Mexican novel of the revolution," "Children as protagonists," and "The Modernista Movement."

2. Humanities/English 283; Speech Writing
   Lecture 3 hours; Total 3 Credit Hours
   Prerequisites: English 60, 85, consent

   Justification: Individuals entering many professions are required to have strong communication skills to have any impact on or to advance in their area. Being an effective oral communicator can be a major determinant of how much impact an individual has or how far he advances. This course satisfies the need for this by introducing the student to the concepts and the skills he will need to be an effective oral communicator in professional situations. It does so by making professional demands on him and by forcing him to orient himself to a professional situation.
3. Life Science 301; Special Topics
   Variable Credit
   Prerequisites: None

   Justification: This course will allow the teaching of certain specialized topics without the need of a formalized course. If student interest is sufficient in a given topic, this course would show the need and we could offer the course under an appropriate title and number.

4. Social Science/Psychology 246; Theories of Motivation
   Lecture 3 hours; Total 3 Credit Hours
   Prerequisite: Psychology 50

   Justification: Motivation is a central topic area in Psychology and should be offered on a continuing basis for Psychology majors. The course offered last year under an experimental number (Psychology 201) and was very well received by students.

5. Engineering Management 104; Personal Finance I
   Lecture 1 hour; Total 1 Credit Hour
   Prerequisite: NONE

   Justification: To acquaint the UMR student with techniques for personal estate building.

6. Engineering Management 105; Personal Finance II
   Lecture 1 hour; Total 1 Credit Hour
   Prerequisite: NONE

   Justification: To acquaint the UMR student with stock market potentials for personal estate building.

B. Deletions;

1. Physics 405; Satellite Theory

   Justification: This course has not been offered in recent years.

2. Physics 406; Satellite Geodesy

   Justification: This course has not been offered in recent years.
It is hereby requested by the UMR Curricula Committee that a special two-third (2/3) approval be made on the aforementioned courses in order to alleviate the 30-day waiting period in course scheduling.

Respectfully submitted,

[Signature]

Donald E. Modesitt, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR FACULTY

RE: AGENDA for the Academic Council Meeting, Thursday, June 15, 1978, at 1:30 p.m. in G-5 of the Humanities-Social Sciences Building.

I. Approval of the minutes of the April 27, 1978, meeting of the Academic Council.

II. Unfinished business.

III. Administrative reports and responses to actions approved by the Council.
   A. Administrative reports. (20 minutes) J. Pogue
   B. Administrative responses.

IV. Reports from standing and special committees.
   A. .0406.05 Computer (No report) B. Plummer
      1. Study of computer facilities usage limits.
   B. .0406.06 Curricula (15 minutes) D. Modesitt
      *1. Report No. 4, 1977-78
   C. .0406.09 Personnel (10 minutes) B. Gillett
   D. .0406.11 Rules, Procedures & Agenda (10 minutes) R. Schowalter
   E. .0406.12 Student Affairs (15 minutes) L. Pursell
      1. Approval of Student Organizations Constitutions.
         *a. Miner 4-H Club
         *b. UMR Motorcycling Club
         *c. Little Sisters of the White Star (Sigma Nu)
         (FULL COPIES OF THE CONSTITUTIONS IN THE ACADEMIC COUNCIL OFFICE.)
   F. Report of Intercampus Faculty Council (5 min.) D. Day
      1. Grievance Procedures.

V. New business.

VI. Announcements.

*Supplementary material sent to Academic Council members.
**Material handed out at the December 1, 1977, meeting.
SUMMARY of reports and actions approved at the Academic Council meeting of June 15, 1978.

1. Report from Interim Chancellor Pogue: 
   Resources Management and Planning Council 
   Evaluation of Administrators 
   Grievance Procedures 
   Fee Structure Task Force 
   Financial Exigency Policies 
   Housing

2. Report from Curricula Committee: Donald Modesitt  
   (Recommendations approved)

3. Approval of Meeting Dates for 1978-79
   - August 31, 1978 to February 22, 1979
   - September 28, 1978 to March 22, 1979
   - October 26, 1978 to April 19, 1979
   - November 30, 1978 to May 3, 1979
   - January 25, 1979 to June 21, 1979

4. Approval of Student Constitutions: 
   - Miner 4-H Club
   - UMR Motorcycling Club
   - Little Sisters of the White Star

an equal opportunity institution
Chairman Delbert Day called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, June 15, 1978, in G-5 of the Humanities-Social Sciences Building, and announced the following substitution: Al Bolon for D. Ray Edwards. A motion to approve the minutes of April 27, 1978, was made by Bolon, seconded and carried.

There was no unfinished business. Chairman Day then turned the meeting over to Interim Chancellor Pogue.

RESOURCES MANAGEMENT AND PLANNING COUNCIL. Dr. Pogue said the RMPC has completed work on the 1979-80 legislative budget, and hearings on the total University budget have been held on all four campuses. The RMPC has been working on the S & W budget of the 1978-79 operating budget in two parts - on-campus distribution funds and faculty quality improvement (FQI) funds.

On-campus monies consist of an increase of 8.1% of total positions on campus, filled and unfilled. However, the RMPC said no monies will go to unfilled positions or those open because of retirement or resignation. This results in an average increment of 8.6% for the on-campus distribution fund. This figure, however, is not final and all persons on campus will be notified shortly of their salary recommendation.

Total University funding for FQI is $1.4 million. The UMR portion is approximately $185,000, less staff benefits, leaving a balance of approximately $163,000. Approximately 135 faculty will be included in the UMR recommendations. The President is presently reviewing the recommendations, and will notify Dr. Pogue by the 26th of this month. In answer to a question, Dr. Pogue said all recommendations for FQI funds were made by the Deans and were reviewed by the Chancellor.

EVALUATION OF ADMINISTRATORS. Dr. Pogue said he has not as yet met with the Deans and the faculty regarding the evaluation of administrators, but will be reviewing the documents in the near future. Upon suggestion of Academic Council members, Dr. Pogue will delay meeting with the faculty until the fall.

GRIEVANCE PROCEDURES. Dr. Pogue said the document developed by the IFC, working through the faculty councils/senates on the four campuses, was forwarded to President Olson and presented to the Cabinet and legal counsel. A committee was set up to review the document. Dr. Pogue said a substantial rewriting is now in process by that committee because the document was considered too lengthy and too formal.

an equal opportunity institution
FEE STRUCTURE TASK FORCE. The new task force is reviewing student fees for the fall semester. UMR representatives on the task force are Dean Paul Ponder, Thomas Baird, and Steve Treis, President of the Student Council. Dr. Pogue said the group is proceeding along, but actual determination of the fee structure will not occur until after students are back in the fall. The task force deadline for completion is July 14.

FINANCIAL EXIGENCY POLICIES. Dr. Pogue said President Olson stated this matter could not be resolved until the tenure procedures were resolved, and this will not be accomplished until Vice President George is back in the fall.

HOUSING. Dr. Pogue said all available University housing is rented for fall semester with a waiting list of approximately 200 students. He said everyone seems well pleased with the housing situation, and the waiting list will probably be removed by attrition.

CURRICULA COMMITTEE. Professor Modesitt moved approval of the first section of the Curricula Committee report, Course Additions 1-6 and Deletions 1-2 (Full copy*) effective immediately. The motion was seconded and approved.

Professor Modesitt handed out copies of the present and proposed curriculum for Metallurgical Engineering (Full copies*). He then moved approval of the second section of the Curricula Committee report, Course Changes 1-10 and Curriculum Change in Metallurgical Engineering (Full copy*) effective immediately. The motion was seconded. Considerable discussion followed regarding the dropping of Physics 107 from the Metallurgy curriculum. Dr. Weart said the change has been in process for a number of years, and although the Physics Department expressed willingness to modify the course to meet the needs of Metallurgy, the decision to drop the course was based on advice from visiting committees composed of alumni working in the field. Professor Modesitt said the proposed change was discussed at great length in the Curricula Committee, and the Committee felt the proposed changes were justifiable and meet necessary requirements. A show of hands vote was taken, and the motion was approved.

Professor Modesitt presented two changes in the course numbering system approved by the Academic Council in December (Full copy*). Professor Modesitt moved to accept the use of 199 Co-op Engineering Training for continuous registration and 202 Co-op Engineering Training for credit experience. The motion was seconded. Professor Wolf moved to eliminate the word "engineering" from 199 and 202. The amendment was seconded and approved. The motion to accept the use of 199 and 202, as amended, was approved. The following will be added to the Course Numbering System:

199 Co-op Training - This course will provide continuous registration for cooperative work periods. Credit variable.

202 Co-op Training - On-the-job experience gained through cooperative education with industry, with credit arranged through departmental cooperative advisor. Grade received depends on quality of reports submitted and work supervisors evaluation. Variable credit.
FINANCIAL EXIGENCY POLICIES. Chairman Day said Professor James Johnson, UMR representative on the U-wide Financial Exigency Policy Committee, was present to answer questions. There were no questions. Chairman Day thanked Professor Johnson for attending.

RULES, PROCEDURES AND AGENDA COMMITTEE. Professor Schowalter said all U-wide meetings are being scheduled on Thursdays and Fridays, and because of this a schedule of meeting dates for the Academic Council was developed using Tuesdays. However, the By-Laws, Section 02-05, Paragraph .0401 states "The Academic Council shall meet at least once a month on a Thursday (determined by the Council) at 1:30 p.m." Because of the long process involved to amend the By-Laws, Professor Scholwalter presented an amended list of meeting dates (Full copy*) and moved approval of same. The motion was seconded and approved. Meeting dates for the 1978-79 academic year are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31, 1978</td>
<td>February 22, 1979</td>
</tr>
<tr>
<td>September 28, 1978</td>
<td>March 22, 1979</td>
</tr>
<tr>
<td>October 26, 1978</td>
<td>April 19, 1979</td>
</tr>
<tr>
<td>November 30, 1978</td>
<td>May 3, 1979</td>
</tr>
<tr>
<td>January 25, 1979</td>
<td>June 21, 1979</td>
</tr>
</tbody>
</table>

Dean Planje said he felt the By-Laws were too restrictive and moved to process an amendment. The motion was seconded. Chairman Day said the Chair recognized the motion as a petition to the Rules, Procedures and Agenda Committee to amend the By-Laws. The motion was approved.

STUDENT AFFAIRS COMMITTEE. Professor Pursell, Chairman of the Student Affairs Committee, moved approval of the constitution of the Miner 4-H Club (Full copy*). The motion was seconded and approved.

Professor Pursell moved approval of the constitution of the UMR Motorcycling Club (Full copy*). Some discussion followed regarding the Club's plans. Professor Pursell said Professor Harvey is faculty advisor of the group and could possibly answer those questions. The motion to approve the UMR Motorcycling Club constitution was carried.

Professor Pursell moved approval of the constitution of the Little Sisters of the White Star (Full copy*). The motion was seconded and approved.

Chairman Day said inasmuch as Interim Chancellor Pogue gave the status of the Grievance Procedures in his report, no further explanation was necessary.

ANNOUNCEMENTS. Chairman Day said a new chancellor for UMR has been named. A motion of appreciation for Dr. Pogue was made, seconded and approved for the time he has spent serving as Interim Chancellor.
Chairman Day told Council members to submit any matters which they feel should appear on the agenda which possibly have been overlooked.

Chairman Day announced the following replacements on the Academic Council: Gary Patterson for Efton Park, Charles Haas for Richard Ash, and Archie Culp for Lyle Rhea.

The meeting adjourned at 2:35 p.m.

Respectfully submitted,

William A. Brooks, Secretary

*Complete document filed with the smooth copy.*
## METALLURGICAL ENGINEERING
### Present Curriculum

### METALLURGICAL ENGINEERING

#### Curriculum

#### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met 1--Intro to Met Eng.</td>
<td>1</td>
</tr>
<tr>
<td>Chem 1.2--Gen Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>EME 10--Engr Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Math B--Cal with Anal Geom</td>
<td>5</td>
</tr>
<tr>
<td>Human or Soc Sci Requirement**</td>
<td>3</td>
</tr>
<tr>
<td>Basic ROTC*</td>
<td>7</td>
</tr>
</tbody>
</table>

### SOPHOMORE YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EME 80--Eng Mech Statics</td>
<td>3</td>
</tr>
<tr>
<td>Math 22--Cal with Anal Geom III</td>
<td>4</td>
</tr>
<tr>
<td>Phys 25--General Physics</td>
<td>4</td>
</tr>
<tr>
<td>Human or Soc Sci Requirement**</td>
<td>6</td>
</tr>
<tr>
<td>Basic ROTC*</td>
<td>7</td>
</tr>
</tbody>
</table>

### JUNIOR YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met 203--Eng Proc of Met.</td>
<td>4</td>
</tr>
<tr>
<td>Met 213--Character of Met Structure</td>
<td>3</td>
</tr>
<tr>
<td>Met 215--Phys Met I</td>
<td>3</td>
</tr>
<tr>
<td>Met 221--Principles of Met Proc</td>
<td>3</td>
</tr>
<tr>
<td>Met 241--Principles of Min Proc</td>
<td>3</td>
</tr>
</tbody>
</table>

### SENIOR YEAR

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 243--Physic Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Met 355--Met Thermodynamics II</td>
<td>3</td>
</tr>
<tr>
<td>Met 221--Transfer Process 1***</td>
<td>3</td>
</tr>
<tr>
<td>Electives***</td>
<td>9</td>
</tr>
<tr>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 3--Gen Chem</td>
<td>3</td>
</tr>
<tr>
<td>Math 21--Cal with Anal Geom II</td>
<td>5</td>
</tr>
<tr>
<td>Phys 21--Gen Physics</td>
<td>4</td>
</tr>
<tr>
<td>Human or Soc Sci Requirement**</td>
<td>3</td>
</tr>
<tr>
<td>Basic ROTC*</td>
<td>7</td>
</tr>
</tbody>
</table>

### Proposed Changes:

- Drop Met 115 and Physics 107
  - Add Met 121 and Met 122 (instead of 101) in semester 3
  - Add Computer Science 73 in semester 4
# METALLURGICAL ENGINEERING
Curriculum Effective August 21, 1978

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>CREDIT</th>
<th>SEMESTER 2</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met 1 - Intro to Met. Eng.</td>
<td>1</td>
<td>Chem 3 - General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Chem 1,2 - General Chemistry</td>
<td>5</td>
<td>Math 21 - Calculus with Anal. Geom. I</td>
<td>5</td>
</tr>
<tr>
<td>ET 10 - Engineering Drawing</td>
<td>3</td>
<td>Phys 21 - General Physics</td>
<td>4</td>
</tr>
<tr>
<td>Human or Soc. Sci. Requirement²</td>
<td>3</td>
<td>Basic ROTC¹</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>CREDIT</th>
<th>SEMESTER 4</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met 122 - Fundamental of Metals</td>
<td>2</td>
<td>EMe 120 - Materials Test Lab</td>
<td>1</td>
</tr>
<tr>
<td>Met 121 - Metallurgy for Engineers</td>
<td>3</td>
<td>Math 204 - Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>Phys 25 - General Physics</td>
<td>4</td>
<td>CSr. 73 - Basic Scientific Programming</td>
<td>2</td>
</tr>
<tr>
<td>Basic ROTC¹</td>
<td></td>
<td>Human or Soc. Sci. Requirement²</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic ROTC¹</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 5</th>
<th>CREDIT</th>
<th>SEMESTER 6</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Met 203 - Eng. Principles of Met.</td>
<td>4</td>
<td>Met 217 - Physical Metallurgy II</td>
<td>3</td>
</tr>
<tr>
<td>Met 213 - Character of Met. Structure</td>
<td>3</td>
<td>Met 281 - Met. Thermodynamics I</td>
<td>4</td>
</tr>
<tr>
<td>Met 215 - Physical Metallurgy I</td>
<td>3</td>
<td>Human or Soc. Sci. Requirement²</td>
<td>3</td>
</tr>
<tr>
<td>Met 221 - Principles of Matl. Proc.</td>
<td>3</td>
<td>Electives³</td>
<td>6</td>
</tr>
<tr>
<td>Met 241 - Principles of Mineral Proc.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER 7</th>
<th>CREDIT</th>
<th>SEMESTER 8</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chem 243 - Physical Chemistry</td>
<td>3</td>
<td>Electives³</td>
<td>18</td>
</tr>
<tr>
<td>Met 355 - Met. Thermodynamics II</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NE 221⁴ - Transfer Processes I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electives³</td>
<td>9</td>
<td></td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1Basic ROTC may be elected in freshman and sophomore years, but it is not creditable toward a degree.

2This group of courses, totaling 12 credit hours, must include Econ 110 or 111, Engl 1 and 3 credit hours from each of the two groups: Hist 60, Hist 112, Hist 175, Hist 176, Pol Sci 90; and Engl 60, 85, 160. These courses may be taken in any order.

3Electives must include 12 credit hours of Humanities and Social Sciences, 3 credit hours of engineering sciences, and 15 credit hours of technical electives (consult adviser).

⁴Or Cer 221
ACADEMIC COUNCIL MEETINGS

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

August 29, 1978
September 26, 1978
October 31, 1978
November 28, 1978
January 25, 1979
February 22, 1979
March 19, 1979
April 17, 1979
May 3, 1979
June 21, 1979

AGENDA DEADLINES - (1:30 p.m.)

August 15, 1978  
September 12, 1978  
October 17, 1978  
November 14, 1978  
January 9, 1979  

GENERAL FACULTY MEETINGS

(4:00 p.m. in the Aaron Jefferson Miles Auditorium)

September 5, 1978  
December 5, 1978  
February 13, 1979  
April 24, 1979

AGENDA DEADLINES - (1:30 p.m.)

August 22, 1978  
November 21, 1978  
January 30, 1979  
April 10, 1979

R. P. & A. COMMITTEE MEETINGS

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

August 15, 17 & 22, 1978
September 12 & 14, 1978
October 10 & 12, 1978
November 14, 16 & 21, 1978
January 9, 11 & 30, 1979
February 6 & 8, 1979
March 6 & 8, 1979
April 3, 5, 10, 17 & 19, 1979
June 5 & 7, 1979
ACADEMIC COUNCIL MEETINGS
(1:30 p.m. in G-5, Humanities & Social Sciences Building)

August 31, 1978  February 22, 1979
September 28, 1978  March 22, 1979
October 26, 1978  April 19, 1979
November 30, 1978  May 3, 1979
January 25, 1979  June 21, 1979

AGENDA DEADLINES  (1:30 p.m.)

August 15, 1978  February 6, 1979
September 12, 1978  March 6, 1979
October 10, 1978  April 3, 1979
November 14, 1978  April 17, 1979
January 9, 1979  June 5, 1979

GENERAL FACULTY MEETINGS
(4:00 p.m. in the Aaron Jefferson Miles Auditorium)

September 5, 1978  February 13, 1979
December 5, 1978  April 24, 1979

AGENDA DEADLINES  (1:30 p.m.)

August 22, 1978  January 30, 1979
November 21, 1978  April 10, 1979

R. P. & A. COMMITTEE MEETINGS
(1:30 p.m. in 210, Mechanical Engineering Building)

August 15, 17 & 22, 1978  February 6 & 8, 1979
September 12 & 14, 1978  March 6 & 8, 1979
October 10 & 12, 1978  April 3, 5, 10,
November 14, 16, & 21, 1978  17 & 19, 1979
January 9, 11 & 30, 1979  June 5 & 7, 1979
6/8/78

Al Bolin is authorized to represent me at the June 15 meeting of the Academic Council.

D. Ray Edwards