1-1-1982

Faculty Senate Minutes 1981 - 1982

Missouri University of Science and Technology Faculty Senate

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ACADEMIC COUNCIL MEETINGS
(1:30 p.m. in 227, Fulton Hall)

August 27, 1981
September 24, 1981
October 22, 1981
November 19, 1981
January 21, 1982

February 18, 1982
March 25, 1982
April 15, 1982
May 6, 1982
June 17, 1982

AGENDA DEADLINES (1:30 p.m.)

August 11, 1981
September 8, 1981
October 6, 1981
November 3, 1981
January 5, 1982

February 2, 1982
March 9, 1982
March 30, 1982
April 20, 1982
June 1, 1982

GENERAL FACULTY MEETINGS
(4:00 p.m. in the Aaron Jefferson Miles Auditorium)

August 25, 1981
December 1, 1981

May 4, 1982

AGENDA DEADLINES (1:30 p.m.)

August 11, 1981
November 17, 1981

April 20, 1982

RULES, PROCEDURES AND AGENDA COMMITTEE MEETINGS
(1:30 p.m. in 210, Mechanical Engineering Building)

August 11 & 13, 1981
September 8 & 10, 1981
October 6 & 8, 1981
November 3, 5 & 17, 1981
January 5 & 7, 1982

February 2 & 4, 1982
March 9, 11, & 30, 1982
April 1, 20 & 22, 1982
June 1 & 3, 1982
COLLEGE OF ARTS & SCIENCES

Chemistry & Life Science
Russell, Robert R. (4391)
Siehr, Donald (4432)

Computer Science
Baird, Thomas B. (4859)

Humanities
Cogell, Elizabeth (4622)
Law, David (4627)
Smith, Carol Ann (4624)

Mathematics
Haddock, Glen (4641)
Patel, Jagdish (4651)
Pursell, Lyle (4642)

Military Science
Butler, Fred (4744)

Physical Education
McNally, Paul K. (4175)

Physics
Adawi, Ibrahim H. (4787)
Bell, Robert J. (4796)
Parks, William F. (4883)

Social Science
Hamlett, Patrick W. (4805)
Hentzel, David R. (4807)
Kellogg, Ronald T. (4822)

SCHOOL OF MINES AND METALLURGY

Ceramic Engineering
Lewis, Gordon (4408)

Geological Engineering
Elifritz, C. Dale (4847)

Geology & Geophysics
Laudon, Robert C. (4466)

Metallurgical & Nuclear Engineering
Edwards, D. Ray (4721)
Wolf, Robert V. (4733)

Mining Engineering
Carmichael, Ronald L. (4763)

Petroleum Engineering
Counsil, John R. (4840)

GRADUATE STUDENT REPRESENTATIVE
NON-VOTING
Roberts, Johnny C. (4641)

SCHOOL OF ENGINEERING

Chemical Engineering
Patterson, Gary K. (4424)
Poling, B.E. (4427)

Civil Engineering
Bayless, Jerry R. (4462)
Emanuel, J. H. (4472)
TerKonda, P. K. (4484)

Electrical Engineering
Cunningham, David R. (4545)
Herrick, Thomas S. (4507)
Stigall, Paul D. (4533)

Engineering Management
Brooks, William A. (4564)
Myers, Donald D. (4568)

Engineering Mechanics
Horne, Edward E. (4591)
Oster, K. B. (4603)

Mechanical & Aerospace Engineering
Culp, A. W. (4670)
Medrow, R. A. (4626)
Sauer, H. J. (4603)

EX-OFFICIO MEMBERS (VOTING)

Marchello, Joseph M., Chancellor (4114)
Fort, Jr., Tomlinson, Provost (4138)
Barker, Marvin W., Dean of Arts & Sciences (4131)
Daane, Adrian, Dean of Graduate Study (4142)
Davis, Robert L., Dean of Engr. (4151)
Lorey, G. Edwin, Dean of Continuing Education & Public Service (4156)
Robertson, B. Ken, Dean of Students (4292)
Warner, Don, Dean of Mines & Metallurgy

EX-OFFICIO MEMBERS (NON-VOTING)

Bohley, Ronald, Librarian (4226)
Plummer, Otho R., Acting Director of the Computer Center (4841)
Ponder, Paul E., Registrar (4077)
Wollard, Joseph D., Executive Director of Administrative Services (4119)

UNDERGRADUATE STUDENT REPRESENTATIVES

Angert, Karen Sue (4280)
Mooney, Thomas M. (4280)
Minicky, John S. (4280)
Seck, Daryl W. (4280)
Lang, Paul A. (4280)
<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Representing</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miller, Richard W.</td>
<td>Hum.</td>
<td>Arts &amp; Sciences</td>
<td>1982</td>
</tr>
<tr>
<td>Ash, Richard L.</td>
<td>Min. Engr.</td>
<td>General Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Best, John L.</td>
<td>Civil Engr.</td>
<td>General Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Hanna, Samir B. (Chmn)</td>
<td>Chemistry</td>
<td>General Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Best, John L.</td>
<td>Civil Engr.</td>
<td>Engineering</td>
<td>1982</td>
</tr>
<tr>
<td>Bayless, Jerry R.</td>
<td>Civil Engr.</td>
<td>A.C. Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Herrick, Thomas J. (Chmn)</td>
<td>Elec. Engr.</td>
<td>A.C. Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Fort, Tomlinson</td>
<td>Provost</td>
<td>Administration</td>
<td>1982</td>
</tr>
<tr>
<td>Kramme, Joel I.</td>
<td>Hum.</td>
<td>General Faculty</td>
<td>1982</td>
</tr>
<tr>
<td>Pogue, Marilyn</td>
<td>Hum.</td>
<td>General Faculty</td>
<td>1982</td>
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<td>Bayless, Jerry R. (V.Chmn)</td>
<td>Civil Engr.</td>
<td>General Faculty</td>
<td>1983</td>
</tr>
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<td>Betten, J. Robert</td>
<td>Elec. Engr.</td>
<td>General Faculty</td>
<td>1983</td>
</tr>
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<td>Lewis, Gordon (Sec.)</td>
<td>Cer. Engr.</td>
<td>General Faculty</td>
<td>1983</td>
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<tr>
<td>Jenks, Catherine G.</td>
<td>Dir.of Pub. Events</td>
<td>Administration</td>
<td>1982</td>
</tr>
<tr>
<td>Farina, Cindy A.</td>
<td></td>
<td>Student Council</td>
<td>1982</td>
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<td>Kolbet, Robert J.</td>
<td></td>
<td>Student Council</td>
<td>1982</td>
</tr>
<tr>
<td>Cornell, Michael</td>
<td></td>
<td>Graduate Student</td>
<td>1982</td>
</tr>
<tr>
<td>Gale, Nord L.</td>
<td>Life Sci.</td>
<td>Arts &amp; Sciences</td>
<td>1982</td>
</tr>
<tr>
<td>Grimm, Louis J.</td>
<td>Math</td>
<td>Arts &amp; Sciences</td>
<td>1982</td>
</tr>
<tr>
<td>Hansen, Peter G.</td>
<td>Engr. Mech</td>
<td>Engineering</td>
<td>1982</td>
</tr>
<tr>
<td>Sauer, Harry J. (Chmn.)</td>
<td>Mech Engr.</td>
<td>Engineering</td>
<td>1982</td>
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<tr>
<td>Haddock, A. Glen</td>
<td>Math</td>
<td>A.C. Faculty</td>
<td>1983</td>
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<tr>
<td>Siehr, Donald J.</td>
<td>Chem.</td>
<td>A.C. Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Armaly, Bassem F.</td>
<td>Mech. Engr.</td>
<td>Graduate Faculty</td>
<td>1983</td>
</tr>
<tr>
<td>Leighly, H. Philip</td>
<td>Met. Engr.</td>
<td>Graduate Faculty</td>
<td>1983</td>
</tr>
</tbody>
</table>
INDEX OF MINUTES
1981-1982

Academic Council Elections - XI, 1.8; 8.19; 9.2; 9.18
Academic Council, Legislative Body - XI, 2.25
Academic Council Meeting Dates - XI, 10.8
Academic Council Members - XI, 10.13
Academic Council Office, New Location - XI, 1.1
Academic Probation and Deficiency Status - XI, 9.15; 10.5
Ad Hoc Committee to Review Report from UMR/GEC Planning Committee - XI, 9.13
Ad Hoc Committee to Study Admissions Standards - XI, 8.20; 9.9
Admissions and Academic Standards Committee - XI, 3.5; 4.21; 5.18-.26; 5.44; 6.25; 7.6-.10; 7.22; 7.24; 9.15; 10.4-5; 10.11
Announcement from Chancellor - XI, 10.2

Board of Curators, Rap Session - XI, 7.23
Bond Issue - XI, 8.20; 9.15
Budget - XI, 4.2; 4.4; 5.2; 7.3; 7.5; 8.10-.13
Budgetary Affairs Committee - XI, 1.7; 4.19; 6.24; 7.12-.14
Budget Review Committee - XI, 2.4; 2.6; 4.4-.5; 5.2; 8.12
By-Law Amendments and Revisions - XI, 2.23; 4.16-.18; 5.33-.37; 5.40-.45

Calendars, UMR (1982-83 and 1983-84) - XI, 5.16; 8.14-.15; 9.10; 10.9-.10
Campus Exigency Committee - XI, 7.16-.18
Cedar Street Center - XI, 5.27
Change of status -- credit to hearer - XI, 6.25; 7.10; 7.22
Changes Concerning Academic Probation Regulations - XI, 9.15
Changing Departmental Major while on Probation - XI, 4.23

Chemical Engineering Building Renovation - XI, 2.3

Codification of Policy Memoranda - XI, 4.8; 5.31-.32; 6.4-.13; 7.2; 8.2-.9; 9.3; 10.3

Comprehensive Plan Facilities Planning Committee - XI, 6.18; 8.17; 10.7

Conversion of Classrooms to Office Space - XI, 3.7; 5.28

Credit Hour Limit - Summer - XI, 3.9; 4.11-.13

Criteria for Program Reductions - XI, 3.15

Curricula Committee - XI, 3.6; 4.6; 7.14; 8.16; 10.6

"Dead Week" - XI, 9.11

Dental Plan - XI, 3.10

Departmentalization of Nuclear Engineering - XI, 6.24; 7.12-.15; 9.4

Discontinuance of Programs - XI, 4.2-.3

Drop Date Change - XI, 5.22-.26

Dropping or Adding a Class/Procedure for - XI, 3.5

Early and Phased Retirement - XI, 6.17; 8.20

Election of Chairman-Elect - XI, 1.8

Enrollment Limitations - XI, 5.44; 10.5

Executive Guideline on Planning to Prevent Financial Exigency - XI, 4.15; 4.27; 6.17

Ex-Officio Non-Voting Members of the Academic Council - XI, 10.13

External Advisors - XI, 5.6; 5.8; 5.11; 8.12

Facilities Planning Committee - XI, 2.8; 3.7; 5.27-.30; 8.17; 10.7

Faculty Workload and Salary Study - XI, 9.16-.17
Fee Increase - XI, 2.21; 8.13
Final Examination Schedule - XI, 4.22; 7.20
Financial Exigency - XI, 2.21; 3.10; 4.15; 4.24-.25; 6.17
Flying Disc Society, UMR - XI, 4.9
Fort Wood Study Committee - XI, 1.5; 5.12-.14

General Resolution VIII - XI, 7.17
Grade Appeal Procedure - XI, 10.12
Grades for Seniors - temporary - XI, 10.11
Grievance Procedure, Student - XI, 5.45, 7.4

Honors Week - XI, 3.4

Intercampus Faculty Council - XI, 2.21; 3.10; 4.14; 5.38-.39; 6.16-.17; 7.3; 8.20; 9.9
ISEP (International Student Exchange Program) - XI, 6.2-.3

Leave Policy - XI, 2.21; 3.10; 4.20
Length of Registration Period - XI, 6.22; 8.14; 9.10; 10.9
L'Hayyim - XI, 9.6

Manual of Information - XI, 4.13; 6.20; 7.9; 7.11; 10.4
Mathematics-Computer Science Building Addition - XI, 3.3
Mid-year Salary and Wage Increases - XI, 1.3; 2.2; 2.6; 2.22; 3.2; 3.10

Military Science Basic Courses as Electives - XI, 4.6
Modification of Activities (see UMR Three Year Plan) - XI, 2.4; 4.6; 5.4-.5.5; 5.7; 5.9-.10; 5.46; 6.23; 7.5; 8.10

Morale of Faculty - XI, 2.21

New Positions Resolution - XI, 1.9; 2.2; 2.7

Nuclear Engineering, Departmentalization of - XI, 6.24; 7.12-.15; 9.4
Oral English Test in lieu of Written TOEFL - XI, 7.6-.7

Passing the Gavel - XI, 9.19-.20

Parents Day - XI, 8.15

Paycheck Options - XI, 3.10; 4.14; 5.39; 6.19; 9.5

Pension Fund - XI, 1.10

Personnel Committee - XI, 4.8; 5.31-.32; 6.4-.5; 8.4

Policy and Procedure Statement of Discontinuance of Programs - XI, 4.15; 4.24-.25

Policy and Procedure Statement on Financial Exigency - XI, 4.15; 4.24-.25

Policy Memoranda Codification - XI, 4.8; 5.31-.32; 6.4-.13; 7.2; 8.2-.9; 9.3; 10.3

Policy Memorandum #1 - XI, 6.10; 8.4

Policy Memorandum #9 (Graduate Student Registration) XI, 6.6-.7; 6.11; 8.9

Policy Memorandum (Qualifications for Professorial Ranks plus Guidelines) XI, 6.8-.9; 6.11; 8.2-.4; 8.6-.8; 9.3; 10.3

Pre-Registration - XI, 3.12; 3.14; 8.14; 9.7-.8; 9.10; 10.9

Probation - changing departmental majors - XI, 4.23; 7.8-.9

Procedure for Dropping or Adding a Class - XI, 3.5

Program Reductions, Criteria for - XI, 3.15

Provost - XI, 10.2

Publications Committee - XI, 3.13; 8.18

Publications Deadlines - XI, 3.13; 8.18

Publications, UMR - XI. 6.20

Public Events Dates - XI, 5.17

Public Occasions Committee - XI, 5.16-.17; 6.22; 8.14

Rap Session (Board of Curators) - XI, 7.23

Recognition of New Student Organizations - XI. 6.14-.15; 7.19; 9.6
Registration Period, length of - XI, 6.22; 8.14; 9.10; 10.9
Research Assistance Act - XI, 4.15
Rescinded Academic Council Action - XI, 10.9
Resignation of Academic Council Chairman - XI, 1.8
Resolution Regarding New Positions - XI, 1.9; 2.2; 2.7
Retirement, Early and Phased - XI, 6.17; 8.20
Retirement and Staff Benefits - XI, 3.11
Rules, Procedures and Agenda Committee - XI, 1.8; 3.12; 5.33; 6.16; 6.23; 7.16; 8.19; 8.21; 10.8
Scheduling of Registration and Beginning of Classes - XI, 10.9
Security and Traffic Safety Committee - XI, 4.16-.17; 5.40-.43
Semesters, determination of - XI, 5.18-.21
Space Allocations Committee - XI, 5.28
Staff Benefits - XI, 3.11
Standing, Administrative and Special Committees - XI, 3.1
Student Affairs Committee - XI, 2.9-.20; 3.8; 4.9-.10; 4.21-.22; 6.14; 7.19-.20; 9.6; 9.11; 10.2
Student Council - XI, 6.19
Student Fee Increases - XI, 8.13
Student Grade Appeal Procedure - XI, 2.9-2.20; 10.12
Student Grievance and Discrimination Procedure - XI, 5.45; 7.4
Students Changing Departmental Majors while on Probation - XI, 7.8; 7.9
Students Changing from Credit to Hearer Status - XI, 7.10; 7.22
Study of Registration Period - XI, 8.14; 9.10
Summer Credit Hour Limit - XI, 3.9; 4.11-.13
Summer Session Funding Resolution - XI, 1.6; 3.10/ 4.14; 5.38
Summer Session Profile - XI, 1.6; 2.24
Teaching Evaluation Forms - XI, 3.17; 6.19
Temporary Grades for Seniors - XI, 10.11
Thomas Jefferson Residence Hall Addition - XI, 2.3; 3.2
Three-Year Plan - XI, 2.4; 4.46; 5.4; 5.7; 5.9-.10; 5.46; 6.23; 7.5; 8.10
TOEFL Examination - XI, 7.6; 7.7

UMR Association for Microcomputers - XI, 6.14
UMR Fencers' Club - XI, 7.19
UMR/GEC Study Committee Report - XI, 1.5; 9.13
UMR Hand Gliding Club - XI, 9.6
UMR Publications - XI, 6.20
UMR Standing, Administrative and Special Committee Listing for 1981-82 - XI, 3.1
UMR Student Chapter of American Association of Cost Engineers - XI, 9.6
UMR Three Year Plan - XI, 2.4; 4.46; 5.4-.5; 5.7; 5.9-.10; 5.46 6.23; 7.5; 8.10

Women's Council at UMR - XI, 6.15
CHAIRMAN-ELECT
___ Lewis, Gordon
___ Myers, Donald D.

SECRETARY
___ Bell, Robert J.
___ Carmichael, Ronald L.

PARLIAMENTARIAN
___ Edwards, D. Ray
___ Sauer, Harry J.

.0406.12 STUDENT AFFAIRS
(Vote for two faculty members)
___ Cogell, Elizabeth
___ Lewis, Gordon
___ McNally, Paul K.

GRIEVANCE HEARING PANEL
(Vote for one faculty member from each department. Five of those elected will be selected by lot to serve).
Chemistry
___ Russell, Robert R.
___ Siehr, Donald J.
Civil Engineering
___ Emanuel, Jack H.
___ Morris, Charles D.
Computer Science
___ Magel, Kenneth I.

Engineering Mechanics
___ Hornsey, Edward E.
___ Schaefer, Rodney A.
Geological Engineering
___ Elifrits, C. Dale
___ Hatheway, Allen D.

Geology & Geophysics
___ Bolter, Ernst
___ Laudon, Robert C.

Petroleum Engineering
___ Numbere, Daopu
___ Vaughn, George E.

Physical Education
___ Mercier, A. C.

CAMPUS EXIGENCY COMMITTEE
(Three to be elected from each school/college).
Arts & Sciences
___ Christensen, Lawrence O.
___ DeKock, Arlan R.
___ Finley, Charles B.
___ Haddock, A. Glen
___ Schaerer, Laird D.
___ Siehr, Donald J.
___ Smith, Carol Ann

Engineering
___ Emanuel, Jack H.
___ Myers, Donald D.
___ Oglesby, David B.
___ Patterson, Gary K.
___ Sauer, Harry J., Jr.
___ Stigall, Paul D.

Mines & Metallurgy
___ Anderson, Harlan V.
___ Barr, David J.
___ Grant, Sheldon K.
___ Haas, Charles J.
___ Leighly H. Phillip, Jr.
___ Numbere, Daopu
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, August 27, 1981, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the June 18, 1981, meeting of the Academic Council.

II. Unfinished Business

III. Administrative Reports and Responses to Actions Approved by the Council
   A. Administrative Reports
      1. Report on the State of the Campus
         J. Marchello
   B. Administrative Response
      *1. Summer Session Funding (April 16, 1981; X, 8.9) J. Marchello

IV. Reports of Standing and Special Committees
   A. .0406.02 Admissions & Academic Standards (No Report)
      1. Scholastic Probation based on number of hours taken by student rather than semesters
         May 7, 1981; X, 9.13) (June 18, 1981, X, 10.6)
      2. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)
   B. .0406.04 Budgetary Affairs (10 min.) E. Sauer
      *1. Recommendation regarding salary adjustments
   C. .0406.07 Facilities Planning (No Report) V. Loesing
      1. Conversion of Classrooms to Office Space
      2. Review the Charge of the Committee and Their Role on Campus (May 7, 1981; X, 9.14)
   D. .0406.09 Personnel (No Report) J. Ridley
      1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)
   E. .0406.11 Rules, Procedures & Agenda (10 min.) R. Schowalter
      *1. Academic Council Election
      *2. Resolution regarding new positions
   F. .0406.12 Student Affairs (No Report) G. Lewis
      1. Procedure for student grade appeals
         (June 19, 1980; IX, 11.7)
      2. Summer credit hour limit (Aug. 28, 1980; X, 1.16)
   G. Intercampus Faculty Council (No Report) G. Patterson
      1. Paycheck Options (April 16, 1981; X, 8.14)
         (June 18, 1981; X, 10.8)

V. New Business

VI. Announcements
   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of August 27, 1981

1. Administrative Reports - Chancellor Marchello

2. Administrative Response - Chancellor Marchello
   Summer session funding resolution

3. Budgetary Affairs Committee - Professor Schowalter

4. Rules, Procedures & Agenda Committee - Professor Schowalter
   Election of Chairman-Elect
   Resolution Regarding New Positions

5. New Business - Professor Brooks
   Pension fund
Chairman Robert V. Wolf called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, August 27, 1981, in Room 227 of Fulton Hall and announced the following substitutions: Professor Ralph E. Schowalter for Professor Harry J. Sauer and Professor Gary E. Mueller for Professor D. Ray Edwards.

Chairman Wolf announced the Academic Council office is now located in Room 206, Parker Hall, and is open daily from 8:30 a.m. to 12:30 p.m.

Chairman Wolf asked for any corrections or revisions to the minutes of the June 18, 1981 Academic Council meeting. Hearing none, the minutes were ruled approved as circulated.

ADMINISTRATIVE REPORTS. Chancellor Marchello reported to the Council that ways to provide mid-year salary and wage increases are being sought. Discussions on this matter will take place with the Central University Administration during the next month. A report will probably be presented to the Board of Curators at the October meeting. Dr. Marchello stated that there are three ways that funds for salary increases could be obtained: (1) improvement in the economy which would enable the release of some of the withheld state appropriations, (2) increase in incidental and tuition fees, and (3) reallocation of funds. He plans to recommend an increase in fees to be effective in January.

Chancellor Marchello announced that the Budget Review Committee will meet this week to begin work on a long-range budget plan that President Olson has requested. It is due in January. The Committee will study fees, increase in enrollment, the state of the economy, etc. Also, an inventory of laboratory equipment will be taken in the next month. This will enable the campus to be prepared to make use of any state funds which may be made available at the end of the year, to take advantage of opportunities for federal support to obtain the equipment needed; and to pursue private sources to obtain the necessary funds for these needs.

Chancellor Marchello next reported to the Council that the reports of the committees studying the St. Louis and Fort Leonard Wood programs will be due in a few months and these reports will be sent to the Academic Council for comment. The reports may involve expansion of course and degree offerings at both locations. Dr. Marchello expressed his pleasure with the progress that is being made in every area on campus. He thanked the deans, department chairmen, faculty and staff members for their cooperation which enabled the smooth beginning of the fall semester.

ADMINISTRATIVE RESPONSE. Chancellor Marchello referred the Council members to the report on the status of the summer session funding resolution circulated with the agenda (Full Copy) and reported that the resolution was discussed at the July 1 meeting of the University Cabinet but failed. Professor Patterson asked the Chancellor about the relationship between the increase in enrollment,
the ability of the faculty to handle this increase and the additional stress on laboratory equipment. He asked how long UMR can maintain the present quality of instruction with increasing enrollment pressure. Chancellor Marchello agreed that the equipment is being worn out and that the faculty members are being overworked; and stated that if additional funds become available, new people can be hired and new equipment purchased. Professor Pursell stated that he hoped the summer session funding resolution would not be dropped. He argued that perhaps a profile of the students taking courses during the summer might be helpful in making a case for the needed increase in summer session salaries—are most of the summer students co-op students, UMR students repeating courses, or students from other universities? Chancellor Marchello agreed that it would be beneficial to study this matter and asked that the Provost's Office undertake this. Professor Schowalter moved that the Resolution Regarding Summer Session Funding be referred to the Intercampus Faculty Council for their consideration. The motion was seconded by Professor Stigall and carried unanimously.

XI, 1 BUDGETARY AFFAIRS COMMITTEE. Professor Schowalter, reporting for Professor Sauer, moved that the Council members accept the recommendation from the Budgetary Affairs Committee circulated with the agenda* (Full Copy): "Monies which may become available throughout the year from non-withholding of state funds, increased student fees, or other sources be used for salary adjustments until at least an average of 8% on the annual salaries is achieved." The motion was seconded by Professor Pursell. Professor Patterson requested an explanation of the terminology: "non-withholding of state funds." Professor Haddock stated that his understanding was that this was referring to the release of the 10% withheld from state appropriations. Professor Patterson then recommended an editorial change in the motion to read: "...from release of withheld state funds,..." rather than "...from non-withholding of state funds,..." The editorial change was accepted by Professor Schowalter and Professor Pursell. The question, whether the salary adjustments would be retroactive, was raised. Chancellor Marchello responded that, in the opinion of the University General Counsel, the University cannot give retroactive pay increases. However, he noted that the increase can always be calculated to yield the desired annual percentage. Chairman Wolf called for a vote on the motion; the motion carried unanimously.

XI, 1 RULES, PROCEDURES & AGENDA COMMITTEE. Professor Schowalter referred the Council members to the memoranda from Professor Wolf and the RP&A Committee circulated with the agenda* (Full Copy) regarding the need for an election of a Chairman-Elect (due to the resignation of Professor Wolf as Academic Council chairman, and the ascension of Chairman-Elect Haddock to the Chairmanship). The RP&A Committee placed in nomination the name of Professor Jerry R. Bayless for the office of chairman-elect. Chairman Wolf called for further nominations from the floor; hearing none, Professor Schowalter moved that the Council accept Jerry R. Bayless as Chairman-Elect by acclamation. The motion was seconded and carried unanimously. Professor Wolf turned the chairmanship of the Council over to Professor Glen Haddock.
Chairman Haddock recognized Professor Schowalter who next referred the Council members to the RP&A Committee Resolution Regarding New Positions circulated with the agenda* (Full Copy)—"The Academic Council requests that, in consideration of budgetary restraints and faculty morale, the University create no new administrative positions or fill any vacant administrative positions without first seeking the advice of the Council"—and moved for acceptance by the Council. The motion was seconded by Professor Parks. Professor Pursell asked if this would affect positions for which recruitment is presently underway or if it would affect only those positions which have not already been announced? Professor Wolf responded that since the Academic Council is addressing this resolution to the University as a whole as a request that no new administrative positions be created or filled without seeking the advice of the Council, and that first, the request may be ignored by the administration and second, the advice of the Council may be sought and then may or may not be taken, it would not be pertinent to discuss specific cases at this time. Chairman Haddock called for a vote on the motion; the motion carried.

Chairman Haddock asked if there was any new business or announcements from the floor. Professor William A. Brooks reported that the independent actuarial biennial evaluation of the pension fund pronounced the fund to be sound as of last November which means that at the present rate of funding, the fund will be able to meet all benefits coming due for the next 40 years.

Chairman Haddock expressed appreciation to Professor Wolf for his excellent, but short, term as Chairman of the Academic Council. Professor Haddock stated he is looking forward to serving as chairman, and hopes this will be a profitable year. Chairman Haddock asked if there was any additional business to be brought before the Council. Hearing no response, he asked for a motion to adjourn. Professor Patterson so moved. The meeting adjourned at 1:55 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy

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

TO: Robert V. Wolf, Chairman
Academic Council

FROM: Joseph M. Marchello
Chancellor

SUBJECT: Summer Session Funding

July 24, 1981

As I reported at the June 18, 1981 meeting of the Academic Council, the following resolution regarding summer session funding was discussed at the July 1 Cabinet meeting.

"It is resolved that the summer session be funded on the same basis as the regular semesters; including the same percentage of cost supplied by other than student fees; and compensation to faculty be at the rate of 1/9 annual salary per full time month."

This resolution did not receive the support of the University of Missouri Cabinet at its July 1 meeting.
July 28, 1981

TO: Academic Council
   c/o Prof. Robert Wolf, Academic Council Chairman

FROM: BUDGETARY AFFAIRS COMMITTEE
      H. J. Sauer, Jr., Chairman

RE: Recommendation for Academic Council

At the July 24, 1981, meeting of the Budgetary Affairs Committee, the following action was taken:

TO RECOMMEND THAT THE ACADEMIC COUNCIL PASS A MOTION TO THE EFFECT THAT THE COUNCIL IS IN FAVOR OF THE FOLLOWING ACTION: "Monies which may become available throughout the year from non-withholding of state funds, increased student fees, or other sources be used for salary adjustments until at least an average of 9% on the annual salaries is achieved."

Please schedule the above for the next meeting of the Academic Council.

[Signature]
MEMORANDUM

TO: Members of the Academic Council

FROM: Professor Ralph E. Schowalter, Chairman
Rules, Procedures, & Agenda Committee

DATE: August 20, 1981

RE: Academic Council Election

At the August 27, 1981, meeting of the Academic Council the name of

Jerry R. Bayless

will be placed in nomination for the office of

Chairman-Elect

RES: jsp
MEMORANDUM

TO: Academic Council Members

FROM: R. V. Wolf

RE: Academic Council Chairmanship

As many of you are already aware, I have accepted a half-time position as Assistant Dean of the School of Mines and Metallurgy. It is both impossible for me to allow time for the duties of Chairman of the Council and inappropriate for me to continue to serve.

I have submitted my resignation as Chairman of the Academic Council to the Chancellor to be effective at the August 27 meeting of the Council. At that time I will relinquish the Chair to Dr. Glen Haddock, our present Chairman-Elect. Because of this, I have requested that the RP&A Committee provide for election of a new Chairman-Elect at the August 27 meeting.

RVW: jsp
MEMORANDUM

TO: Academic Council
FROM: R. E. Schowalter, Chairman, RP&A Committee
RE: Resolution Regarding New Positions

The Rules, Procedures and Agenda Committee will recommend the following resolution for consideration by the Council at its August 27, 1981 meeting.

The Academic Council requests that, in consideration of budgetary restraints and faculty morale, the University create no new administrative positions or fill any vacant administrative positions without first seeking the advice of the Council.
STUDENT GRADE APPEAL PROCEDURE

Amended and Approved by the Academic Council, September 24, 1981

[Additions to the Student Affairs Committee's recommendations are in italics; deleted words or sections are enclosed in parentheses and crossed out with a single line.]

2. Grade Appeal Procedure

a. The grade appeal procedure is available only for review of alleged capricious grading, and not for review of the judgment of instructors in assessing the quality of students' work, or for questioning the stated grading criteria selected by the instructor. Only a student who alleges he or she was subjected to capricious grading may use the grade appeal procedure.

b. Capricious grading, as that term is used here, consists only of any of the following:

1) the assignment of a semester grade to a particular student on some basis other than those related to academic performance in the section;

2) the assignment of a semester grade to a particular student by (resort to) more exacting or demanding criteria than were applied to other students in the same section. (NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for credit in a course numbered below the 400 level.);

3) the assignment of a semester grade by criteria that represent a substantial departure from the instructor's previously announced criteria.

c. i) The initial step in the grade appeal procedure shall be for the student to review with the section instructor the semester grade, the stated grading criteria, and how the stated grading criteria were applied to determine the students's semester grade. This step must be initiated within 30 days after the first class day of the succeeding regular academic semester.

ii) If the student still asserts that the semester grade resulted from an act of capricious grading, the second step is an informal appeal to the instructor's department chairperson.

iii) If the student still asserts that the semester grade resulted from an act of capricious grading, the student shall inform the Dean of Students at this point that an appeal process is in progress. The student shall request, in writing, that the (section instructor) department chairperson inform the instructor and convene an ad hoc review group composed of the person in charge of the course if it is a multi-section course, the instructor's department chairperson, and the dean (or the dean's designated representative) of the instructor's school or college. The student and the instructor shall be allowed to appear before the ad hoc review group. The decision reached by the ad hoc review group on the question of alleged capricious grading shall be binding and final on both the student and the instructor.

d. If capricious grading is substantiated by the ad hoc review group, the student shall be assigned a grade consistent with the stated grading criteria. A report of the ad hoc review group, with the student's semester grade, shall be forwarded by the (section instructor) department chairperson to the registrar's office.

e. (If the instructor is no longer a member of the faculty when the appeal is made, the department chairperson will serve as the convener of the ad hoc review group and will function to satisfy parts c and d.)
By-Laws of the Faculty. (Bd. Min. 6-25-71, p. 35, 936; amended Bd. Min. 10-12-73, p. 36, 845; amended Bd. Min. 10-31-75, p. 37, 462)

.01 Preamble.

The Faculty of the University of Missouri - Rolla in order to facilitate communications and to provide for effective academic governance, for participation in decision making, and for shared responsibility in academic affairs, do establish and subscribe to these by-laws.

.02 Executive Authority.

.0201 University.

The President of the University of Missouri is its Chief Executive and Academic Officer.

.0202 Campus.

The Chancellor of the University of Missouri - Rolla is the Chief Executive and Academic Officer of the Campus.

.03 General Faculty.

.0301 Membership.

The General Faculty of the University of Missouri - Rolla consists of all full-time staff members holding the rank of Instructor or above, the President, the Chancellor, the Deans, the Registrar, the Director of Admissions, the Librarian, and any other person who may be elected by a two-thirds majority vote of the General Faculty.

.0302 Duties, Powers, Responsibilities, and Privileges.

The primary functions of the Faculty are education, research and service. The responsibilities and functions of the Faculty are those derived from its authority to organize as granted to it by the Board of Curators. It shall have such other authority as delegated to it by the President and/or the Chancellor. The General Faculty is responsible for academic programs concerning the Campus or those involving more than one School, College, or Division, and for matters affecting the welfare of the institution, including but not limited to: academic standards and courses of instruction; and general standards to be met by educational, research, and service programs. The Faculty may also make recommendations to the Chancellor on: institutional facilities, personnel and resources; professional standards, employment qualifications, tenure, promotion, salary, retirement, and other factors affecting faculty morale and welfare; and student affairs, including health, welfare, conduct and morale of the students.
.0303 Faculty Rights and Responsibilities.

.01 Academic Rights.

Each faculty member has the right to freedom of inquiry, discourse, teaching, research and publication, as well as the responsibilities correlative with this right as prescribed by the Board's Rules and Regulations. (5.0102 and 3.0506)

.02 Civil Rights.

Faculty members are not required to relinquish any of their constitutional rights as prescribed by the Board's Rules and Regulations. (3.0802, 3.0803, and 3.0804).

.03 Employment Rights.

Faculty members shall have rights consistent with their continuous appointment or term appointment (during the term), except for cause, retirement or financial exigencies as stated in the Board's Rules and Regulations. (5.0102)

.04 Notification of Appointment.

Faculty members shall be notified of their appointments promptly as stated in the Board's Rules and Regulations. (5.0102.07)

.05 Right to be kept informed.

The faculty shall be kept informed of actions and activities of committees and executive officers, and of other occurrences that pertain to the University of Missouri - Rolla. Where possible such information shall be made available to the faculty before being made available to the general public.

.0304 Officers of the General Faculty.

The officers of the General Faculty shall consist of the President of the University, the Chancellor, a Vice-Chairman, a Secretary, and a Parliamentarian.

.01 The Chancellor of the University of Missouri - Rolla is the chairman of the General Faculty. (He) The Chancellor presides at meetings of the General Faculty but may extend this right to the President of the University when present or to the Vice-Chairman.

.02 The Chairman of the Academic Council is the Vice-Chairman of the General Faculty. The Vice-Chairman presides at meetings of the General Faculty in the absence of or at the discretion of the Chairman.
.03 The Secretary is appointed by the Chairman and need not be a member of the General Faculty. The Secretary keeps minutes of the proceedings of the General Faculty meetings. The Secretary is required to distribute an agenda prior to each meeting, and the minutes after each meeting, to all members of the General Faculty.

.04 The Parliamentarian is appointed by the Chairman and must be a member of the General Faculty.

.0305 Meetings.

All meetings are called by the Chairman of the General Faculty. A quorum shall consist of twenty (20) per cent of the members when business described in the published agenda is being considered and fifty (50) per cent when other items of business are being considered.

.01 Regular Meetings. There shall be at least three (3) regular meetings of the General Faculty each academic year.

.02 Special meetings.

.0201 Special Meetings are called upon the request of the President of the University; of the Chairman of the General Faculty; of the Academic Council, and by written petition of five (5) per cent of the members of the General Faculty or ten (10) per cent of the faculty members of any School or College.

.0202 All Special Meetings shall be called within ten (10) school days after the request is presented to the Chairman of the General Faculty.

.0203 Only topics designated in the call for a Special Meeting may be discussed or acted upon at said meeting.

.03 Notice of Meetings.

Notice of all meetings of the General Faculty shall be sent to each member of the General Faculty at least five (5) school days prior to the meeting. Such notice includes the agenda for the meeting.

.04 Restriction on Voting at Regular Meetings.

In general, business coming before the General Faculty for action at a Regular Meeting shall be placed on the agenda before coming to a vote. Any other matters may be placed before the General Faculty and acted upon at a Regular Meeting without being placed on the agenda, unless five (5)
members of the General Faculty request a delay. If such a request for delay is presented, the presiding officer delays the vote until the next regular meeting of the General Faculty at which time the matter will automatically be placed on the agenda, unless the matter has been acted upon at a Special Meeting before the next regular meeting is held.

.05 Minutes of Meetings. Minutes of all General Faculty meetings will be distributed by the Secretary to all members of the General Faculty within ten (10) school days after the meeting.

.06 Rules of Order. Meetings of the General Faculty are conducted in accordance with Robert's Rules of Order, Newly Revised, by Sarah Corbin Roberti Scott, Foresman and Company, 1970, or upon approval of the majority of the General Faculty, a more recent edition.

.04 Faculty Organizations.

The Faculty is organized into Departments, Schools, Colleges, the Graduate Faculty, Academic Council and Standing Committees.

.0401 Departments.

.01 Organization and Membership.

.0101 Departments are the functional units of the Campus. The program of a Department is conducted by its faculty through the Chairman, who has general responsibility over the Department. The Chairman shall act as the administrative representative of the Department in its official relations with the University.

.0102 Members of the Department are all those members of the faculty who hold the rank of Instructor or above in the Department, and such other persons as teach in or do research in the Department and are accepted by a majority vote of the Department members.

.0103 When the Chairmanship of a Department is vacated, a new Chairman is to be nominated by the Dean of the School or College after formal consultation with a committee of the Department, elected from and by its members.

.02 Operation and Meetings.

.0201 Department meetings are held throughout the academic year and are conducted according to democratic procedures. All matters concerning the Department are open to discussion.
.0202 When a Department position is to be filled, knowledge of the qualifications of the applicants is to be made available to the Department members. Their opinions on the choice of candidates shall be sought by the Chairman before final recommendations for appointment are submitted.

.03 Responsibility and Authority.

Faculty members direct and perform the work of instruction, coordinate and conduct research within the Department, and provide service within the University, to the academic community, and to the public. They are also concerned with the internal administration of their Department. Proposals for changes in curriculum or courses may be initiated by the Department.

.0402 Schools and Colleges.

.01 Membership and Organization

.0101 The faculty of Schools and Colleges consists of all Professors, Associate Professors, Assistant Professors, and Instructors in the Departments which belong to the School or College, non-teaching officers of research or extension who hold the rank or rank equivalent to Instructor or higher, and the Dean, Associate Deans, Assistant Deans, and the Chancellor as ex-officio members.

.0102 The chief executive and administrative officer of each School or College is the Dean. When the position is vacated the Dean shall be nominated by the Chancellor after formal consultation with a committee elected from and by the School or College faculty. The Dean is responsible to the Chancellor for the administration of educational and research policy. The Dean is responsible for the internal structuring of the School or College faculty, including an agenda committee and other appropriate committees.

.02 Meetings

.0201 Each school or College faculty will meet at least once a semester at the call of the Dean. A quorum shall consist of twenty (20) per cent of the members when business described in the published agenda is being considered and fifty (50) per cent when other items of business are being considered. Notice of the business to be conducted at each meeting shall be given.
in the call for the meeting. Written notice thereof shall be mailed to all members of the School or College faculty at least one week in advance of the meeting. The Dean is the presiding officer.

.0202 Special Meetings. Special Meetings are called upon request of the Dean of the School or College; and by written petition of ten (10) per cent of the membership. All Special Meetings shall be called within ten (10) school days after the request has been made.

.03 Responsibility and Authority.

Each School or College faculty, acting in accordance with the Rules and Regulations established by the Board of Curators and Campus Policy, shall have delegated directly to it by the General Faculty jurisdiction over matters primarily of interest only to that School or College, including but not limited to: distribution of units of entrance requirements; the curricula of the Departments; action concerning petitions for changes in prescribed courses of study, presented by the individual students enrolled in the School or College; decisions concerning the scholastic standing of students enrolled in the School or College; and primary responsibility for maintaining and improving the academic excellence of all Departments within the School or College.

.0403 Graduate Faculty.

.01 Membership.

The Membership of the Graduate Faculty shall consist of the Following: The President of the University of Missouri, the Chancellor, the Provost, all Deans that have administrative responsibility related to graduate programs, (the Dean of Faculties, the Dean of the Graduate School, the Deans of Schools and Colleges in which departments offer programs leading to advanced degrees) Chairmen of Departments authorized to offer graduate degree programs, (the librarian) and other members of the instructional and research faculty with rank or rank equivalent to Assistant Professor or higher, who are accepted under the rules of the Graduate Faculty to assume the responsibilities and authorities delegated to it.
.02 Meetings.

Regular meetings of the Graduate Faculty shall be held, upon the call of the Graduate Dean, at least once each semester. The call for meetings shall be mailed to all members of the Graduate Faculty at least one week in advance of the meetings. A quorum shall consist of twenty (20) per cent of the members when business described in the published agenda is being considered and fifty (50) per cent when other items of business are being considered. The Graduate Dean is the presiding officer. Minutes of Graduate Faculty meetings shall be distributed to all members of the General Faculty within ten days.

.03 Special Meetings.

Special meetings are called upon the request of the Graduate Dean and by written petition of five (5) per cent of the membership of the Graduate Faculty. All special meetings shall be called within ten (10) school days after the request has been made.

.04 Responsibility and Authority.

The Graduate Faculty, acting in accordance with the Rules & Regulations of the Board of Curators and Campus Policy legislated by the General Faculty, is responsible for the establishment of the policies, rules and regulations governing all graduate studies on the Campus. Specific functions of the Graduate Faculty are:

.0401 To exercise responsibility for research and for creative or scholarly work on the graduate level and to make recommendations to the Chancellor and the General Faculty concerning the fostering of these activities.

.0402 To have special regard for Campus problems involving graduate students, to make regulations concerning eligibility and requirements for graduate degrees and to consider and to act on recommended curricula and course offerings within the Graduate programs. (School)

.0403 To recommend to the Chancellor, for presentation for approval to the General Faculty, names of acceptable candidates for graduate degrees. (administered by the Graduate School)

.0404 To administer graduate fellowships, scholarships, and similar awards.
.0404 Academic Council

.01 Authority and Responsibility.

The Academic Council is the legislative and policy-making body of the General Faculty. It carries out the functions and responsibilities assigned to it by the General Faculty and shall consider all matters referred to it by the Board of Curators, the President of the University, the Chancellor, and individual faculty members. The Academic Council, acting in accordance with the Rules and Regulations of the Board of Curators and the General Faculty, formulates, recommends and assists in the implementation of policies concerning the educational and research operations of the campus and other matters affecting the welfare of the Campus, the faculty and the students.

.02 Membership and Voting Rights.

.0201 Members of the Academic Council are elected in April, and serve from May 1 until the end of their term.

.0202 Faculty representatives are elected from and by each Department as follows: Each Department elects one representative for the first ten (10) or fraction thereof, full-time faculty members in that Department, and an additional representative for each additional ten (10) full-time faculty members in that Department, rounded off to the nearest ten (10) faculty members, with five (5) being rounded upward.

.0203 Ex-Officio voting members of the Academic Council consist of the Chancellor, (Vice Chancellor,) Provost (and Dean of Faculties, Dean of the Graduate School, Dean of Engineering, Dean of Mines and Metallurgy, Dean of Arts and Sciences, Dean of Extension, Dean of Student Affairs, voting; Computer Center Director, the Registrar, Business Officer, and Librarian, non-voting,) and Deans. Ex-Officio non-voting members may be appointed by the Chancellor.

.0204 Student representatives are selected as follows: The Student Council will select one representative for each one thousand (1,000) full-time undergraduate students or fraction thereof, with all privileges except voting. The (Executive) Council of (the Association of) Graduate Students will also select one representative for each one thousand (1,000) graduate students or fraction thereof, with all privileges except voting.
.0205 All members of the General Faculty are eligible to vote for, to be elected to, and to serve on the Academic Council.

.0206 All full-time students in good standing are eligible to be selected to and to serve on the Academic Council.

.0207 Terms of Office.

.01 Departmental representatives serve two year terms. Any Departmental representative unable to serve during a given semester will be replaced by special election in the Department. The replacement either finishes the term or serves the semester in question, at the discretion of the Department.

.02 Student members are selected to a one-year term with eligibility for a maximum of four consecutive terms.

3 Officers of the Academic Council.

The officers of the Academic Council consist of a Chairman, Chairman-Elect, Secretary, and Parliamentarian. The new officers are elected annually from the membership of the Council by its voting members. The election is held after the seating of the new members and before the end of the spring semester. The retiring Chairman presides at the meeting for electing new officers.

.0301 The Chairman presides at the meetings of the Academic Council. The Chairman is the official spokesman of the Council and maintains open communications with the faculty, administration, and students. The Chairman is responsible for supervising all authority delegated by the Council and execution of decisions made by the Council.

.0302 The Chairman-Elect serves in the capacity of the Chairman during the latter's absence, or upon the Chairman's request. The Chairman-Elect is also an assistant to the Chairman.

.0303 The Secretary is responsible for all records, minutes, resolutions, and correspondence of the Academic Council. The Secretary supervises the publication of the agenda and the minutes of the meetings. The minutes shall be distributed by the Secretary of the Academic Council to all members of the General Faculty within ten (10) days after the meeting.
.04 Meetings and Rules of Order

.0401 The Academic Council shall meet at least once a month on a Thursday (determined by the Council) at 1:30 p.m. Council members shall be relieved from other time-conflicting duties, and this time is considered to be a part of their full time effort.

.0402 Agenda of the Academic Council meetings are distributed to all faculty members no later than one week in advance of the meetings.

.0403 Meetings of the Academic Council are conducted in accordance with Robert's Rules of Order, Newly Revised, by Sarah Corbin Robert; Scott Foresman and Company, 1970, or upon approval of the majority of the General Faculty, a more recent edition.

.0404 Any member of the General Faculty has the right to attend meetings of the Academic Council but is not entitled to vote and may have the floor at the request of the Council.

.0405 Two-thirds of the voting membership of the Academic Council constitutes a quorum.

.0406 The effective date of all actions is thirty (30) days after the action has been communicated to the faculty, unless four-fifths of the Academic Council members approve a motion that an action becomes effective immediately or unless action to veto or amend is initiated by the General Faculty within the thirty day period. No action taken by the Academic Council shall be implemented prior to its certification at a meeting of the General Faculty if a petition to veto or to amend such action is submitted to the Chancellor by more than ten percent of the members of the General Faculty.

.0407 Special Meetings.

Special meetings are called upon the request of the President of the University; of the Chairman of the General Faculty; of the Chairman of the Academic Council; and, by written petition of five (5) percent of the members of the Academic Council.
.01 All special meetings shall be called within ten (10) school days after the request is presented to the Chairman of the Academic Council.

.02 Only topics designated in the call for a special meeting may be discussed or acted upon at said meeting.

.05 Delegation of Authority

.0501 Since the authority of the Academic Council is delegated to it by the General Faculty, it is subject to over-rule by the General Faculty.

.0502 All authority delegated by the Academic Council to committees or individuals is subject to revocation by the Academic Council.

.0503 Standing committees of the General Faculty shall report to the Academic Council at regular meetings upon one week's notification by the Chairman or Chairman-Elect of the Council.

.0405 Standing Committees

.01 Standing Committees report to and through the Academic Council unless otherwise provided. These committees formulate and recommend actions and policies in the assigned area of each. Authority to act is limited to the specific functions for which this power is delegated in the following sections of these By-Laws or the functions prescribed by the Board of Curators in their Rules and Regulations.

.02 When deemed appropriate by the Chancellor, by the General Faculty, or by the Academic Council reports of standing committees shall be distributed to all members of the General Faculty. Each standing committee prepares an annual report (with a copy sent to each department or unit of the University) to be made available to all faculty members.

.03 A faculty member serves on no more than two standing faculty committees at the same time. All full-time students in good standing are eligible to serve on committees.

.04 Whenever possible, Standing Committees shall organize prior to June 1 and be responsible for their duties from June 1 through the following year.
.0406 Faculty Standing Committees

.01 Academic Freedom Committee

.0101 This committee is concerned with the academic freedom of faculty. (It shall adhere to the principles stated in the Academic Freedom and Tenure Regulations adopted by the University of Missouri Board of Curators. The committee shall have the right to present proposals to the Academic Council.) The committee shall upon request conduct hearings on cases of alleged violations of academic freedom.

.0102 The committee consists of one faculty member elected from and by each School or College, and four elected from and by the General Faculty. Members serve a two-year term with approximately one-half elected each year.

.02 Admissions and Academic Standards Committee

.0201 This committee promotes academic excellence. It recommends and reviews policies concerning requirements for admission, graduation, and academic standards.

.0202 The committee consists of three faculty members elected from and by the Academic Council, one elected from and by each School or College, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one-half elected each year.

.03 Athletics Committee

.0301 This committee is concerned with over all inter-collegiate activities, including the granting of athletic awards and approval of inter-collegiate athletic schedules.

.0302 The committee consists of six faculty members of professorial rank, two full-time students, and two alumni members. (The Director of Athletics and the Business Office shall be ex-officio, non-voting members of the committee.) Ex-officio non-voting members may be appointed by the Chancellor. The faculty and student members shall be selected in the manner specified by the Chancellor, and the alumni members shall be appointed by the Chancellor from recommendations of the Alumni Association.
.04 Budgetary Affairs Committee

.0401 This committee makes recommendations to the Academic Council and the Chancellor on matters concerning budgetary affairs. It studies the University Budget, keeps informed of its preparation and status, and consults with and advises the Chancellor on all matters pertaining to budgetary affairs.

.0402 The committee consists of two faculty members elected from and by the Academic Council, two elected from and by each School and College, two from and by the Graduate Faculty, and one administrative member appointed by the Chancellor. Elected members serve for a two-year term, one-half elected each year.

.05 Campus Safety and Risk Management Committee

.0501 The principal responsibility of this committee is to assist the Chancellor, Provost, (and Dean of Faculties,) Academic Council, Business Officer, and the Safety Representative with the implementation of the Risk Management Program.

.0502 The members of the Committee shall be determined by the Chancellor; however, members of the University Safety and Risk Management Committee (U-Wide) shall be appointed to serve on the Campus Committee, but no more than three such members shall be appointed. The Committee shall include at least one undergraduate student. The Chairman shall be appointed by the Chancellor and the Safety Representative shall serve as Secretary without privilege of vote.

.06 Computer Committee

.0601 This committee advises the Chancellor and assists the Director of the Computer Center in the formulation and implementation of policies regarding computer activities on the Campus. These policies are coordinated with University requirements concerning the procurement and use of computer facilities on the Campus.

.0602 The committee consists of one member elected from each academic department desiring representation, the Business Officer and Director of the Computer Center as ex-officio members, one student selected by the Student
Council, and one graduate student selected by the (Executive) Council (of the Association) of Graduate Students. Faculty members serve for a three-year term with approximately one-third of the membership elected each year. (Representatives should have demonstrated experience/expertise in computer activities. The departmental members shall be selected so that all major aspects of computer activities on the campus are represented by the total committee.) Subcommittees may be formed by the committee to assist in timely decisionmaking.

.07 Curricula Committee

.0701 This committee acts as advisor and coordinator in regard to curricula proposals and all course offerings. Proposals for curricula and course changes shall be submitted to the Curricula Committee via the Dean of the School or College. The Dean's recommendations shall be submitted with the proposal. Within two weeks after receipt of the proposal, the Curricula Committee shall distribute copies to all Departments. (Counter proposals shall be considered in joint sessions of representatives of the concerned departments and the Curricula Committee. In the absence of counter proposals, or by the acceptance of the original or revised proposal, the committee shall forward its recommendations to the Academic Council.) Counter proposals submitted to the committee by the school or college representative of the concerned department should be considered when the original proposals are discussed. The decision of the committee shall be forwarded to the Academic Council.

.0702 The committee consists of one faculty member elected from and by the Academic Council, one elected from and by each School and College, one member elected by the curricula committee of the Graduate Council, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one-half elected each year.
.08 Facilities Planning Committee

.0801 This committee studies and makes recommendations to the Academic Council and the Chancellor concerning policies and priorities for physical facilities, including buildings, equipment, and land acquisition and use.

.0802 The committee shall consist of three faculty members elected from and by the Academic Council; one elected from and by each School and College; one administrative member appointed by the Chancellor; two students selected by the Student Council, and one graduate student selected by the (Executive) Council (of the Association) of Graduate Students. Faculty members shall serve for a two-year term with approximately one-half elected each year.

.09 Grievance Hearing Panel

.0901 This Panel is concerned with the fair and equitable resolutions of faculty grievances with the university. It functions according to the principles stated in the Faculty Grievance Procedures adopted by the University of Missouri Board of Curators. It may also make recommendations for policy changes through the Academic Council to the Board of Curators.

.0902 This Panel consists of thirty faculty members, fifteen selected by the Academic Council and fifteen appointed by the Chancellor. Members will serve a three year term. One-third of the Panel will be chosen by the Academic Council and the Chancellor each year.

.10 Honorary Degrees Committee

.1001 This committee reviews recommendations from the faculty for Honorary Degrees and submits its selection to the Board of Curators after a three-fourths vote of approval of the General Faculty. These recommendations with supporting information must be submitted to the Committee Chairman. Only these persons thus recommended shall be considered by the committee. All recommendations shall be held in strict confidence, and public announcements will be made only by the Board of Curators or its representatives.
.1002 The committee consists of the *Graduate Dean (of the Graduate School)* as chairman and the member elected from and by each School and College. Elected Committee members serve one-year terms.

.11 Library Committee

.1101 This committee makes recommendations to the *Academic Council and the Chancellor (General Faculty)* with respect to the administration of the Library and on rules governing the use of the Library and its facilities by students, faculty and others. It shall consider all problems concerning the operation of the Library.

.1102 The committee consists of two members elected from and by each School or College with each faculty member serving a two-year term with approximately one-half to be elected each year; one graduate student selected by the (Executive) Council (of the Association) of Graduate Students (for a one-year term); and one undergraduate student to be selected by the Student Council (for a one-year term), and the Librarian.

.12 Personnel Committee

.1201 This committee recommends to the Academic Council general policies on the conditions of appointment, employment, and retirement of faculty and administrative officers. (It also makes recommendations for action to the Academic Council in cases where a faculty member requests a review of the application of personnel policy and where he has made a preliminary appeal to his Department and his School, College or Division, in that order.)

.1202 The Committee consists of two faculty members elected from and by the Academic Council, one member elected from and by each School or College, one member elected from and by the Graduate Faculty, and one administrative member appointed by the Chancellor. Elected members serve a two-year term with approximately one-half elected each year.
.13 Public Occasions Committee

.1301 This committee makes general plans for University-sponsored assemblies, programs and public occasions such as University Day, Parents Day, Homecoming, and Commencement. It recommends policy for faculty and student programs, guest speakers and ad hoc events. The committee may appoint special sub-committees and delegate its responsibilities in order to assure appropriate preparation and execution of these activities. It also supervises a calendar of events for the campus.

.1302 The committee consists of six members elected from and by the General Faculty, one administrator appointed by the Chancellor, (and) three students selected by the Student Council, and one student selected by the Council of Graduate Students. Faculty members shall serve for a two-year term with one-half elected each year.

.14 Publications Committee

.1401 (This committee is to recommend policy for all UMR publications. This includes but is not limited to assuring the quality, efficiency and effectiveness of scholarly material published under the UMR imprimatur.) This committee is to recommend policy for external publications bearing the UMR imprimatur. This includes but is not limited to assuring the quality of material published.

.1402 The committee consists of six faculty members elected from and by the General Faculty and an administrator appointed by the Chancellor. Faculty committee members serve a two-year term, one-half elected each year.

.15 Rules, Procedures and Agenda Committee

.1501 This committee oversees the application of these By-Laws and any rules and regulations of bodies established by them. It may investigate and make recommendations on procedure to the Academic Council. It may also prepare drafts for amending the By-Laws.
The committee is responsible for the conduct and supervision of Academic Council and General Faculty elections. It shall receive nominations from the faculty for elections, adding, but not deleting, names as necessary to provide candidates for all offices and committees and shall obtain the consent of all nominees.

It is the responsibility of this committee to prepare the agenda for Academic Council meetings and to assist the Vice-Chairman of the General Faculty in the preparation of the agenda for General Faculty meetings.

The committee consists of one faculty member from each School or College, elected from and by the Academic Council, two from and by the General Faculty, the Vice-Chairman of the General Faculty, one graduate student selected by the (Executive) Council of (the Association of) Graduate Students, and one student selected by the Student Council. Faculty members serve a two-year term with approximately one-half elected each year.

The committee makes recommendations to the Academic Council on policy pertaining to security and traffic safety. It functions according to the principles stated in the Board of Curators description of the UMR Traffic Safety Committee. It oversees application of rules and regulations concerning campus security and traffic safety.

The committee shall be composed of the Director of Traffic Safety and such other members as shall be appointed by the Chancellor. The terms of the appointed members shall be determined by the Chancellor. The Chancellor shall designate one of the appointed members as Chairman.

This committee makes recommendations to the Academic Council regarding relationships between students and UMR, including, but not limited to, the following: student-teacher relationships; student-administration relationships; scheduling of classes and examinations; budgeting and distribution of funds paid by students for student
activities; rules and regulations pertaining to student housing, health, and services for students, University counseling services, departmental advisement practices; operations of the (Student Union) University Center; student publications; and civil rights of all students. The committee may appoint sub-committees and delegate its responsibility to them. Members of such sub-committees need not be members of the Academic Council or the Student Affairs Committee.

.1702 The committee consists of (nine) ten members; three elected from the Academic Council, one of whom shall be a student, five students selected by the Student Council, one student selected by the Council of Graduate Students, and one non-voting administrative member appointed by the Chancellor. (Members serve a one-year term.) Faculty members serve a two-year term with one to be elected each year.

.18 Student Awards and Financial Aids Committee

.1801 This committee recommends policies regarding the administration of (undergraduate) student awards and financial aids, including loans and scholarships, consistent with the specifications of the respective donors and grantors. It shall be the duty of this committee to consider and rule on appeals that may be submitted by students regarding awards and financial aids.

.1802 The committee consists of (eight) nine members: three faculty members elected from and by the Academic Council, two elected from and by the General Faculty, two students selected by the Student Council, one student selected by the Council of Graduate Students, and one administrative member appointed by the Chancellor. Student members serve as members of the committee when new policy or policy revisions are being considered. Student members shall not serve when the committee is acting on student appeals, except at the discretion of the appealing student. Elected faculty members serve a two-year term with approximately one-half elected each year. Student members shall serve for a one-year period.
.19 Student Conduct Committee

.1901 This committee rules on questions of interpretation of the "University of Missouri Rules of Procedure in Student Disciplinary Matters". It may also make recommendations on policies to the Board of Curators through the Academic Council. Decisions of this committee on disciplinary matters shall be reported to the Academic Council.

.1902 The committee consists of members as prescribed by the Board of Curators. All members of the committee shall have the same voting privileges and responsibilities. Faculty members serve two-year terms with approximately one-half elected each year.

.20 Student Scholastic Appeals Committee

.2001 This Committee establishes procedures for individual student scholastic appeals. The Committee shall consider and rule on all individual cases of appeal relating to student scholastic performance, including but not limited to: graduation with honors, probation and dropping from school, readmission after being dropped for scholastic reasons, (and) scholastic deficiencies and evaluation of credit, and transfer of credits, grades and honor points from other campuses of the University of Missouri to UMR. (It shall report its actions to the Academic Council.)

.2002 The committee shall consist of (seven) eight members: three faculty members elected from and by the Academic Council, two elected from and by the General Faculty, (and) two student members selected by the Student Council, and one student selected by the Council of Graduate Students. Faculty members serve a two-year term with approximately one-half elected each year. Student members serve a one-year period.
.21 Tenure Committee

.2101 This committee is concerned with the tenure rights of faculty. It functions according to the principles stated in the Academic Tenure Regulations adopted by the University of Missouri Board of Curators. It may also make recommendations for policy changes through the Academic Council to the Board of Curators.

.2102 This committee consists of one member from each academic department whose faculty is eligible for tenure. Each departmental faculty shall, during the second semester of each academic year, elect one of its eligible staff to membership on the committee to serve for the following academic year, and also elect an alternate member who shall serve whenever the regular committee member is unable to serve.

.2103 Members shall be elected from the eligible Professors on continuous appointment. If there are no eligible Professors within a department, then the members shall be elected from the eligible Associate Professors. Deans, Associate or Assistant Deans, Department Chairmen, and other persons who devote a substantial portion of their time to administrative duties shall not be eligible for membership on the committee.

.2104 During the second semester of each academic year, the committee shall place the names of three of its members in nomination before the General Faculty for election to two year terms on the University Faculty Committee on Tenure. In the general election, each General Faculty member shall vote for two of the nominees. The nominee receiving the largest number of votes shall fill the position of member of the committee. The nominee receiving the next largest number of votes shall serve as the alternate member.
.22 Tuition and Residence Committee

.2201 This committee assists the Cashier, when requested, in determining the residence status of a student relative to the required non-resident tuition fees established under the applicable regulations of the Board of Curators. The Committee also considers properly filed appeals by students taking exception to the Cashier's ruling relative to their residence or tuition status.

.2202 The committee consists of three faculty members and three administrative members appointed for a one-year term by the Chancellor, who shall designate one member as Chairman.

(.0407) (Administrative Committees)

(The role, functions, and membership of Administrative Committees are prescribed by the Board of Curators. These committees function according to their prescribed rules and regulations, but they may advise the Academic Council of their actions and their recommendations for policy changes.)

.0407 Special Committees

Special Committees may be named from time to time, as needed, by the Chancellor, General Faculty, Academic Council, Schools, Colleges, and Departments. However, when the faculty or the administration establishes any committee having campus-wide responsibilities or authority, they shall file with the Secretary of the Academic Council a statement specifying the responsibilities, authority and composition of the committee, together with a list of current members. A catalog of such existing committees shall be circulated to the faculty annually by the Secretary of the Academic Council.

.05 Student Regulations

.0501 The Student Council is the recognized spokesman for the undergraduate students to the faculty, and the Council of Graduate Students of the University of Missouri-Rolla for the graduate students.

.0502 Rules and disciplinary regulations which apply to students and the "University of Missouri Rules of Procedure in Student Disciplinary Matters" shall be printed in the "Manual of Information" and distributed to all students.
.0503 Student Participation in Academic Governance

.01 Students shall be eligible to serve on the Academic Council and/or on (Faculty) Committees as designated by these By-Laws.

.02 Individual students and student organizations may recommend changes in policies governing students to the appropriate (General Faculty) committee. These recommendations, when submitted in writing, must be considered promptly by the committee, and the students informed in writing of the disposition of the recommendation.

.06 Rules and Regulations

.0601 All (standing) committees (of the General Faculty) and any other permanent body established by these By-Laws, shall make rules and regulations necessary for the successful operation of their organizations by at least a simple majority of the body. Copies shall be filed with the secretary of the General Faculty for general availability.

.0602 These Rules and Regulations shall not conflict with or contravene these By-Laws.

.07 Amending the By-Laws.

Amendments may be proposed by twenty (20) members of the General Faculty by submitting them to the Rules, Procedures, and Agenda Committee. This Committee must transmit the proposal to the General Faculty within fifteen (15) school days and then include the proposal in the agenda of the next General Faculty meeting. Voting on the proposed amendment shall be by a mail ballot and shall take place within fifteen (15) school days after completion of its consideration at a meeting of the General Faculty. A two-thirds (2/3) majority of those voting shall be required for the adoption of the proposed amendment. If adopted, the amendment will become effective immediately upon approval by the Board of Curators.

.08 Publication of the By-Laws.

At the beginning of each fall semester the secretary of the General Faculty shall make available to each faculty member a current edition of these By-Laws. A list of the names of the officers of the General Faculty and of the officers and members of the Academic Council and all standing committees established by the By-Laws shall be distributed to each faculty member. Current copies of the By-Laws shall be made available to Deans and Department Chairmen for distribution to prospective faculty members.
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, September 24, 1981, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the August 27, 1981, meeting of the Academic Council.

II. Unfinished Business

III. Administrative Reports and Responses to Actions Approved by the Council

A. Administrative Reports

B. Administrative Response
   1. Recommendation regarding salary adjustments
      (August 27, 1981; XI, 1.7)
   2. Resolution regarding new positions
      (August 27, 1981; XI, 1.9)

IV. Reports of Standing and Special Committees

   A. .0406.02 Admissions & Academic Standards (No Report)
      T. Herrick
      1. Scholastic Probation based on number of hours taken by students rather than semesters
         (May 7, 1981; X, 9.13) (June 18, 1981; X, 10.6)
      2. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)

   B. .0406.07 Facilities Planning (No Report)
      1. Conversion of Classrooms to Office Space
      2. Review the Charge of the Committee and Their Role on Campus (May 7, 1981; X, 9.14)

   C. .0406.09 Personnel (No Report)
      J. Ridley
      1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)

   D. .0406.12 Student Affairs (10 min.)
      G. Lewis
      *1. Procedure for student grade appeals
         (June 19, 1980; IX, 11.7)
      2. Summer credit hour limit (Aug. 28, 1980; X, 1.16)

   E. Intercampus Faculty Council (5 min.)
      G. Patterson
      1. Paycheck Options (April 16, 1981; X, 8.14)
         (June 18, 1981; X, 10.8)
      2. Summer Session Funding (April 16, 1981; X, 8.9) (August 27, 1981; XI, 1.6)

V. New Business

VI. Announcements

A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of September 24, 1981.

1. Administrative Reports and Response - Chancellor Marchello
   - Mid-year salary and wage increases
   - Resolution regarding new positions
   - Chemical Engineering Building renovation bids
   - Thomas Jefferson Dormitory addition bids
   - Accelerated fund raising effort

2. Student Affairs Committee - Professor Lewis
   - Grade appeal procedure

3. Intercampus Faculty Council - Professor Patterson
   - Faculty morale
   - Financial exigency document
   - Academic leave policy
   - Paycheck option proposal
   - Summer session funding

4. By-laws amendment balloting - Professor Schowalter

5. Profile of Summer School Students - Chairman Haddock
   - Report from Provost Fort

6. Attachment #1
   - Student Grade Appeal Procedure - amended and approved by Council
Chairman A. Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, September 24, 1981, in Room 227 of Fulton Hall and announced the following substitution: Professor Ralph E. Schowalter for Prof. Archie W. Culp, Jr.

Chairman Haddock asked for any corrections or revisions to the minutes of the August 27, 1981, Academic Council meeting. Hearing none, the minutes were ruled approved as circulated.

ADMINISTRATIVE REPORTS AND RESPONSE. Chancellor Marchello distributed to the Council members comments on the two items listed on the agenda for administrative response and a report on other items of interest to the Council.* (Full Copy) The Chancellor first reported on mid-year salary and wage increases and reported the four chancellors of the University of Missouri have submitted their recommendations to President Olson, who will make his recommendation to the Board of Curators at their October 9 meeting. It is expected that the salary and wage increases planned for last July will be implemented in January. Dr. Marchello next reported on the resolution regarding new positions and stated there are not plans for changes.

Chancellor Marchello reported that the bids for the Chemical Engineering Building renovation and the Thomas Jefferson Dormitory Addition are being reviewed and will be presented to the Board of Curators on October 9. Work on these two projects is expected to begin in November. Work on the U.S. 63 pedestrian underpass is also expected to begin in November.

Dr. Marchello stated that in response to a request from President Olson, the Budget Review Committee is currently preparing a three-year budget plan that will set forth ways to resolve present salary and wage market disparities. It will include various possible fee and appropriation increases and will consider program adjustments. Dr. Marchello stated that he felt the disparity can be overcome in the next three years.

Chancellor Marchello also reported that an accelerated fund raising effort has been launched to obtain private support for faculty salary supplements, library acquisitions, laboratory equipment, student financial aid, and special programs.

Professor Smith asked if the funds for the salary and wage increase will be generated internally. Chancellor Marchello replied that he did not know at present, but that President Olson would make an announcement regarding this after the October 9 meeting of the Board of Curators. Professor Smith also asked if the standing budget review committee was the committee working on the three-year plan. Dr. Marchello replied in the affirmative.

Professor Smith next asked the Chancellor what "there are not plans for changes" means in regard to administrative positions. Chancellor Marchello responded that he has no plans for changes—there are no new positions planned, no one is being recruited and no plans are being made to change any of the personnel
Chairman Haddock reported that since the last Council meeting, Professor Lyle Pursell has been elected as the Chairman of the Facilities Planning Committee. This was not indicated in the committee listing circulated earlier this week.

STUDENT AFFAIRS. Professor Lewis reported that the Student Affairs Committee has reconsidered the grade appeal question that was referred back to committee last November. As part of the preparation for the question, a poll of the students was run by the Student Baptist Union; the outcome was 3-1 in favor of having such a procedure. Prof. Lewis referred to the committee report circulated with the agenda* (Full Copy) and stated that the committee has made several minor changes in the document and has added part e. Prof. Lewis reported that as far as possible, the instructor has been left in charge of the procedure. Therefore, the questions of who can force the issue if the instructor will neither convene the committee or change the grade and who can change the grade if the instructor fails to do so are still unresolved. Prof. Lewis moved that the Student Grade Appeal Procedure as presented in the memorandum of September 16, 1981 and circulated with the agenda be adopted and inserted in all subsequent issues of the Manual of Information. The motion was seconded by Professor Sauer.

Prof. Stigall moved that an amendment be made to Section 2c ii) fourth line by changing the words "section instructor" to "department chairperson" and adding the words "inform the instructor and". Therefore, the second sentence of section 2c ii) would read: "The student shall request, in writing, that the department chairperson inform the instructor and convene an ad hoc review group..." Prof. Stigall further moved that item 2d last line be changed from "section instructor" to read: "by the department chairperson to the registrar's office." Prof. Stigall next moved that section 2c ii) the fourth to the last line be amended by inserting the words "and the instructor" so that the sentence would read: "The student and the instructor shall be allowed to appear before the ad hoc review group." The amendment was seconded by Prof. Baird. Chairman Haddock called for a vote on the amendment; the amendment carried.

Prof. Baird moved to amend section 2e line 2 to read: "the department chairperson will serve or appoint someone to serve as the instructor in these proceedings," and to also amend 2e line 1 by changing the word "faculty" to "teaching staff." Chairman Haddock asked for a clarification of the amendment. Prof. Baird moved that section 2e be amended to read: "If the instructor is no longer a member of the teaching staff when the appeal is made, the department chairperson will serve or appoint someone to serve as the instructor in these proceedings." In the discussion that followed, Prof. Wolf moved that item 2e be deleted and Prof. Baird withdrew his motion. Prof. Wolf's motion was seconded and carried.
XI. 2 Prof. Pursell moved to amend the first line of section c i) to read: "The initial step in the grade appeal procedure shall be for the student to review with the ..." This was accepted by Prof. Lewis as an editorial change.

XI. 2 Dean Davis moved that item 2c ii), line six, be amended by adding the words "or the dean's designated representative" after "and the dean". Therefore, the sentence would read: "The student shall request, in writing, that the department chairperson inform the instructor and convene an ad hoc review group composed of the person in charge of the course if it is a multi-section course, the instructor's department chairperson, and the dean (or the dean's designated representative) of the instructor's school or college." The motion was seconded by Professor Edwards and carried.

XI. 2 Prof. Stigall moved to delete section 2b and requested that an attempt to define capricious grading not be made but to leave the definition to the committee and the department chairperson. The motion was seconded. Prof. Pursell stated that he felt it was important that the definition of capricious grading be included in the document. The motion to amend the statement by deleting section 2b failed.

XI. 2 Prof. Stigall also stated that he is concerned that the procedure avoided what is being done at the present time. Currently, there is an informal appeal to the department chairperson involving the student, instructor and department chairperson. Most of the complaints are worked out at this level. Prof. Stigall, therefore, moved to amend the procedure by adding an additional section in item c, to be included as section 2c ii) and moving the current section 2c ii) to section 2c iii). The new section 2c ii) would read: "The second step is an informal appeal to the instructor's department chairperson." The motion was seconded by Prof. Pursell. Prof. Hornsey spoke in favor of the amendment stating he felt this could avoid the formal proceedings in most cases. Prof. Medrow stated that as the amendment now reads this would make the second step mandatory even if the student was satisfied with the outcome of the appeal after the first step. Therefore, it was recommended that the same introductory statement currently stated in the present section 2c ii) be included in the amendment. The amendment will read: "If the student still asserts that the semester grade resulted from an act of capricious grading, the second step is an informal appeal to the instructor's department chairperson." Prof. Stigall and Prof. Pursell agreed to the addition of the introductory statement. Chairman Haddock called for a vote on the amendment. The amendment carried.

XI. 2 Prof. Lewis questioned what the forcing issue was in this informal meeting and if the instructor would be present. Prof. Stigall replied that it would be the choice of the department chairperson if the instructor was or was not present. Prof. Lewis then questioned if the department chairperson decided that capricious grading did exist, would he then change the grade or inform the instructor that he was to change the grade. Prof. Lewis stated he felt this assumed the instructor was guilty of capricious grading and therefore the instructor did not have due process. Prof. Stigall stated that the department chairperson does not have the authority to change the grade; that if the grade needs to be changed then the procedure will go on to section 2c iii). If no change in grading is necessary, then the appeal will stop after section 2c ii).
Chairman Haddock requested Professor Bayless to replace him in the chair in order to speak to the amendment. Professor Haddock noted that as the procedures read, the department chairperson might not be aware that there is a problem and an appeal in process until the Dean of Students has been notified. He argued that it would be important for the department chairperson to be aware of the appeal and therefore was in favor of the amendment. Dean Barker spoke against the amendment stating that he believed the amendment confused the procedure by including informal procedures along side formal procedures. Chairman Haddock called for a vote on the amendment. The amendment carried.

The question was raised if the student grade appeal procedure will apply to students who have been dismissed from school? Prof. Lewis replied that the procedure applies to students—the definition of a student being someone who is enrolled as a student at the time the grade is assigned, whether or not he is a student at the time of the appeal.

Prof. Stigall raised a question concerning the wording of section 2b, first line, and asked if the words "resort to" should be deleted. This was accepted as an editorial change, changing 2b 2) to read: "the assignment of a semester grade to a particular student by more exacting or demanding criteria than were applied to other students in the same section."

Prof. Smith questioned the role of the Dean of Students in this procedure. Prof. Lewis replied that the Dean of Students has no official role. The Dean of Students is to be informed that an appeal is being made on campus but he enters the proceedings in no way at all.

Chairman Haddock called for a vote on the main motion to accept the Student Grade Appeal Procedure as amended; the motion carried. [A copy of the approved Student Grade Appeal Procedure as amended is attached - CAS] Chairman Haddock recommended that a copy of this UMR grade appeal procedure be forwarded to the faculty councils and senates at the other campuses.

INTERCAMPUS FACULTY COUNCIL. Professor Patterson reported that the Intercampus Faculty Council met on September 8. Prof. Patterson was elected as chairman of the council for the coming year and Prof. Spokes was elected to serve as secretary. Prof. Patterson stated the council discussed with President Olson the morale of the faculty. The representatives from the campuses agreed that communication between faculties, chancellors and President Olson needs to be more effective concerning the problem of morale. Prof. Patterson reported the Board of Curators has passed the resolution regarding a 17% fee increase for 1982-83. The policy and procedure statement on financial exigency has been approved by the President's Cabinet and has been sent to the University Counselor's office to be reviewed for legal implications. After the adjustments have been made from this review, the document will be sent to each campus for review. The academic leave policy was approved by the Cabinet and will be presented to the Board of Curators at the October 9 meeting. The paycheck option proposal was discussed. Vice President George indicated this was still being discussed and he will continue to report on the progress made.
Correction to September 24, 1981 minutes:

The following addition should be added to paragraph XI, 2.23:

"Chairman Haddock brought to the attention of the Council that the UMR Standing, Administrative and Special Committees listing erroneously lists 'graduate faculty' rather than 'general faculty' under the heading of Representation for various committee memberships. In the following committees, those entries showing representation from the graduate faculty should be changed to show representation from the general faculty—.0406.10 (Publication), .0406.11 (Rules, Procedures & Agenda), .0406.13 (Student Awards & Financial Aids), .0406.14 (Student Scholastic Appeals), .0408.13 (Faculty-Transfer-Review Board)."
Professor Pursell wondered if generating salary increases internally might not be harmful in the long run. If the members of the state legislature are led by this action to believe that the situation is not as difficult as claimed, they might tend to be less generous in the future. Prof. Pursell asked if this argument had been considered in the discussions. Prof. Patterson replied that this had not been discussed by the Intercampus Faculty Council. Chancellor Marchello replied this possibility has been considered by the administration. Prof. Patterson further reported the Intercampus Faculty Council also discussed the summer session funding referral—future discussion will be made on this with appropriate university officers.

NEW BUSINESS. Chairman Haddock asked if there was any new business to be brought before the Council. Hearing none, he recognized Prof. Schowalter for a report on the balloting on the By-laws amendment. Prof. Schowalter reported the By-laws amendment was proposed to the General Faculty on August 25, 1981. The ballot was circulated on September 3. To date 70 percent of the ballots have been returned. Prof. Schowalter anticipates about an 85 percent response. September 25 is the deadline for receipt of ballots. Council members were encouraged to check with the members of their departments to see if their ballots have been returned.

Chairman Haddock reported that a Profile of Summer School Students* (Full Copy) has been received from Provost Fort. A summary and tabulation of this report is included as follows:

<table>
<thead>
<tr>
<th>PROFILE OF STUDENTS BY RESIDENCY*</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Percentages)</td>
</tr>
<tr>
<td>All Students</td>
</tr>
<tr>
<td>Missouri</td>
</tr>
<tr>
<td>Summer 1981**</td>
</tr>
<tr>
<td>Fall 1980</td>
</tr>
</tbody>
</table>

*Data from Paul Ponder, Registrar, via Tomlinson Fort, Jr., Provost.
**An estimated 12.5% of enrollment (160 students) are students returning to the campus for the summer from co-op assignments. An estimated 3% (50 students) are local residents who are pursuing degrees elsewhere.

Chairman Haddock reminded the Council that the Academic Council is the legislative and policy making body for the general faculty and that Council actions are usually based on committee reports and recommendations. The effectiveness of the Council frequently rests more on its persuasive powers than on its authority. It is particularly important, therefore, that channels of communication be open between the committees and the administrators responsible for the committee's area of concern. Chairman Haddock encouraged each committee chairperson to
study the operating procedures used in the committee's area of interest, to identify the places in the process where meaningful input can be made, and then to work to provide input at those stages. It is not easy to make constructive input after the fact. The authority of the Council and the authority of the committees may have externally imposed limits but the persuasive power of the committees is limited only by each member. Chairman Haddock stressed the need for committee work to be timely and complete.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary
Ralph E. Schwalter has 
my proxy for today's meeting 

Roche H. Culp, Jr.
September 16, 1981

MEMORANDUM TO: Glen Haddock  
Chairman, Academic Council

FROM: Tomlinson Fort, Jr.  
Provost

SUBJECT: Profile of Summer School Students

The two appended memoranda are self-explanatory. I hope that the information requested is supplied. If more data are needed, we will try to provide it.

TFjr/dg
Enclosures

cc: Joseph M. Marchello  
Paul E. Ponder
MEMORANDUM TO: Dr. Tomlinson Fort, Jr., Provost

FROM: Paul E. Ponder

SUBJECT: Profile of Summer Session Students,
Your memorandum of August 28, 1981

Our statistics do not define in detail all the items covered in the questions in your memo. Where exact information is not available, I have estimated numbers and indicated that these are estimates. On this basis, the responses to your questions, in the order you posed them in your memo, are as follows:

1. Summer Session students by residence, Missouri and out-of-state.

   Undergraduate (Coop students on work. . .Missouri = 1028 = 81%
   period deducted) Out-of-State = 245 = 19%
   Total = 1273 = 100%

   The Summer Session out-of-state percentage of 19 compares with 14 percent in the fall semester, 1980. The increase in summer is due to a higher proportion of foreign students enrolled then. Work permission is not always granted to them, so they continue in school.

   Graduate
   M.S. Level
   Missouri = 92 = 39%
   Out-of-State = 143 = 61%
   Total = 235 = 100%

   Ph.D. Level
   Missouri = 44 = 42%
   Out-of-State = 60 = 58%
   Total = 104 = 100%
Comparable percentages for the fall semester, 1980, were:

**M.S. Level**
- Missouri = 153 = 47%
- Out-of-State = 170 = 53%
- Total = 323 = 100%

**Ph.D. Level**
- Missouri = 59 = 42%
- Out-of-State = 81 = 58%
- Total = 140 = 100%

The percentage of out-of-state students in the Summer Session increases at the undergraduate level, decreases at the M.S. level, and is unchanged at the Ph.D. level, in comparison with percentages in the fall semester. When all levels are combined the summer percentage of out-of-state students was 28 percent; the fall semester percentage was 17.5 percent.

2. **Summer Session students participating in the Coop Program.**

There are two elements involved in this response as follows:

a. Exactly 200 students included in the official enrollment were on a Coop work period away from the campus.

b. A number of students actually on the campus in summer were Coop students either returning from a work period or preparing to enter an initial work period the following fall semester. Our statistics do not isolate these students. I estimate the number to be about 160, or 12.5 percent of the actual on-campus undergraduate enrollment.

3. **How many Summer Session students are here only for the Summer Session?**

This figure is also not produced separately in our statistical analysis. Combining the students from other colleges who attend here only in summer, the local students who enter as freshmen here in the summer with plans to go to another school in the fall, and local people who need a summer graduate course but do not expect to continue here for
an advanced degree, I estimate the total number to be about 50 students, or 3 percent of the actual on-campus students.

Most of our summer enrollment is composed of our regular academic year students. This has been the situation far longer than I have been here. At one time UMC conducted a School of Education Graduate Summer Session on this campus, which brought more summer only students here, but the last such session must have been 30 or more years ago.

The visiting students in summer are almost totally those whose homes are in this local area. While I know of no instance where we've ever attracted a student to UMR in the regular school year because of the interesting off-campus night life, I don't know of many students who were attracted here in the summer because of the recreational opportunities in the surrounding area. However, I suspect that there might be substantially more potential for the latter. This might require some organized activities, or even courses, in such areas as canoeing, backpacking, rock climbing, spelunking, etc. to provide the visibility to these opportunities that seem to be overlooked, otherwise.

Our regular undergraduate UMR students tend to enroll here in summer in order to graduate sooner, to resolve problems with prerequisites, because they haven't found satisfactory summer employment, or because they are married and their wives or husbands are employed here. A few are attracted by undergraduate summer research opportunities.
At the Academic Council meeting held yesterday afternoon, there was a discussion of the funding of the Summer School program, and also of salary support for faculty who teach in Summer School. During this discussion, the point was made that it would be useful, in making a case for better faculty salary support, to have information on our actual Summer School population. Relevant questions include:

1. Where do Summer Session students come from; Missouri or out of state?

2. How many Summer Session students participate in the Co-Op Program?

3. How many students who attend our Summer Session are here only for the summer? That is, how many are regularly in school at another institution and only come here to make up deficiencies or take special courses?

So far as I know, no profile of our Summer School enrollment has ever been compiled. How difficult would it be for you to obtain answers to the questions asked? I should appreciate your comment and help.

TFjr/dg
cc: Joseph M. Marchello, Chancellor
Glen Haddock, Chairman, Academic Council
A minor in English, which consists of 15 hours, may be designed to accomplish one of three goals: (1) a program emphasizing literature, (2) a program emphasizing writing, or (3) an interdisciplinary program that primarily stresses literature or writing but may combine with related courses offered either by the College of Arts and Sciences or the Schools of Engineering and Mines and Metallurgy. (English I cannot be counted toward any minor in English.)

1. In the literature program any literature course that fits into an approved structure may be taken. It is strongly recommended that six or more of the fifteen hours be taken at the 200-level or above.

2. For the minor in writing, English 181: Theory of Written Communication is required of all students. It is strongly recommended that six or more of the remaining twelve hours be taken at the 200-level or above.

3. An interdisciplinary minor that includes literature or writing as its major part may be devised by student and adviser.
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

SUBJECT: Curricula Committee (1981-82)

DATE: October 12, 1981

The following new course additions, deletions and course change 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. Engineering Mechanics 381; Mechanics of Composite Materials
   Lecture 3 hours; Total 3 hours
   Prerequisites: EMe 110

   Catalog Description: Introduction to fiber-reinforced composite materials with emphasis on analysis of advanced composites. Composite micromechanics, orthotropic constitutive relations, lamination theory, and failure criteria will receive considerable attention. Thermal stresses, edge effects, design for strength and stiffness, and environmental effects.

   Justification: Advanced composite materials such as graphite/epoxy systems offer the strength and stiffness of structural metals at a fraction of the weight. This and other attributes make composites a material of the future, especially as we seek light-weight fuel efficient designs for air and ground transportation. As composites become an increasingly important commercial material, it is imperative that all major engineering schools offer course work and research opportunities in this area. The Missouri based McDonnell Aircraft Company is an important employer of UMR graduates as well as a major user of advanced composite materials. Industries such as this would look very favorably on coursework in the area of fiber-reinforced composites.

   Similar courses in composite materials are being taught at many engineering schools across the country and are well attended. A 301 course was taught by another professor two years ago in this department and had six students enrolled. It is expected that this course could eventually attract a majority of students from this department as well as students from other disciplines who are interested in aerospace and automotive design.
Mid-Year Salary and Wage Increases: The chancellors have made their recommendations to President Olson. He will make his recommendation to the Board of Curators at their October 9 meeting. It is expected that the S & W increases planned for last July will be implemented in January.

Administrative Positions: There are not plans for changes.

Chemical Engineering Building Renovation: Bids are being reviewed and will be presented to the Board on October 9. Work is expected to begin in November.

Thomas Jefferson Dormitory Addition: Proposals are being reviewed and will be presented to the Board on October 9. Work on the T-J addition and the U.S. 63 pedestrian underpass is expected to begin in November.

Long Range Budget Plan: The Budget Review Committee is preparing a three-year plan that will set forth ways to resolve present salary and wage market disparities. It will include various possible fee and appropriation increases and will consider program adjustments.

Private Fund Raising: An accelerated fund raising effort has been launched to obtain private support for faculty salary supplements, library acquisitions, laboratory equipment, student financial aid, and special programs.
MEMORANDUM

TO: Academic Council

FROM: Student Affairs Committee

Report of Student Affairs Committee regarding a procedure for student grade appeal. The Committee recommends that the following be inserted in the appropriate place in subsequent editions of the UMR Manual of Information.

2. Grade Appeal Procedure

   a. The grade appeal procedure is available only for review of alleged capricious grading, and not for review of the judgment of instructors in assessing the quality of students' work, or for questioning the stated grading criteria selected by the instructor. Only a student who alleges he or she was subjected to capricious grading may use the grade appeal procedure.

   b. Capricious grading, as that term is used here, consists only of any of the following:

      1) the assignment of a semester grade to a particular student on some basis other than those related to academic performance in the section;

      2) the assignment of a semester grade to a particular student by resort to more exacting or demanding criteria than were applied to other students in the same section. (NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for credit in a course numbered below the 400 level.);

      3) the assignment of a semester grade by criteria that represent a substantial departure from the instructor's previously announced criteria.

   c. i) The initial step in the grade appeal procedure shall be to review with the section instructor the semester grade, the stated grading criteria, and how the stated grading criteria were applied to determine the student's semester grade. This step must be initiated within 30 days after the first class day of the succeeding regular academic semester.

      ii) If the student still asserts that the semester grade resulted from an act of capricious grading, the student shall inform the Dean of Students at this point that an appeal process is in progress. The student shall request, in writing, that the section instructor convene an ad hoc review group composed of the person in charge of the course if it is a multi-section course, the instructor's department chairperson, and the dean of the instructor's school or college. The student shall be allowed to appear before the ad hoc review group. The decision reached by the ad hoc review group on the question of alleged capricious grading shall be binding and final on both the student and instructor.

   d. If capricious grading is substantiated by the ad hoc review group, the student shall be assigned a grade consistent with the stated grading criteria. A report of the ad hoc review group, with the student's semester grade, shall be forwarded by the section instructor to the registrar's office.

   e. If the instructor is no longer a member of the faculty when the appeal is made, the department chairperson will serve as the convener of the ad hoc review group and will function to satisfy parts c and d.

an equal opportunity institution
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2. Chemical Engineering 341; Physical Property Estimation
   Lecture 3 hours; Total 3 hours
   Prerequisites: ChE 143, 237

   Catalog description: Techniques for estimating and correlating thermodynamic and transport properties of gases and liquids will be studied.

   Justification: This course has been taught three times; twice by Dr. Poling as ChE 401 and as ChE 331 and once by Dr. Book as ChE 331. In all cases, the text was "The Properties of Gases and Liquids" by Reid, Prausnitz, and Sherwood. A schedule used the last time the course was taught is attached. Homework problems were written by the instructor and assigned on a daily basis.

B. COURSE DELETIONS:

1. Mechanical Engineering 20; Introduction to Mechanical Engineering Design Laboratory 1 hour; Total 1 hour
   Prerequisites: None

   Justification: This course is no longer required for ME majors.

2. Civil Engineering 402; Higher Surveying

   Justification: This course has not been taught in recent years. Much of its content is now included in CE 302 Precise Surveying.

3. Civil Engineering 20; Introduction to Civil Engineering Design
   Lecture 2 hours; Total 2 hours

   Justification: The most frequently heard comment regarding the civil engineering curriculum and the capabilities of graduates is that communication skills should receive more emphasis. An evaluation of the various components of the current curriculum has led to the conclusion that a communications course should replace CE 20, in order to make the most effective use of the credit hours available.

C. COURSE CHANGES:

1. Engineering Management 320; Small Business Laboratory

   Course Title to: Technical Entrepreneurship

   Catalog Description: from: Students in groups of two to four analyze actual business problems of a small company and make recommendations for improvement. Classroom and personal guidance prepare the students for their assignments.

   To: Student teams develop a complete business plan for a company to develop, manufacture and distribute real technical/product service. Lectures and business fundamentals, patents, market/technical forecasting, legal and tax aspects, venture capital, etc., by instructor and successful technical entrepreneurs.
2. Geology/Geophysics 241; Petroleum Geology

Course Number to: 340

Prerequisites from Geology 51 to Geology 220

3. Engineering Technology 10; Engineering Drawing & Descriptive Geometry

Catalog Description: From: Designed to give the student a working knowledge of the fundamentals of drawing and geometric relationships of lines and planes in space. Includes freehand lettering, freehand sketching and instrumental drawing of structures and machine parts, sectional and auxiliary views, dimensioning, conventional drafting practices.

To: Designed to give the student a working knowledge of the fundamentals of drawing and geometric relationships of lines and planes in space. Includes freehand lettering, freehand sketching and instrumental drawing of structures and machine parts, sectional and auxiliary views, dimensioning, conventional drafting practices, and computer-aided design.

4. Ceramics 259; Ceramic Thermodynamics

Prerequisites: from Physics 25 to Chemistry 241

5. Engineering Management 314; Organizational Theory and Management Systems

Course Title: to: Management for Engineers

Catalog Description: from: An in-depth treatment of the theories and practices of management with emphasis on organization theory and structure, principles of management, and management systems. (Graduate Standing)

To: The transition of the engineer to manager; planning and organizing technical activities; selecting and managing projects; team building and motivation; techniques of control and communication; time management.
D. OTHER

1. CURRICULUM CHANGES

   a. Civil Engineering

   Justification: The deletion of CE 20 from the civil engineering curriculum and the addition of a communications elective requires the following changes in the curriculum: (1) add a communications elective, 3 hrs (Engl 70, Engl 160, or Speech and Media Studies 85) to the 2nd Sem., Sr. yr. (2) reduce the free elective credit in the 1st semester Senior year from 3 hrs. to 2 hrs. (3) move Psych 50 from 2nd semester Senior year to 1st semester, Sophomore year. (4) move Comp Sci 73 from 1st semester Sophomore year to second semester Freshman year. These changes are made to put the communications elective in the Senior year and to balance the hours in each semester.

   Respectfully submitted,

   David Cunningham, Chairman
   UMR Curricula Committee
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, October 22, 1981, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the September 24, 1981, meeting of the Academic Council.

II. Unfinished Business

III. Administrative Reports and Responses to Actions Approved by the Council

A. Administrative Reports
   1. Status Reports
      a. Mid-Year Salary and Wage Increases
      b. Thomas Jefferson Addition
   2. Honors Week

B. Administrative Response - None

IV. Reports of Standing and Special Committees

A. .0406.02 Admissions & Academic Standards (No Report)
   1. Scholastic Probation based on number of hours taken by students rather than semesters
      (May 7, 1981; X, 9.13) (June 18, 1981; X, 10.6)
   2. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)

B. .0406.06 Curricula
   *1. Report #1 1981-82

C. .0406.07 Facilities Planning (No Report)
   1. Conversion of Classrooms to Office Space
   2. Review the Charge of the Committee and Their Role on Campus (May 7, 1981; X, 9.14)

D. .0406.09 Personnel (No Report)
   1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)

E. .0406.12 Student Affairs (10 min.)
   1. Summer credit hour limit (Aug. 28, 1980; X, 1.16)
   2. Recognition of Student Organization Constitution
      *a. University of Missouri at Rolla Women's Soccer Club
      *b. Missouri School of Mines Climbing Club

F. Intercampus Faculty Council (5 min.)
   1. Paycheck Options (April 16, 1981; X, 8.14)
      (June 18, 1981; X, 10.8)
   2. Summer Session Funding (April 16, 1981; X, 8.9)
      (August 27, 1981; XI, 1.6)

G. Retirement and Staff Benefits
   1. Status Report on Pension Fund Performance

V. New Business

VI. Announcements

A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of October 22, 1981.

1. Administrative Reports - Chancellor Marchello
2. Honors Week - Provost Fort
3. Admissions and Academic Standards Committee - Chairman Haddock
4. Curricula Committee - Professor Cunningham
   Curricula Committee Report #1, 1981-82
5. Facilities Planning Committee - Professor Pursell
6. Student Affairs Committee - Professor Lewis
7. Intercampus Faculty Council - Professor Patterson
8. Retirement and Staff Benefits - Professor Brooks
9. New Business - Chairman Haddock
10. Referrals - Chairman Haddock
Chairman A. Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, October 22, 1981, in Room 227 of Fulton Hall and announced the following substitutions: Assoc. Dean Wayne Cogell for Dean Marvin W. Barker, Prof. H. O. McDonald for Prof. R. R. Russell, Prof. J. K. Roberts for Prof. J. H. Emanuel, and Prof. A. E. Morris for Prof. R. V. Wolf.

Chairman Haddock asked for any corrections or revisions to the minutes of the September 24, 1981, Academic Council meeting. Professor Schowalter stated that corrections to the recently circulated "UMR Standing, Administrative and Special Committees" were discussed at the September meeting, but were not noted in the minutes. Therefore, Prof. Schowalter requested that the following addition be made to paragraph XI, 2.23 of the September 24 minutes: "Chairman Haddock brought to the attention of the Council that the UMR Standing, Administrative and Special Committees listing erroneously lists 'graduate faculty' rather than 'general faculty' under the heading of Representation for various committee memberships. In the following committees, those entries showing representation from the graduate faculty should be changed to show representation from the general faculty—.0406.10 (Publication), .0406.11 (Rules, Procedures & Agenda), .0406.13 (Student Awards & Financial Aids), .0406.14 (Student Scholastic Appeals), .0408.13 (Faculty-Transfer-Review Board)." Hearing no further additions or corrections, Chairman Haddock ruled the minutes approved as corrected.

ADMINISTRATIVE REPORTS. Dr. Marchello reported that the administration is currently working to implement the modest mid-year salary raise that was approved by the Board of Curators at the October 9 meeting. Chancellor Marchello also announced that a ground breaking ceremony for the Thomas Jefferson residence hall addition will be held November 14, 1981, at 11:00 a.m. Prof. Pursell asked Dr. Marchello if the proposed 3% salary increase would be 3% of the total salary or a 3% increase on the amount to be paid from January through July 1982. Dr. Marchello indicated it would be the latter.

Prof. Baird asked Dr. Marchello what the schedule for the Mathematics-Computer Science building addition was. Dr. Marchello stated this was a top priority item for the campus, but not for the University. Dr. Marchello stated this would probably be scheduled for 1983-84.

HONORS WEEK. Provost Fort announced to the Council that the first week in March 1982 will be Honors Week. Dr. Fort stated he hoped this would become an annual event at UMR since it will be a week-long celebration of what universities should really be about—scholarship and academic achievement. A banquet will be held March 4 which will involve all four campus honor societies. The honor societies will be holding special events and initiation ceremonies that week. Dr. Fort stated that he would like to encourage departments, or as many of the departments as possible, to schedule special events such as special speakers, Chautauqua-like events, seminars, etc. during this week. The campus Honors Committee is chaired by Dr. Fort and consists of Assoc. Dean Wayne Cogell, College of Arts & Sciences; Asst. Dean Ron Fannin, School of Engineering; and Dean Ed Lorey, representing the
School of Mines and Metallurgy. The administrators of each college/school have been notified of Honors Week, but Dr. Fort wanted to make a special announcement to the Academic Council.

ADMISSIONS AND ACADEMIC STANDARDS COMMITTEE. Chairman Haddock stated that there was no report from the A&S Committee on the agenda, but that the Committee wanted to inform Council that they will be discussing a proposal to change the current rules for dropping a course. The proposed changes will affect section IV. Changes in Schedule: 1 & 2 of the Manual of Information. The recommended changes are listed in italics and placed in brackets.

"IV. Changes in Schedule:
1. Procedure for Dropping or Adding a Course. No change of any sort in an approved schedule will be considered official unless made through the office of the Registrar and recorded in that office... Courses dropped during the first four [two] weeks of a semester or [during the first week of a] summer session will not be recorded on the transcript.

2. Effect on Grade of Dropping Courses. If you officially drop a course after two weeks past mid semester [four weeks from the beginning of classes] (one week past mid semester [two weeks] during summer session), a grade of F will be recorded (on your record by the Registrar) unless extenuating circumstances are certified by the instructor of the course."

The Committee is requesting responses to this proposal (in writing and preferably from units rather than individuals). Professor Patterson asked if this proposal was similar to the one implemented a few years ago that was quickly reversed, and asked if this was likely to happen again. Prof. Pursell asked if there is any reconsideration planned for the policy of extenuating circumstances. Chairman Haddock replied that extenuating circumstances was not part of the present referral.

CURRICULA COMMITTEE. Professor Cunningham moved that the Curricula Committee Report #1, 1981-82, be approved by the Academic Council. The motion was seconded by Assoc. Dean Cogell. Prof. Smith referred to page 4 of the report under the heading Curriculum Changes, a. Civil Engineering, (1) communications elective and asked why English 70 was listed rather than English 60 given that English 70 is creative writing while English 60 is exposition and general writing skills. Prof. Smith stated she believed that English 60 would better fill the needs of the students. Prof. Bayless stated the purpose was to add to the communication skills of the students and that they were not concerned which of these courses they took—English 70, English 160, or Speech and Media Studies 85. Associate Dean Cogell asked if these courses were suggested examples or if students would have to select from this list. Prof. Bayless replied students would have to select from the list. Chairman Haddock called for a vote on the motion; the motion carried.

Professor Pursell stated the Committee had reported once to the Council and the Council had referred the item back to the Committee. The Council instructions to the Committee at that time were: "The direction was given to the Committee to prepare a listing of what space has been converted from classroom to office space from a certain date to the present." Prof. Pursell stated the Committee would appreciate instruction as to what date they should use. Chairman Haddock proposed the starting date of July 1, 1980 and asked the Council if there were any objections to this date. Prof. Smith stated she did not believe this date would address the concern of Council. She understood that concern involved the percentage of space converted from classroom to office space in the last two or three years. Prof. Smith moved that the Facilities Planning Committee study the percentage of space converted from classrooms to office space from July 1, 1979. The motion was seconded by Prof. Baird and carried.

Professor Lewis reported that the Student Affairs Committee has reviewed the constitutions for the organizations listed on the agenda and moved that the Academic Council recognize a new student organization, the University of Missouri at Rolla Women's Soccer Club and both a name change and constitution change for the Missouri School of Mines Climbing Club. The motion was seconded. In discussion of the UMR Women's Soccer Club that followed, Prof. Pursell suggested an editorial change consisting of the addition of the word "regular" in Article II, B, changing it to read: "Election to regular membership shall not be required." Prof. Roberts suggested an editorial change in the title from University of Missouri at Rolla to University of Missouri-Rolla. It was also recommended that the words "his" and "her/his" be removed from Article II, D. a. Chairman Haddock called for a vote on the motion; the motion carried.

Professor Lewis reported that the Student Affairs Committee has discussed the summer credit hour limit referral and has reviewed the current practice. The current practice seems to be as follows: a student is allowed to register for nine hours or less in a summer session without approval of an advisor; if he requests 10 hours or more, the Registrar's Office provides him with a form that he carries to his advisor. The Registrar's Office guarantees that the student has advisement if he registers for more than 10 hours. The Registrar's Office has no restriction on the number of hours a student can take in a summer program as long as he is being advised. The department chairman and the dean must also sign the form. Prof. Lewis reported the Committee believes that this procedure is satisfactory and would recommend to the Council that this procedure continue. As the Committee recommendation requires no Council action; Prof. Lewis asked what procedure should be followed. In discussion, Prof. Schowalter stated he did not believe that the concern of Council had been addressed. He believed that the original referral concerned limiting the summer credit for the various 4, 6 and 8 week sessions. Prof. Lewis said the Committee considered the two-week overlap period between sessions and did not feel the student would be overloaded. The Committee believed that if the student discussed with the advisor the number of hours and number of sessions registered for and they agreed that the student could handle this number, then the student should be able to register for the hours needed regardless of the number of sessions registered for. Prof. Law stated that he did not consider this adequate because students can register for two four week courses at once. Since a 3-hour four week course is like a regular 12 hour course and students are not always aware of this, they can do poorly
because of the telescoping of courses. Prof. Smith brought up a point of order—the Council cannot take action on an item that has not been previously designated on the agenda. If the Committee wished to recommend that the item be removed from the agenda, prior notification must be circulated to the Council members. In continuing discussion Prof. Baird stated that the present procedure applied very well to the eight week session. In a regular session a student cannot register for more than 20 hours without approval of the advisor and dean and this is what is being required here. Perhaps, however, special guidelines are needed for the Registrar's Office for the shorter summer sessions.

Prof. Herrick stated that during the past summer sessions, many students enrolled for more hours than they could handle and this resulted in a large number dropping classes. Since this is a new procedure, Prof. Herrick agreed that guidelines need to be set. Having received preliminary discussion, this item will be on the agenda at the next meeting.

Intercampus Faculty Council. Professor Patterson reported that the mid-year salary and wage raises were discussed at the October 2 meeting of the Intercampus Faculty Council. Dr. Olson reported that the academic leave policy and the dental plan were to be presented for approval at the next Board of Curators meeting. The Board of Curators approved both items. Further information on the dental plan should be forthcoming soon. As matters of interest, Prof. Patterson noted that Dentistry at UMKC was requesting a class size reduction of 25%; that the Columbia campus is discussing an 18% reduction in programs over the next 5 years; that the Financial Exigency document is still with the University legal counsel; and, that the optional 9 month pay period proposal will probably be approved provided there are no legal liability problems concerning faculty paid on the 9 month plan working on the campuses during the summer months. The Intercampus Faculty Council is discussing the possible reconstitution of an Intercampus Faculty Council sub-committee for reviewing investments. Prof. Stigall asked if there had been any discussion on the summer session funding proposal. Professor Patterson replied no.

Retirement and Staff Benefits. Professor Brooks reported on the status of the pension fund. As of June 30, 1981, the annual return on the fund was 8.47%. The fixed securities (bonds) lost 2.4% due to the interest rate fluctuation. For the purpose of the report, the bonds are considered at market value; however, the bonds will most likely be kept to maturity and the return on them should be 14-15%.

At the present time 42% of the bonds have a maturity of five years and 43% have a maturity of 10 years—that is, 85% of the bonds will turn over every 10 years. Part of the reason for this shortening of term is the Trustee's investment in Small Business Administration loans. These have a five year life, guaranteed by the Federal government and provide a nice return. Looking for other avenues than stocks and bonds the Trustees are investigating investing with insurance companies in connection with their activities in generating limited partnerships in terms of apartment complexes, shopping centers, etc. This would allow protection of the asset as well as protection of the credit rating of the insurance company involved.

The fund at present consists of $154 million. Last year $12 million was contributed by the University, the fund had income of $10.9 million and a price
appreciation of $353 thousand. The total increase for the year was $23 million over and above what is paid out to present retirees. At the present time there is about 25% of the fund in fixed income assets. In June the fund had $61.3 million (39.4%) in fixed income, $53.9 million (34.6%) in common stock and $40.5 million (26%) in cash reserves. This report was given to the Board of Curators by the Trustees as of June 30, 1981. Prof. Baird stated he felt appreciation should be expressed to the Committee and particularly to Dr. Charles Johnson for their work which led to changes in the investment philosophy.

NEW BUSINESS. Chairman Haddock asked if there was any new business to be brought before the Council. Professor Hornsey stated that there were a number of problems concerning pre-registration. For example, students are signing their own pre-registration cards. Also, pre-registration is occurring so soon after mid-semester that advisor's do not have mid-semester grades in hand. Thirdly, when a student pre-registers and pays fees early, there seems to be considerable difficulty in reducing the student's load if the student goes on probation. Prof. Hornsey asked if these questions could be studied by the appropriate committee. Prof. Patterson stated that the problem of students on probation and the action that must be taken on them before the next semester begins have been discussed before. Prof. Patterson stated he understood the Registrar's Office had been directed to take care of this problem and had agreed to do so. Chairman Haddock said that the RP&A Committee will take this under consideration and will recommend a referral to the appropriate committee. Prof. Herrick stated his concern with the approaching deadline for the new catalog and requested that publication be delayed until after the next Academic Council meeting. This would allow the Council to act on a large amount of material that has been presented to the Curricula Committee but has not yet been presented to the Council. Chairman Haddock stated that a referral item concerning publication dates would be discussed under referrals.

REFERRALS. Chairman Haddock stated that on behalf of the RP&A Committee a referral is to be made to the Publications Committee for study of publications deadlines. The study is to concern both the dates of deadlines and the procedures for setting deadline dates and is to include, but not be limited to, the deadline dates for catalogs, schedules for classes, textbooks lists, etc.

In further discussion of Prof. Hornsey's request, the question was raised if it would be possible for the Registrar's Office to automatically pull out registration cards on students who are on probation. These students are assigned class space and then later have to drop classes, which can prevent other students from registering for classes they need. It was asked how early this can be done by the Registrar's Office. It was also asked if there is anything that guarantees that students drop classes for which they have not passed the pre-requisite.

Professor Patterson requested that an administrative report concerning criteria for program reductions be on the agenda for the November meeting. Professor Patterson stated that discussions are being held concerning this subject and criteria are being developed which could be reported to the Council.
Professor Herrick asked if changes in the course name of English 85 to Speech and Media Studies 85 would be automatically entered in the catalog or if it will require each department to change their curricula to reflect that change. Assoc. Dean Cogell replied that this will be taken care of by CCI forms which will automatically change the course name.

Prof. Smith stated that she has received many reports of sometimes minor and sometimes major errors in the teaching evaluation forms and asked if others had received similar reports. In the discussion that followed it was the consensus of opinion that errors were made in the evaluations and it was stressed that greater care should be exercised in the distribution, tabulation of information, etc.

Chairman Haddock closed the meeting with the following quote: "One of the biggest mistakes an individual can make is to think they work for someone else." Source unknown.

The meeting adjourned at 2:38 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
7. Grade Points Required for Degree. In order to receive the Bachelor's degree you must have an academic grade point average of 2.00. All students transferring to Rolla must achieve an academic GPA of 2.0 in courses taken at UMR, for graduation. Effective December of 1979 students graduating in the School of Engineering must achieve an academic grade-point average of 2.0 in courses taken in their major department.

8. Public Recognition of High Scholarship. On the commencement program will be listed the following:
   a. Names of students graduated Summa Cum Laude; having a cumulative grade point average of 3.80 or better.
   b. Names of students graduated Magna Cum Laude; having a cumulative grade point average of from 3.50 to 3.80.
   c. Names of students graduated Cum Laude; having cumulative grade point average of from 3.20 to 3.50.
   d. Membership lists of Phi Kappa Phi, Tau Beta Pi, and Sigma Xi.

   To qualify for graduation honors, a transfer student who completes less than 65 credits at University of Missouri-Rolla must earn on work in residence the requirements designated above, in addition to an overall cumulative grade point average that would place his name in the honor groups comparable to the work done here.

   Candidates for a second or subsequent Bachelor's degree shall be rated for honors on all their undergraduate credits whether earned here or elsewhere, and shall be subject to the provisions of the preceding paragraph.

9. Statement of Credits. A student in good financial standing may obtain from the Registrar at any time a certificate stating the studies he has pursued and the grades he has obtained.

IV. Changes in Schedule:

1. Procedure for Dropping or Adding a Course. No change of any sort in an approved schedule will be considered official unless made through the office of the Registrar and recorded in that office. If you wish to make changes in your schedule consult the Registrar as to the proper procedure.

   In order to add and/or drop a course you must first obtain the permission of your adviser, and then secure permission of the instructor in charge of the course. The instructor's permission to drop a course will not be given until all laboratory or other equipment has been checked in to appropriate persons, nor until lockers and other storage space have been vacated. You may be dropped from a course by the instructor for excessive absences or suspended from the course for unsatisfactory work. See also Section IX. You also may be dropped by the instructor if you do not have prerequisites for the course and have not obtained permission from the chairman of the department concerned and your academic adviser to waive the prerequisites (waiver of prerequisite forms are available in the Registrar's Office). In all such cases the instructor shall notify the Registrar in writing, the Registrar shall change your official schedule accordingly, and notify you. Courses dropped during the first four weeks of a semester or summer session will not be recorded on the transcript.

2. Effect on Grade of Dropping Courses. If you officially drop a course after two weeks past mid-semester (one week post mid-semester during summer session), a grade of F will be recorded (on your record by the Registrar) unless extenuating circumstances are certified by the instructor of the course.

   You may not drop either a laboratory or a lecture course after the start of final examination week except those courses coming under Rule, VIII, Section 3.

V. Absences:

1. You are expected to attend class regularly. The instructor will maintain a record of absences of each of his classes. When you have been absent from several consecutive class meetings, the instructor will report this matter to the Director of Student Personnel so that an investigation may be made to ascertain the reason for such absences. If you, in the opinion of
Those listed as graduate faculty should be listed as general faculty for:

07/06.10
07/06.11
07/06.13
07/06.14
07/08.13
WHILE YOU WERE OUT

Date: 10-22-81 | Time: 

Name: ___________________ 

of: ___________________ 

Phone: ___________________ 

☐ TELEPHONED  ☐ WILL CALL AGAIN  ☐ PLEASE RETURN CALL
☐ RETURNED YOUR CALL  ☐ WANTED TO SEE YOU  ☐ WAS HERE TO SEE YOU

Message: Telephone call from Dean Barker - Dean Coyell will be substituting in the Academic Council meeting Oct 22, 1981

Signed: John Horlock
WHILE YOU WERE OUT

Date: 10-17-81  Time: 3:40 p.m.

Name: Dr. R. E. Russell

Phone: ________________________________

☐ TELEPHONED  ☐ RETURNED YOUR CALL
☐ WILL CALL AGAIN  ☐ WANTED TO SEE YOU
☐ PLEASE RETURN CALL  ☐ WAS HERE TO SEE YOU

Message: Dr. H. C. McDonald will represent Dr. R. E. Russell at Academic Council.

M.F. [Signature]
Date October 20, 1981

Memo To: Robert V. Wolf, Academic Council

From: Jack H. Emanuel

Re: Academic Council Meeting
Thursday, October 22, 1981

J. Kent Roberts will attend and vote for Jack H. Emanuel at the Academic Council October 22, 1981, meeting.

JHE/ml
MEMORANDUM TO: UMR Academic Council
FROM: UMR Curricula Committee
SUBJECT: Curricula Committee (1981-82)
DATE: November 2, 1981

The following new course additions, deletions and course change 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. Engineering Mechanics 495; Continuous Registration

   Catalog Description: Doctoral candidates who have completed all requirements for the degree except the dissertation and are away from the campus must continue to enroll for at least one hour of credit each registration period until the degree is completed. Failure to do so may invalidate the candidacy. Billing will be automatic as will registration upon payment.

   Justification: The Engineering Mechanics Department has been authorized to grant a Doctor of Philosophy Degree in Engineering Mechanics. This course will permit the Doctoral candidates to meet the continuous registration requirements.

B. COURSE DELETIONS:

1. Aerospace Engineering 20; Introduction to Aerospace Design
   Lecture 1 hour; Total 1 hour
   Prerequisites: None

   Catalog Description: Continuation of A.E. 10 Required for second semester Aerospace Engineering Students.

   Justification: The Aerospace Design process is understood and applied more easily when students have both more maturity and an expanded technical background. The above one hour is being added to the first senior design class 280 A.E.

2. Electrical Engineering 266; A.C. Circuit Analysis and System Theory
   Lecture 5 hours; Total 5 hours
   Prerequisites: EE61, Math 204,229

   Catalog Description: Analysis of steady state AC circuits, phasors, polyphase circuits, frequency response, magnetic coupling, techniques of analysis of continuous-time systems including convolution, Fourier series and Fourier transforms, Laplace transform and state variable methods.

   Justification: This was a special course for transfer students who needed strengthening in Basic Circuit Theory before attempting EE 265. After a trial of two semesters, the concensus of the faculty was that the course was too accelerated and that the transfer student would be better prepared by taking the regular course sequence EE 63 or 265.
3. Electrical Engineering 380; Microwave Measurements
   Lab 1 hour; Total 1 hour
   Prerequisites: EE 379

   Catalog Description: Experimental study at high frequencies
   of transmission lines, klystron oscillators, wave guides,
   reflection of waves, power measurement, and microwave components.

   Justification: There has not been sufficient interest by students
   in the past five years to offer this laboratory.

4. Electrical Engineering 289; Circuits and Devices for Digital Applications
   Lecture 3 hours; Total 3 hours
   Prerequisites: Math 22, Physics 24-25

   Catalog Description: Introduction to electrical circuit concepts
   needed for digital circuit analysis; characteristics of basic
   electronic devices, diode, transistor, FET, MOSFET; basic electronic
   digital circuits and interfaces; analog computer concepts.

   Justification: There is no longer any requests from other Departments
   for this course. It principally served Computer Science students who
   are now required by their Department to take EE 61 and EE 211.

C. COURSE CHANGES:

1. Mechanical Engineering 231; Thermofluid Mechanics I

   Catalog Description: from: Principles of viscous and inviscid
   flow in ducts, nozzles, diffusers, blade passages and application
   to mechanical engineering; dimensional analysis and laws of
   similarity, external flows, compressible flow in ducts, effect
   of area change, friction heat addition, normal and oblique shocks.

   To: Principles of viscous and inviscid flow in ducts, nozzles,
   diffusers, blade passages and application to mechanical engineering;
   dimensional analysis and laws of similarity; external flows;
   compressible flows.

2. Electrical Engineering 319; Computer Process Control

   Prerequisites: from: EE 211
   to: EE 211 and EE 231
3. Electrical Engineering 265; Continuous and Discrete Systems I

**Course Title:** to: Linear Continuous-Time Systems

**Catalog Description:** from: Mathematical methods of system analysis. Characterization of both continuous and discrete-time signals and systems. Analysis of system response in time and frequency domains.

To: Mathematical analysis methods for continuous-time systems in time and frequency domains including signal models, superposition integral, Fourier series and transforms, Laplace transforms, and state variable techniques.

4. Electrical Engineering 267; Continuous and Discrete Systems II

**Course Title:** to: Linear Discrete-Time Systems

**Catalog Description:** from: Continuation of EE 265

To: Mathematical analysis and design methods for discrete-time systems including the z-transform, frequency response, prototype analog filters, digital filters, and the discrete Fourier transform.

5. Electrical Engineering 220; Electrical Engineering Laboratory II

**Catalog Description:** from: Laboratory introduction to electronic circuits, operational amplifiers, analog computation, and the organization of digital computers.

To: Laboratory introduction to electronic circuits, operational amplifiers, and the organization of digital computers and microprocessors.

6. Electrical Engineering 230; Electrical Engineering Laboratory III

**Catalog Description:** from: Laboratory introduction to microwave devices, waveguides, antennas, and associated measurement techniques; solid state electronic devices; control components and systems; D.C. machines; and transformers.

To: Laboratory introduction to microwave devices, waveguides, antennas, and associated measurement techniques; solid state electronic devices and circuits; D.C. machines; polyphase A.C. machines; and transformers.
7. Electrical Engineering 240; Electrical Engineering Laboratory IV

Catalog Description: from: Laboratory introduction to logic and switching circuits, basic principles of communication theory, including filters, linear and angle modulation, detection.

To: Laboratory introduction to linear system characteristics, control systems, basic principles of communication theory, including filters, linear and angle modulation, detection.

8. Electrical Engineering 379; Microwave Theory and Techniques

Prerequisites: from: EE 273 accom EE 380
to: EE 273

9. Aerospace Engineering 280; Aerospace Systems Design I

Credit Hours: Lecture 1 hour; Total 1 hour

To: Lecture 2 hours, Total 2 hours

10. Mechanical Engineering 235; Fluid Machinery

Prerequisites: from: ME 231
to: ME 231 or AE 231

Catalog Description: from: Fundamental investigation of positive displacement and turbomachinery including pumps, fans, compressors, fluid couplings, torque converters, turbines, and oil hydraulic systems. Operating characteristics, selection and comparison of types are studied.

To: Fundamental investigation of positive displacement and turbomachinery including pumps, fans, compressors, turbines, and oil hydraulic systems. Operating characteristics, selection and comparison of types are studied.

11. Mechanical and Aerospace Engineering 331; Thermo Fluid Mechanics II

Catalog Description: from: Introduction to the theories and applications of thermofluid mechanics. Considerations of inviscid and viscous fluid flows with or without chemical reactions.

To: Derivation of Navier Stokes equations, exact solutions of some simple flows. Superposition methods for inviscid flows. Intermediate treatment of boundary layer theory, and gas dynamics. Introduction to turbulence and kinetic theory.
12. Mechanical and Aerospace Engineering 435; Turbulence in Fluid Flow

**Prerequisites:** from: ME & AE 423
to: ME & AE 331

13. Electrical Engineering 363; Introduction to Circuit Synthesis

**Prerequisites:** from: Preceded by or accompanied by EE 267
to: EE 267

14. Electrical Engineering 351; Advanced Electronic Circuits

**Prerequisites:** from: EE 253
to: EE 254

15. Electrical Engineering 211; Digital Systems Design

**Prerequisites:** from: EE 61, EE 283, EE 289
to: EE 61 or EE 283

D. OTHER

1. CURRICULUM CHANGES

a. Electrical Engineering

**Justification:** Since History 60 is no longer offered, students are opting for Hist 112, Hist 175, Hist 176, and Pol. Sci. 90 with about even frequency. It is more logical therefore to specify a government elective since the Department has no preference.

b. Electrical Engineering 10; Introduction to Electrical Engineering

**Credit Hours:** from: 1 hour credit
to: ¼ hour credit

**Justification:** Since EE 10, Introduction to Electrical Engineering, and EE 210, Seminar, serve similar counseling purposes, it is not equitable to give 1 hour credit for EE 10 and 0 hour credit for 210.

c. Electrical Engineering

**Justification:** Since the School of Engineering no longer prohibits the use of Military Science credits, the Electrical Engineering Department has elected to accept a maximum of 6 hours free elective credit for Basic and Advanced Military Science coursework.

d. Electrical Engineering 210; Seminar

**Credit Hours:** from: 0 hour credit
to: ¼ hour credit

**Justification:** Since EE 10, Introduction to Electrical Engineering and EE 210, Seminar, serve similar counseling purposes, it is not equitable to give 1 hour credit for EE 10 and 0 hour credit for 210.
e. Engineering Mechanics

Justification: Since the School of Engineering permits the use of Military Science credits as free electives; the Engineering Mechanics Department has elected to accept a maximum of 6 hours of free elective credit for Basic and Advanced Military Science course work.

Respectfully submitted,

[Signature]

David Cunningham, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, November 19, 1981, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the October 22, 1981, meeting of the Academic Council.

II. Unfinished Business

III. Administrative Reports and Responses to Actions Approved by the Council

A. Administrative Reports
   2. Budget Plan J. Vaughn

B. Administrative Response - None

IV. Reports of Standing and Special Committees

A. .0406.02 Admissions & Academic Standards (No Report) T. Herrick
   1. Scholastic Probation based on number of hours taken by students rather than semesters (May 7, 1981; X, 9.13) (June 18, 1981; X, 10.6)
   2. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)
   3. Changes in the Rules for dropping a course (Oct. 22, 1981; XI, 3.5)

B. .0406.06 Curricula (10 min.) D. Cunningham
   *1. Report # 2, 1981-82

C. .0406.07 Facilities Planning (No Report) L. Pursell
   2. Review the Charge of the Committee and Their Role on Campus (May 7, 1981; X, 9.14)

D. .0406.09 Personnel (10 min.) J. Ridley
   1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)

E. .0406.10 Publications (No Report) P. Plummer

F. .0406.12 Student Affairs (10 min.) G. Lewis
   1. Recognition of Student Organization Constitution
      *a. University of Missouri-Rolla Association for Microcomputers
      *b. UMR Flying Disc Society

G. Intercampus Faculty Council (5 min.) G. Patterson
   1. Paycheck Options (Apr. 16, 1981; X, 8.14) (June 18, 1981; X, 10.8)
   2. Summer Session Funding (April 16, 1981; X, 8.9) (August 27, 1981; XI, 1.6)

H. .0407.03 Security and Traffic Safety C. Dare
   *1. Proposed Changes in the By-Laws

V. New Business

VI. Announcements

   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of November 19, 1981.

1. Administrative Reports
   - Criteria for Program Reduction - Provost Fort
   - Budget Plan - Mr. Vaughn

2. Curricula Committee
   - Report #2 - 1981-82 - Prof. Cunningham

3. Personnel Committee - Prof. Poling

4. Student Affairs Committee - Prof. Lewis
   - Student Organization Constitutions
   - Summer credit hour limit

5. Intercampus Faculty Council - Prof. Patterson

6. Security and Traffic Safety Committee - Prof. Dare

7. Announcements - Chairman Haddock

8. Referrals - Chairman Haddock

Attachments
   #1 - Budgetary Affairs Committee Report
   #2 - Executive Guideline on Planning to Prevent Financial Exigency
Chairman A. Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, November 19, 1981, in Room 227 of Fulton Hall and announced the following substitution: Professor Ralph E. Schowalter for Professor Archie W. Culp, Jr.

Chairman Haddock asked for any corrections or revisions to the minutes of the October 22, 1981 meeting of the Academic Council. Hearing none, the minutes were approved as circulated.

ADMINISTRATIVE REPORTS: Dr. Fort reported that on September 9, President Olson sent to each of the Chancellors a memorandum which stated in part: "I am asking each of you to provide suggestions for developing a set of criteria to be used in examining existing activities with a view toward reductions as we seek to maintain and improve quality within the limits of financial resources that are likely to be available to the University of Missouri. The process needs to encompass program activities that take place at the system level as well as on each of the campuses. Separately, Vice President Buchholz will be conferring with the Business Officers through the BFMAC (Business and Financial Management Advisory Council) seeking to identify ways in which administrative support activities throughout the University might be pared to assist in achieving our objectives." General guidelines in President Olson's memo included the goal of increasing faculty salaries to at least equal the Big 8-Big 10 averages by the year 1983-84 and the maintenance of quality programs. Dr. Fort stated the receipt of that memorandum on our campus triggered a series of meetings and discussions with the Committee of Deans, the Committee of Department Chairmen and other individuals to develop a Rolla response to the request President Olson had made of Chancellor Marchello. Input was received and forwarded through Dr. Fort to Chancellor Marchello for discussion at the meeting of the General Officers held on November 5. Four general criteria were identified. These criteria apply to non-academic as well as academic functions of the University and are as follows: 1. the quality of the program, 2. the contribution of the program to the campus and university mission including the land-grant function of the university, 3. the need for the program including enrollment, employment opportunities, demand for service, significance of research output and the extent to which the program is duplicated within the university system of the state, and 4. financial considerations. Provost Fort stated this is a very short, general list, but it is the officially adopted list of criteria which each of the campuses are to use as attempts are made to meet the objectives of excellence and improving faculty salaries.

Prof. Patterson asked if any more specific sub-criteria have been developed. Provost Fort replied that there has not been. Prof. Smith asked if these are University criteria or UMR criteria. Provost Fort replied these are University criteria but that UMR's had not differed in spirit. Prof. Patterson asked that when it becomes necessary to be more specific, what plans, if any, are developing to bring various parts of the campus together, particularly faculty, to participate in the development of more specific plans. Provost Fort replied that Mr. John Vaughn could best answer this question, and noted that Mr. Vaughn chairs the Campus Budget Review Committee.
Corrections to the November 19, 1981 minutes of the Academic Council:

Page 2, XI, 4.6, line 5, deletion of the word "technical". The sentence should read: Prof. Edwards questioned the inclusion of basic Military Science courses as electives.

Page 6, XI, 4.16, the last word of the fourth to the last sentence should be Police instead of Policy.

Page 9, XI, 4.27 should read: I had a feeling once about Mathematics—that I saw it all. Depth beyond Depth was revealed to me—the Byss and the Abyss. I saw a quantity passing through infinity and changing its sign from plus to minus. I saw exactly how it happened and why the tergiversation was inevitable—but it was after dinner and I let it go.
Mr. Vaughn reported that the most important figure on this campus is $2,036,219, the amount that was cut from the UMR budget this fiscal year under the 10% reduction that was required by Governor Bond's office. There is no indication that these funds will be returned. Mr. Vaughn stated that the Budget Review Committee, which he has been chairing, is in the process of developing a three-year plan for the UMR campus. This plan is to be submitted to Chancellor Marchello by December 7, who will review it and will submit the UMR response to President Olson by January 1, 1982. President Olson has requested that the plan contain a budget for the next three fiscal periods (1982-83, 1983-84 and 1984-85). Faculty salaries within this plan are to be adjusted to reach the average of the Big 8-Big 10 by the last fiscal period—1984-85. One item that will probably be included in the plan is market parity for faculty salaries. It is also recommended that fees should meet the average of the Big 8-Big 10 by 1984-85. The fee increase that has been approved for 1982-83 is 17%. This increase is not sufficient to cover a budget that would include increases in salaries and program quality, therefore, the committee will probably recommend an additional 20-40% fee increase over the planning period. Mr. Vaughn further reported the Coordinating Board for Higher Education has recommended to the Governor a budget of $189 million for the University of Missouri for the next fiscal year. This is approximately a 24% increase over the $153 million actually received this year. The budget recommended by the Coordinating Board includes an 11½% increase for salaries and wages and a 6% increase for E&E.

Prof. Baird asked if the rate of inflation of the Big 8-Big 10 salaries was taken into consideration—in three years the average of the Big 8-Big 10 salaries will not be what it is now. Mr. Vaughn answered yes, this is being considered. Prof. Patterson asked the makeup of the Budget Review Committee. Mr. Vaughn replied the Committee consists of Dr. Haddock, Chairman of the Academic Council; Dr. Harry Sauer, Chairman of the Budgetary Affairs Committee; Dr. Derald Morgan, Chairman of the Committee of Department Chairmen; Provost Fort; Dean Barker; Dean Davis; Dean Warner; Mr. Smith; Mr. Wollard; Mr. Daryl Seck, President of the Student Council; and Mr. Vaughn. Considerable discussion followed concerning how far UM faculty salaries would be behind Big 8-Big 10 salaries after the January increase. Prof. Smith asked if any planned increases in the budget would be covered by increases in fees rather than program reductions. Mr. Vaughn answered that reductions in programs, reallocations and fee increases will all be considered in the 3-year plan. Prof. Smith asked if academic program reduction was being considered. Mr. Vaughn replied that reductions in both academic and non-academic programs were being considered. Prof. Emanuel asked if the programs to be reduced have been identified. Mr. Vaughn reported that no decisions had been made and that program reduction would be discussed at the next meeting of the Budget Review Committee.

Prof. Cunningham referred Council members to the Curricula Committee report #2, 1981-82, circulated with the agenda* (Full Copy). Prof. Bayless moved that the Council accept the report from the Curricula Committee. The motion was seconded by Prof. Stigall. Prof. Edwards questioned the inclusion of basic Military Science courses as technical electives. Prof. Edwards stated this was a departure from a long-standing campus position. Referring to the justification stated on page 5 of the Committee report—that since the School of Engineering permits this, it will be acceptable—Prof. Edwards asked if this decision could appropriately be made by the Curricula Committee. Chairman Haddock stated that if the Council approves this report and the faculty does not disapprove within 30 days, then the approval and justification become general faculty action.
Prof. Pursell requested that when changes are being reported in curricula, the statement be explicit as to what changes are being made. Prof. Herrick clarified the change in the Electrical Engineering curriculum changes listed on page 5 and stated that since History 60 is no longer being offered on campus and since students are registering equally for History 112, History 175, History 176 and Political Science 90, the EE Department felt it would be best not to list a specific course as a history or government elective since any of the courses listed above would meet this requirement. However, an asterisk will be placed in the catalog listing the requirement of a history or government elective, stating that the student may choose from the above designated courses. Prof. Smith asked if this was meant to fulfill the requirement of American history or American government specified in the Williams Law and should the curriculum not note this specifically? Prof. Herrick stated that any of the above listed classes would meet this requirement. Prof. Hornsey stated he believed the change was an editorial change as it did not change the requirement, but just listed the courses that can be taken in the place of History 60, which is no longer offered on campus. Prof. Herrick stated that on the CCI form this change is listed as a history, government elective change. Returning to the earlier point, Prof. Baird stated he did not believe the full CCI report needed to be included with the report to Council, but that the report should include enough information to make it clear to Council what the action being taken was. Prof. Smith suggested that a summary of such changes be included in future Curricula Committee reports. Prof. Stigall moved for a call of the question. It was seconded by Prof. Myers and carried. Prof. Law stated he felt a point of order had been violated and that the question raised by Prof. Edwards regarding Military Science courses had been overlooked. Prof. Myers, Parliamentarian, ruled that the Council's vote to call the question included the entire report and that only if the motion was defeated, could discussion on the report continue. Chairman Haddock asked for a vote on the motion; motion carried. Lynn Waggoner, Director of OPI, asked if this vote indicated that the changes proposed in the entire Curricula Committee report are to be included in the new catalog. Chairman Haddock stated that unless faculty action is taken within 30 days, the changes stand approved by Council.

PERSONNEL COMMITTEE. Prof. Poling reported on the status of the policy memoranda codification, stating that this referral was made to the Committee two years ago. The recommendations have been made, are being typed, and will be forwarded to the Chancellor's office. Chairman Haddock reported that Prof. Ridley, Chairman of the Personnel Committee, would be willing to report to Council in January and to provide Council with copies of the policy memoranda revision recommendations. Prof. Wolf moved that this referral item be removed from the agenda. Prof. Smith questioned the procedure, stating that this would be an item of business that had not been circulated with the agenda. The motion died for lack of a second. Chairman Haddock stated the item will be left on the agenda and Council will anticipate a report from Prof. Ridley at the January meeting.

STUDENT AFFAIRS. Prof. Lewis stated that the Committee has taken the constitution of the University of Missouri-Rolla Association for Microcomputers under further advisement and would not present it at this time for Council recognition. Prof. Lewis moved that the Council recognize the UMR Flying Disc Society as a student organization on campus; the motion was seconded by Prof. Stigall. Prof. Law asked if "flying disc" refers to frisbees. Prof. Lewis replied that the reason
the organization did not use the name "frisbee" in their title is that there is an International Frisbee Association which controls the use of this name. If this constitution is recognized by Council, the student organization will then petition the Frisbee Association to become a student branch thereof. The full student constitution contains a clause to that effect. A question was raised concerning whether dogs could belong to this organization since there is a black dog that is always on campus and plays frisbee. Prof. Lewis replied that if they are registered students, the answer was yes. Prof. Hornsey questioned the meaning of "a student in good standing." Prof. Lewis replied he thought this referred to academic standing. Prof. Hornsey stated that in that case, he felt the statement in item c was redundant. Dean Robertson stated that as far as he knew, students had never been restricted from membership in a student organization because of academic or disciplinary probation. They cannot be officers, but they can be members. Prof. Lewis stated that what is really meant by a student in good standing, is that the person applying for membership is a registered student at UMR and not a dog. Prof. Pursell stated he felt it would have been appropriate to have a provision under honorary membership for dogs. Chairman Haddock called for the vote. The motion passed.

Prof. Lewis raised a question concerning the Student Affairs Committee's right to request editorial changes in the constitutions submitted to them. The Committee's power to do so is unclear at the moment. Prof. Emanuel moved that the Student Affairs Committee be empowered to request that corrections of obvious errors in student organization constitutions be made by the student organizations before presenting them to Council for recognition. These corrections should include such things as errors in spelling, grammatical errors, redundancy, etc. The motion was seconded and carried.

Prof. Lewis moved that the Student Affairs Committee report on summer credit hour limit circulated with the agenda* (Full Copy) be approved by the Council. The motion was seconded by Prof. Medrow. Prof. Law stated he did not feel this report addressed the problem of students who take more than they can handle in the summer sessions. Prof. Law stated that he felt a limit should be stated as to the number of hours students can register for during the various summer sessions. Prof. Lewis stated that the Committee did not believe that there was anything they could write that would prevent students from registering for more courses than they can handle. The Committee believed that the problem was not with the stated procedure, but with the operation of the procedure. The advisement procedure at UMR is not working if the student goes through the registration process without being advised, so that what is being criticized is the advisement procedure and not the lack of a limit. Prof. Lewis further stated that if a student is advised, the advisor should be familiar with the student's ability and the courses being registered for. However, if the students sign their own registration cards, or go to department chairmen or others to get the cards signed, then the procedure breaks down. Prof. Lewis stated the Committee believed that a regulation limiting the number of hours a student can register for during the summer sessions would be too inflexible. Prof. Baird stated that in the minutes of the October 22 meeting the understanding was given that unless you register for 10 hours or more you did not need advisement. Prof. Lewis stated that this was incorrect. A student should be advised no matter how many or how few hours he registers for; however, if a student registers for 10 hours or more, the Registrar's Office guarantees that
the student has been advised, by requiring the signature of the advisor on a separate form. Prof. Lewis referred to the statement in the fourth paragraph of the Student Affairs Committee report: "The Registrar's Office recognizes that summer courses are tightly scheduled regarding total class meeting time and therefore adjusts the requested hours to a common basis by using a factor that allows comparison of load between regular semester courses, four week courses, six week courses, and eight week courses." Prof. Lewis explained that this factor can be understood as follows: if a regular semester consists of 16 weeks, then to compute the comparable load in an eight week session, the number of hours are multiplied by 2; for a four week session, a factor of four is used; for a six week session, a factor of 16 over 6. The petition of a student to take more than 10 hours (or comparable load after using the factor) requires the signature of the advisor, the department chairman and the dean.

Prof. Myers stated that the current system encourages the students to sign their own registration cards because there is no system check. He asked if this Committee has considered, or would consider in the future, the possibility of a procedure where the advisor signs only when there has been advising, and otherwise, the student signs the form. Prof. Baird stated that he held all registration cards he signed and turned them in himself, for two reasons—1. so students could not change the cards after he had signed them, and 2. so that he could keep track of them and turn them all in at once. The Registrar's Office told Prof. Baird that he could not do that, that they had to be turned in by the individual student. Prof. Baird stated that he would like to see this procedure changed. Prof. Herrick reported that the Electrical Engineering Department has not allowed students to return their own registration cards for the last two years. They are signed, collected and returned to the Registrar's Office by the department each day. Chairman Haddock requested that this procedure be looked into later and that the Council return to the motion on the floor.

Prof. Law stated he would like to amend the motion by adding the words "or a factor of 15" after the words "A 10 hour..." The sentence would read: "A ten hour, or a factor of 15, or greater request is..." The amendment died for lack of a second. Prof. Schowalter moved to call the question. Prof. Smith stated that unless this statement of procedure is included in the Manual of Information, this is a procedure that the Registrar's Office can give up tomorrow. At present the procedure is unofficial and the students may be unaware of it if it is not listed in the Manual of Information. If the Committee wants this to be a policy then a motion to include this in the Manual of Information would be in order. A vote on the motion to accept the Student Affairs Committee Report carried.

INTERCAMPUS FACULTY COUNCIL. Prof. Patterson reported that the paycheck option will be presented to business officers of the campuses and if no problems are found will probably be approved. Concerning the summer session funding referral, Prof. Patterson reported that he felt it would be logical at this time to remove this item from the agenda because nothing further seems to be able to be done. This item was taken to the Cabinet by Chancellor Marchello and was voted down. Unless there is some new initiative, it does not appear that anything else can be done. Chairman Haddock stated it was the feeling of the RP&A Committee that
the Intercampus Faculty Council should at least discuss the item to see if there is a common concern throughout the University. Prof. Patterson stated this item has been discussed and it seems to be a concern of the Rolla campus and not of the others. The Intercampus Faculty Council could not see anything that it could do beyond what has already been done. Chairman Haddock stated that since a report was not circulated with the agenda to indicate that this item would be discussed, it could not be voted on at this time. Chairman Haddock requested that Prof. Patterson submit a report to Council to be circulated with the agenda of the January meeting recommending removal from the agenda. Prof. Stigall asked Council if any one knew of any other means the Council could pursue to express its concern on this matter. Prof. Patterson stated that it was interesting that the paycheck option plan is being carried forth fairly easily. This plan will involve substantial cost to the University in terms of interest and problems relative to cash flow, yet it seemed to have been treated quite differently from the summer session question. Prof. Pursell agreed that the way items 1 and 2 were being handled was different and wondered if it was because the first item primarily benefits faculty members who get summer support because they bring research money to the campuses or are involved in extension teaching, and the second item would primarily benefit people who teach during the summer.

Prof. Patterson further reported on the following items of interest. First, one of the problems the University is now facing is the delay in reimbursement by the state to state institutions; and second, a bill to establish a fund for doing research on the campuses related to attracting industry to Missouri may receive backing from Governor Bond. Prof. Patterson next reported that two documents dealing with financial exigency, "Policy and Procedure Statement on Financial Exigency" and "Policy and Procedure Statement on Discontinuance of Programs or Departments of Instruction" have been checked by the University legal counsel and will be circulated to officers of the various faculty senates and councils on the campuses for consideration. These two documents will require approval of the Board of Curators. A third document, "Executive Guideline on Planning to Prevent Financial Exigency" is an administrative procedural policy and will be a companion document to the Board documents. This document will be discussed by the Intercampus Faculty Council at the December meeting. Prof. Patterson reported that a student grievance procedure is being prepared. This document will include discrimination and sexual harassment but will not involve grade appeals. Dean Robertson stated that this document will only exclude grade appeals, but will handle all other types of student grievances. Dean Robertson plans to bring it to Council for comment.

SECURITY AND TRAFFIC SAFETY COMMITTEE. Prof. Dare referred Council members to the Committee report with attachments circulated with the agenda* (Full Copy). Prof. Dare indicated that this report consists of a proposed change in the By-Laws regarding the name and description of the Committee. The Committee itself requested that an evaluation of their function be carried out. This was requested by Prof. R. T. Johnson, committee chairman at that time. Dr. Marchello appointed an ad hoc committee to study and evaluate the function and title of the Committee. The ad hoc committee reported to the Chancellor and recommended that 1) campus security be the sole responsibility of the University Policy, 2) safety be the sole responsibility of the Campus Safety & Risk Management Committee except safety related to traffic and parking activities, 3) that the Committee, the Security and Traffic Safety Committee as it is now known, should
be renamed the Parking and Traffic Committee, that the Committee's charge should include the administration of vehicle parking regulations and the control of both vehicle and pedestrian problems on campus. Prof. Dare stated the Committee recommendations are listed in attachment 1, which lists the existing committee title and function and the proposed changes in the function and title. Prof. Dare stated that in the Committee discussions concern was expressed over the removal of the word "security" from the committee title. The Committee has voted that Prof. Dare relay the following to Council: "We recommend security matters to be a function of some faculty committee."

Prof. Dare further reported that as the traffic regulations are stated at present, there is no statement as to security activity on the part of this committee. The committee is attempting to put the regulations into the framework of what is currently being done. Clarifying procedures, Chairman Haddock noted that Council would not be voting as a body to approve or disapprove the requested changes. Council was being used as a forum to obtain the support of twenty faculty members that are required to initiate a By-Law change.

Prof. Baird stated that since the Committee recommends that the University Police have some committee with jurisdiction to turn to for advice, questions, or problems and since the Security and Traffic Safety Committee is already dealing with the University Policy, it would be a burden for the Police to have to work with two committees. Therefore, Prof. Baird recommended that jurisdiction stay with this Committee. Chancellor Marchello requested that Prof. Dare clarify what is meant by security. Prof. Dare stated that in the discussions of the Committee such matters as the keeping of dossiers on faculty members and watergate-type activities, were discussed, in addition to general theft, theft of tests, etc. These are items that could be defined as security related matters, and are not related to traffic problems with which this committee deals. These are types of activities, Prof. Dare stated, that this committee would not want to handle. Prof. Dare stated that Chief Boulware was attending the meeting by invitation so that Council members may ask questions of him. Prof. Baird asked Chief Boulware what committee the University Police would recommend have jurisdiction over security matters. Chief Boulware replied that since the Police already work with the Security and Traffic Safety Committee daily and there is confidence between the two groups, he would prefer working with this Committee. Prof. Dare replied that the Grievance Panel or Academic Freedom Committee could handle these other problems. Chancellor Marchello stated that he felt if there ever was a problem this would be an individual grievance against the police department for infringing upon privacy and would be handled by the Grievance Hearing Panel. Prof. Baird stated that according to the current By-Laws, this is not a traffic, security and safety committee, it is the security and traffic safety committee. The charge of the committee does not limit security to traffic situations. Prof. Pursell agreed this responsibility should be left with this committee. Prof. Smith stated concern with the recommendation to remove the word "safety" from this committee title. She also objected that the proposed change meant less faculty representation on the committee than is currently required, and included a "stack-the-house" clause—that the Chancellor shall appoint the remaining members but there is no upper bound on the number of members. She also expressed her objection to the Chancellor appointing the chairperson, stating this is out of line with the standard committee procedure where the committee members appoint
Chairman Haddock called for a hand-count vote of support for the proposed By-Law change. There was not the required support of twenty faculty. Chairman Haddock informed Prof. Dare that the committee has the option of obtaining 20 signatures from members of the general faculty or of revising the proposed change and presenting a revised recommendation to Council.

ANNOUNCEMENTS. Chairman Haddock reported to Council that the UMR By-Law Amendment which revised the voting requirement to pass an amendment to the By-Laws (from a majority of the General Faculty to a 2/3 majority of those voting) was approved by the Board of Curators at the November meeting.

Chairman Haddock announced that copies of an information only report from the Budgetary Affairs Committee will be circulated with the minutes of this meeting (attachment I). This report, using 1975 as the base year, tracks the average salary of UMR faculty by rank through 1981, as well as the in-state incidental fee. The constant purchasing power of the 1975 averages using the consumer price index is also shown. It shows that the loss of purchasing power based on CPI is roughly $9,000 for each rank. In-state incidental fees are approximately 38% below that projected by the CPI. Chairman Haddock commented that this type of contribution on the part of faculty and staff, regardless of how involuntary it might be, has made higher education one of the best buys for the student and for the state.

REFERRALS. Chairman Haddock reported that at the October meeting of the Board of Curators the revised leave policy was approved. Provost Fort is preparing a draft set of administrative policy guidelines for UMR and has requested input. Chairman Haddock has asked the Personnel Committee to review the Board document and offer their response.

Chairman Haddock announced a change of committee assignment, that item IV.A.4 of the agenda under Admissions and Academic Standards Committee should be removed from that committee and be referred to the Student Affairs Committee. This is the referral concerning pre-registration problems.

Chairman Haddock reported that some faculty members have expressed concern with the final examination schedule in the area of fair treatment between common finals and examinations for regular class periods. In particular, the common finals receive a disproportionate share of the early examination periods. Chairman Haddock stated that this item has been referred to the Student Affairs Committee for study and appropriate recommendation.

Chairman Haddock reported he has received a letter from Mr. Paul Ponder, Registrar, concerning academic regulations relating to students changing departmental majors while on scholastic probation. The current campus practice of requiring written permission from the receiving department appears to have no basis in our academic regulations. Therefore, a referral of this procedure has been made to the Admissions and Academic Standards Committee for study and recommendation.

Chairman Haddock distributed copies of two documents: "Policy and Procedure Statement on Financial Exigency" and "Policy and Procedure Statement on Discontinuance of Programs or Departments of Instruction." (Copies of these two
Chairman Haddock reported that two matters relating to these documents have already been discussed by the RP&A Committee. First, the document concerning discontinuance of programs or departments of instruction contains a reference to an appropriate standing committee of the faculty to be involved with program discontinuance. The initial belief of the RP&A Committee is that, for this campus, this should be the Academic Council. A second matter that was discussed is that both documents highlight a need for a revision in the staff benefits program regarding derivative benefits for survivors for an individual who leaves the University after vesting and before regular retirement. Currently, such individuals lose derivative benefits.

Chairman Haddock stated that he had just today received a letter from President Olson requesting comments on the two documents and that these are to be submitted to President Olson by December 14. Chairman Haddock will submit a copy of the report to Dr. Marchello to President Olson.

Chairman Haddock reported that a copy of the third document "Executive Guideline on Planning to Prevent Financial Exigency" was included with the letter from President Olson and that comments on this document are to be sent to President Olson by January 22. Copies of this document will be circulated with the minutes of this meeting (attachment II). Written comments should be forwarded to Chairman Haddock by January 5, 1982 at which time these will be shared with the RP&A Committee and if it is felt there is sufficient concern, discussion of this document will be placed on the agenda for the January 21 meeting.

Chairman Haddock closed the meeting by stating: "I have on occasion accused myself and my students of quitting a problem or project a little bit too early. You may have had similar experiences. I am indebted to Jerry Rupert for pointing out the following statement attributed to Winston Churchill: I had a feeling once about mathematics—that I saw it all. Depth beyond depth was revealed to me—the Byss and the Abyss. I saw exactly how it happened and why the tergiversation was inevitable—but it was after dinner and I let it go."

The meeting adjourned at 3:13 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of actions approved.
TO: UMR Academic Council  
c/o Dr. A. G. Haddock, Chairman

FROM: Budgetary Affairs Committee  
H. J. Sauer, Jr., Chairman

RE: Information Only Report

The attached data was generated (provided by Mr. John Vaughn, Director of Administrative Planning and member of BAC) as the BAC continues to review the financial situation at UMR. The committee felt that the information would be of interest to the faculty and is thus submitted for information only at this time. It is suggested that this material be reproduced and circulated with the Agenda for the next Academic Council meeting.

cc: BAC Members

An equal opportunity institution
EXECUTIVE GUIDELINE ON PLANNING TO PREVENT FINANCIAL EXIGENCY

Financial exigency is a crisis of such proportions that, should it occur, the University's educational missions would be severely damaged. All of the University's educational services to the people of Missouri would be greatly diminished. Hence, those in the University community are obligated 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.

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. At each level of operation, the administration and faculty must continue to establish priorities among these missions as a basis for sound resource allocation.

In planning to prevent or to cope with financial exigency, the educational interests of students are of high importance. Planning must also take into account the essential contributions to the University's operation which are made by administrative and support staff. The University's Plan for Equal Opportunity and Affirmative Action is yet another factor which must be considered. Financial exigency must not become a cloak for abandoning the University's commitments in any of these areas.

A. Warning Signs

The University community must always be alert to signals which warn that a financial exigency may be near. The following items are examples of some indicators of possible financial problems that warrant immediate attention by campus budget committees, Chancellors, and the central administration staff. These examples are neither mutually exclusive nor listed in 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. Inflationary cost increases not matched by adjustments for inflation in revenue sources.
e. An absolute decline in dollar income from one year to the next, without corresponding program or student reduction.

f. 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.

Whenever these indicators are observed, an evaluation of the situation must be made and the preventive planning activities specified in this Executive Guideline at Section D must be intensified.

B. Resource Committees

Faculty must be meaningfully involved through regular ongoing mechanisms with the total University fiscal situation.

Appropriate committees with faculty members at the system and campus levels shall be created or designated to advise in educational planning, to appraise resource needs and fiscal conditions, and to advise on allocation and reallocation of resources. Primary responsibility for projections of fiscal resources and their allocation rests with the campuses, with necessary support and coordination functions being provided by 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 by 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 administrative subdivisions. Except for required faculty membership, the composition of such committees is a prerogative of the campus or sub-unit.

It is essential that all relevant data be made available to these committees. Responsible persons should coordinate their efforts to insure the regular and timely provision of forecasting data to these committee related to programs and to anticipated fiscal resources.
Decreased numbers of courses and frequency of offerings, and increased class size.
Conversion to nine-month of twelve-month appointments.
Increased utilization of short-term nontenurable positions.
The closing of facilities.

These actions could 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.

C. 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 that a coordinated effort be made to (a) 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; (b) solicit special alumni and other private gifts to minimize educational cutbacks.

Chancellors should take appropriate steps to provide for implementation of this Executive Guideline on the individual campuses.
C. **Effective Use of University Resources**

A careful examination of resource use must be undertaken by these resource/planning committees on a regular basis. As a part of this review, the University will expand its efforts in the area of performance audits, including, for instance, productivity in administrative offices, faculty loads, physical plant activities, and research centers will be assessed. The University must look as carefully at its administration and support personnel picture, at the efficiency of certain seasonal offices, at bidding and purchasing operations, as it does at faculty staffing patterns. Each campus and the central administration shall set up a regular procedure by which resource committees can systematically examine such issues. Expert advice from outside the University may be employed if appropriate.

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

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 and recommend additional measures short of declaring exigency that could be adopted. Such possibilities include:

- Reduction of faculty positions through attrition or nonrenewal.
- Adjustment of faculty and staff workloads, so long as the faculty can remain professionally active and the staff effective.
- Reduction or elimination of administrative and support services.
- Modifications of the staff benefits and retirement program to provide incentives for voluntary early retirement and part-time appointments.
- Reduction or elimination of academic programs.
- Professional development programs to enable faculty and staff to accommodate to the changing needs of the University.
- Limitations on enrollments.
Definition of financial exigency as jeopardizing institution as a whole extended to refer to need to prevent erosion of program quality in the University as a whole. LANGUAGE ADDED

Prohibition against new hires. DELETED at this point since it appears as final paragraph on page 6.

Page 2, Para. 2
Includes reference to termination of nontenured faculty after normal notice deadline. ADDITION needed to correspond with definition on page 1 and to cover that situation under policy.

Page 3, Para. 1
More concisely references role of chairperson of Intercampus Faculty Council in the proceedings.

Page 3, Para. 2
Possible period of exigency lengthened by ADDITION of " . . . second fiscal year following the fiscal year in which exigency is declared . . . " as automatic expiration date.

Page 3, Para. 4
Reference to special early retirement provisions DELETED (since would require plan change).

Page 4, Para. 3
Appeals, requests for hearing now channeled exclusively to and through campus faculty tenure committee.

Grounds for appeal clarified and made parallel to those in discontinuance policy.

Specifies procedures to be used are those in the Academic Grievance Policy and locates how/where in those procedures this policy is to be implemented.

Consolidation of cases option is DELETED since this is already possible under grievance procedures.

Substitutes "duration" of notice in keeping with duration that follows from "calendar" of notice in tenure regulations requirements (where section .231 invokes section .26) [e.g., ' . . . notice not less than that prescribed in .262 . . . '].

Page 5, Para. 2 Language in original that asserted protection of service credit as intention of leave of absence option DELETED. This point is already covered in retirement policy at 5.0010.07(c) (except for those persons whose period of service prior to the leave of absence in lieu of termination is less than the length of the leave of absence. They, if rehired, must start counting anew.) Other benefit opportunities may be retained during the leave at the individual's expense.
POLICY AND PROCEDURE STATEMENT ON 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 the paragraphs below, financial exigency is defined, and procedures for dealing with financial exigency are established for the protection both of the institution and the faculty involved. The University’s plan for equal opportunity and affirmative action must be considered in such a difficult financial situation; financial exigency must not become a cloak for abandoning the University’s commitment in these areas.

I. Definition of Financial Exigency

Financial exigency is a financial crisis which jeopardizes the quality of the institution as a whole and hence which requires the termination of the appointments of members of the faculty in order to prevent serious erosion of program quality in the University as a whole. To constitute such a crisis, the financial problems must be so great that after all other possibilities have been considered and those remedial actions that are feasible have been taken there is no reasonable alternative and no balanced way to maintain a quality university-level institution except to terminate the appointments of tenured faculty members (or nontenured faculty after normal notice deadlines for reappointment) on one or more campuses as part of a total retrenchment process.

II. Procedures for Declaration and Termination of a Financial Exigency

A condition of financial exigency exists only when it is formally
declared by the Board of Curators upon recommendation of the President. Before making such a recommendation, it is the responsibility of the President to be sure that full consideration has been given to retrenchment steps short of financial exigency and to provide opportunity for discussion and consultation, as provided herein.

The President may initiate a recommendation that financial exigency be declared, after consultation with the Intercampus Faculty Council and the University Cabinet, and notice to the Chancellor and appropriate faculty governance committee on each campus on which appointments of tenured faculty members (or nontenured faculty members after normal deadlines for reappointment) might have to be terminated. After giving these campuses no less than twenty-one (21) days in which to respond, having provided appropriate information about the anticipated crisis, the recommendations from the Chancellor and faculty group should be presented to a joint meeting of the University Cabinet and the Intercampus Faculty Council, each of which may promptly recommend to the President as to whether or not a financial exigency should be declared.

The President may then decide that a state of financial exigency need not be declared. If so, that decision will be conveyed in writing to the University Cabinet and the Intercampus Faculty Council. If the President concludes, upon consideration of all recommendations, that a financial exigency should be declared, the President should publicly announce the recommendation to be presented to the Board and reasons therefor, together with any reports submitted by the Intercampus Faculty Council and the Cabinet.

During the period of financial exigency, 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
Intercampus Faculty Council shall be sent agendas and its Chairman shall
continue to participate in all meetings of the University Cabinet, and
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 appropriate faculty groups have access to all relevant
financial information during such a period.

A period of financial exigency automatically expires at the end of
the second 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 believes that the period of
financial exigency must be extended, the same procedures used for original
declaration must be instituted in order to renew it.

III. Procedures to be followed in termination of faculty appointments
during financial exigency

If a financial exigency is declared by the Board, the President
shall promptly announce the adjustments to be made in each campus budget.
The Chancellor on any campus affected shall then, after consultation
with appropriate faculty groups and administrative officers, identify
specific programs in which faculty appointments may have to be terminated.
The Chancellor shall forward a final set of recommendations to the
President. After receiving all campus recommendations, the President
shall review with the Cabinet and the Intercampus Faculty Council recommenda-
tions about programs to be affected and shall then announce a decision
about specific program adjustments to be made.

The chairman, director, or dean of each affected program unit shall
then recommend individuals to be released as a part of the adjustment
required in the program units' staffing. Such recommendations shall be
made giving due consideration to tenure and seniority (in the order: a) academic rank, b) length of service in rank at the University of Missouri, c) total length of service at the University of Missouri). Each recommendation, with justification, is to be presented to the next higher administrative authority, up to and including the Chancellor, with opportunity for review by appropriate regularly constituted faculty groups at each level.

The Chancellor shall notify each individual whose appointment is to be recommended to the President for termination. Notice shall be given 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.

Such an individual shall be given fifteen (15) days to request a hearing before the Campus Faculty Tenure Committee as designated in Section .52 of the University Academic Tenure Regulations. The appeal may be based only on the grounds that procedures specified in this document have not been followed or that the termination is arbitrary and capricious as being made for constitutionally impermissible reasons. The tenure committee shall follow the procedures governing conduct of the hearing under the Academic Grievance Procedure, and shall report to the Chancellor, as provided in Step 3, 2c of the Academic Grievance Procedures. Whether or not there is an appeal, the President shall notify affected faculty members as soon as possible as to final action in each case.

When the appointment of a tenured faculty member or a nontenured faculty member in the third or subsequent year of service is terminated hereunder notice of such termination shall be given at least thirteen
months prior to the date of termination, and in the case of a nontenured faculty member in the first or second year of service such notice shall be given at least six months prior to the date of termination. Such a faculty member shall be given the option of postponing the termination date for up to three years, during which time the faculty member will be on a non-paid leave of absence.

Before the termination date of 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. When a faculty appointment is terminated, if during the period of financial exigency or within three 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 notify the hiring campus of the availability of that faculty member. The hiring unit shall carefully review the qualifications of the faculty member in question and determine whether such individual meets the announced criteria established for the position. If so, the faculty member in question shall be considered for the position. If that faculty member is hired, the appointment need not be continuous.

In all cases of termination of appointment because of financial exigency, a faculty member will be offered reinstatement with the same rank and tenure status and a reasonable time in which to accept or decline if, within a period of three years from termination, the same unit seeks to fill a vacancy for which the faculty member qualifies. If there is more than one faculty member who is qualified (as determined by the hiring unit), first consideration shall be given to the most senior.
Except in unusual circumstances no new positions will be filled from outside the University during a financial exigency. The President is responsible for instituting procedures for review of proposed new positions to insure that this provision is carried out.
Prohibition against using discontinuance policy procedures during a declared exigency period. ADDED

These are paragraphs 2 and 3 of original in footnote form. NO CHANGE

Clarifies discussion of grounds for appeal and uses language parallel to that found in exigency document. DISCUSSION OF NOTICE DELETED HERE AND SHIFTED to page 4, para 1, (as below).

Sets out "duration" of notice in keeping with duration that follows from "calendar" of notice in tenure regulations requirements (where section .231 invokes section .26) [e.g., "... notice not less than that prescribed in .262... "].

Sentence obliging President to notify terminated faculty of administrative position openings. DELETED

There is no provision in these policies for placing persons affected by discontinuance on leaves of absence similar to those contemplated under the exigency policy. The rationale is that program discontinuance does not presume "restart" if/when funds become available. Exigency cut-offs may well be candidates for "restart" if/when monies are available. Hence, the leave of absence is a reasonable alternative under exigency but not under discontinuance.
POLICY AND PROCEDURE STATEMENT
ON
DISCONTINUANCE OF PROGRAMS OR DEPARTMENTS OF INSTRUCTION

Under the University Academic Tenure Regulations, it is possible to discontinue a program or department of instruction and consequently terminate certain appointments. This document specifies procedures to be followed in such circumstances, applying only to the discontinuance of a program or department of instruction in which one or more continuous appointments would have to be terminated, or in which one or more term appointments would have to be terminated before their expiration. These procedures are not intended to apply to transfer of programs from one campus to another and shall not be used in any declared state of financial exigency.

The discontinuance of any program that has been established by the University must be made with the same full and detailed consideration that is given the establishment of a program. This is particularly true

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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.

It is clearly not the intent that discontinuance of a "program" should be equated with elimination of a "degree program" within a department nor the termination of a specific individual faculty member, unless these represent the kind of unique specialization described above. The procedures established assume that each campus will prepare a statement of policies and procedures consistent herewith for the selection of programs to be discontinued, will designate the appropriate faculty groups to advise whether a proposed discontinuance of a program meets prescribed criteria, and will provide for full participation of faculty in an established appeal process.
when discontinuance of a program would entail the possible termination of one or more appointments, but from time to time circumstances may arise in which the educational missions of the University will be best served by the discontinuance of a program. Such circumstances should arise rarely, but procedures must be available for eliminating programs just as they are for establishing them. A decision to discontinue formally a program or department of instruction must be based essentially on educational considerations, with full and specific faculty participation through the process described in this policy. Such considerations must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance. Financial considerations may play a role in the decision to discontinue a program, since occasionally the University may have to reduce the range of programs offered in order to maintain acceptable educational quality. However, the role of a program in the University's educational mission should be a principal determinant of whether or not it should be discontinued.

In any case in which serious consideration is being given to discontinuance of a program, the Chancellor and other administrative officers will work closely with appropriate faculty groups in examining the relevant educational considerations, including the welfare of students. There must be reasonable opportunity for students currently enrolled in the program to complete it.

Upon reaching a tentative decision that a program should be discontinued, the Chancellor shall present that decision, together with reasons, to an appropriate standing committee of the faculty and shall simultaneously notify the affected administrative units of that decision. The standing committee of the faculty shall present to the Chancellor any response or alternate recommendations within a reasonable time. The
affected units may also submit to the committee and the Chancellor their views and recommendations.

Having considered these responses, if the Chancellor still concludes that the program should be discontinued, the Chancellor shall notify each of the individuals within the program whose appointments may be terminated. Notice shall be given 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. Such an individual may, within fifteen (15) days of receipt of notice, appeal to the Campus Faculty Tenure Committee, as designated in Section .52 of the University Academic Tenure Regulations. The appeal may be based only on the grounds that the procedures specified in this document have not been followed or that the discontinuance is arbitrary and capricious as being made to effect the termination of such individual for constitutionally impermissible reasons. The Faculty Tenure Committee shall use the procedures governing conduct of the hearing of the Academic Grievance Procedure and shall report to the Chancellor as provided in Step 3 2c of the Academic Grievance Procedure.

Following any such appeal, the recommendation of the Chancellor, together with any responses from the faculty committee or the affected units, and the findings and recommendations of the Campus Faculty Tenure Committee on any appeals shall be transmitted to the President. The President shall formulate a recommendation and present it, together with the campus materials, to the University Cabinet for review and advice. Following that review, the President shall, when necessary, promptly make a final decision, or, where necessary, a recommendation to the Board of Curators.
In the case of tenured faculty or nontenured faculty in the third or subsequent year of service, notice of termination must be given at least thirteen months prior to the date of termination. When the appointment of a nontenured faculty member in the first or second year of service is terminated under these procedures, the notice shall be given at least six months prior to the date of termination.

Before the date of termination of an appointment because of the discontinuance of a program or department of instruction, the University, with faculty participation, will attempt to place the faculty member concerned in another suitable position in the University system. If the appointment of a faculty member is terminated, and if there develops within three years a faculty position on any campus for which the faculty member is qualified, it shall be the responsibility of the President's Office to communicate with the hiring campus about the availability of the faculty member. The hiring unit shall carefully review the qualifications of the faculty member in question and determine whether such individual meets the announced criteria established for the position. If so, the faculty member in question shall be considered for the position.

In all cases of termination of appointment because of discontinuance of a program or department of instruction, the University may not reinstitute that program or a substantially similar program on that campus within a period of three years, unless the faculty members whose appointments were terminated have been offered reinstatement with the same rank and tenure status and a reasonable time in which to accept or decline.
November 5, 1981

MEMO TO: Academic Council, UMR

FROM: Charles E. Dare, Chairman

SUBJECT: Change Proposed for Committee Name and Clarification of Committee Function

The proposed changes to the Faculty By-Laws being submitted for Academic Council consideration were approved by vote of the UMR "Security and Traffic Committee" on November 2, 1981. The existing form of Section 11.0301.0407.03 (of the collected Rules and Regulations) concerning the Committee and the proposed changes are presented in Attachment 1 to this memo. It should be noted these changes are the result of a Committee request sent to the Chancellor on February 28, 1981 (see Attachment 2). By way of further background information a Resolution passed by the Academic Council on March 8, 1973, is provided (see Attachment 3).

On April 7, 1981, Chancellor Marchello informed Dr. Johnson (then Chairman of the Committee) by letter that the word "Safety" should be dropped from the Committee title, thus naming it the "Security and Traffic Committee" (see Attachment 4). The Chancellor also appointed an Ad-Hoc Committee to study the function of the "Security and Traffic Committee." A letter to Dr. Stigall (see Attachment 5) from Chancellor Marchello requested the Academic Council to act on the proposed name change. The Ad-Hoc Committee and its charge are specified in an April 7, 1981 memorandum from the Chancellor (see Attachment 6).

On September 21, the Ad-Hoc Committee reported to the Chancellor (see Attachment 7) recommending changes in function and name so the "Security and Traffic Committee" would be the "Parking and Traffic Committee."

By memorandum (see Attachment 8) to Dr. Haddock and Dr. Dare, on September 25, 1981, the Chancellor requested implementation of the recommendations from the Ad-Hoc Committee.
Existing Committee Title and Function

.03 Security and Traffic Safety Committee

.0301 The committee makes recommendations to the Academic Council on policy pertaining to security and traffic safety. It functions according to the principles stated in the Board of Curators' description of the UMR Traffic Safety Committee. It oversees application of rules and regulations concerning campus security and traffic safety.

.0302 The committee consists of eight members: five elected from and by the General Faculty, two students selected by the Student Council, and ex officio, the Director of Traffic Safety and Campus Security. Council and Faculty members serve for a two-year term with approximately one-half being elected each year.

Proposed Change to University and Faculty Bylaws.

.03 Parking and Traffic Committee

.0301 The committee makes recommendations to the Academic Council on policy pertaining to parking and traffic. It functions according to the principles stated in the Board of Curators' description of the UMR Parking and Traffic Committee. It oversees application of rules and regulations concerning parking and traffic.

.0302 The Committee shall be composed of three faculty members elected from each School or College for a two year term with one half being elected each year, two undergraduate students selected by the Student Council and one graduate student selected by the Graduate Student Association. Student terms shall be for one year. The Chief of Police and the Director of Physical Plant shall be members ex officio. The remainder of the Committee, in number and make up shall be determined by the Chancellor. The Chancellor shall designate one of the members as Chairman.
Memorandum to: Chancellor Marchello  

From: R. T. Johnson, Chairman  

Traffic Safety Committee  

RE: Clarification of committees function and title  

February 28, 1981  

When the Traffic Safety Committee was formed several years ago a function assigned to the committee was safety. In recent years this function has been taken over by the campus safety officer and most recently by the safety and risk management committee. Practically, the traffic safety committee is now functioning as the campus parking and vehicle regulation body.  

The committee, at its last meeting, directed the chairman to request clarification of the title and function of the committee. Since this particular committee was the result of a ruling by the board of curators that all campuses should set up such a committee to deal with the parking and traffic problems, it seems appropriate the committee serves at your discretion. I am therefore asking for clarification as to the committee's function and title, particularly in view of the safety organization on campus.  

On behalf of the committee members I would like to thank you for your consideration in this matter.
GENERAL RESOLUTION I

Whereas, The Board of Curators is expected soon to approve the revision of By-Law 4.533; and

Whereas, The Academic Council feels that the best interests of the University will be served by having some elected Faculty representation on the Traffic Committee, and thereby respectfully requests acceptance of the following by the Chancellor, namely;

Resolved, The Security and Traffic Safety Committee, under By-Law 4.533, shall consist of at least two faculty members elected from and by each School or College for a two year term, with one-half being elected each year, two undergraduate students selected by the Student Council and one graduate student selected by the Graduate Student Association. Student terms shall be for one year. The remainder of the Committee, in number and makeup, shall be determined by the Chancellor in accordance with the revised By-Law 4.533.

APPROVED: March 8, 1973 Vol. II, #8.3 Michael Patrick, Secretary
April 7, 1981

Dr. R. T. Johnson, Chairman
Committee on Security and Traffic Safety
Department of Mechanical and Aerospace Engrg.
CAMPUS

Dear Dr. Johnson:

Your memorandum of February 28 requested clarification of the functions and title of the Security and Traffic Safety Committee. As you may know, the Academic Council is considering changes in the bylaws. I have asked them to change the committee's title to Security and Traffic Committee omitting the word "safety." There would be no other changes in the bylaws' description of the committee. However, in the interest of clearing up some of the specific activities of the committee, I have appointed a special committee to look into the matter.

Sincerely,

Joseph M. Marchello
Chancellor

JMM/mlc

cc: Mr. Joseph D. Wollard
April 7, 1981

Dr. Paul D. Stigall  
Chairman, Academic Council  
CAMPUS

Dear Dr. Stigall:

I would like to request a change in the name of the committee in Section .0407.03 of the 1980-81 UMR committee listing from Security and Traffic Safety to Security and Traffic Committee.

At the request of the committee members, we will be examining the functions and duties of the committee. I do not anticipate we will be making any other changes in the descriptions as set forth in Section .16 of the proposed faculty bylaws.

Sincerely,

Joseph M. Marchello  
Chancellor

cc: Dr. R. T. Johnson  
Professor Ralph E. Schowalter
April 7, 1981

Memorandum To: Dr. Burns Hegler  Dean B. Ken Robertson
                  Dr. R. T. Johnson  Mr. Joseph D. Wollard
                  Mrs. Melba Ann Read

From: Joseph M. Marchello, Chancellor

Re: Security and Traffic Committee

I would appreciate your serving on an ad hoc committee to review the activities, duties and functions of the Security and Traffic Committee, formerly the Security and Traffic Safety Committee. Mr. Wollard is to serve as chairman.

For a start, you may wish to consider a new name for the committee. Second, you might look into any overlap that exists between the Security and Traffic Committee and the Campus Safety and Risk Management Committee. Please also consider both vehicle and pedestrian traffic problems.

cc: Dr. Paul D. Stigall
MEMORANDUM TO: Chancellor Joseph M. Marchello
FROM: Joseph D. Wollard, Executive Director
RE: Security and Traffic Committee

Please refer to your memorandum dated April 7, 1981 by which you appointed an Ad Hoc Committee to evaluate the Security and Traffic Committee.

The Committee has met on two occasions and has reached substantial agreement that, in fact, there are three functions either decreed or implied which are referred to in one or more of the present By-Laws of the Standing Faculty Committee. The three functions identified are safety, security and traffic control.

The recommendations of the Ad Hoc Committee are as follows:

1. The reference to security to be deleted from all standing faculty committees and the function of campus security be the sole responsibility of the University Police.

2. The reference to safety to be deleted from all standing faculty committees except the Safety and Risk Management Committee and the function of campus safety, except safety associated with parking and traffic, be the sole responsibility of the Safety and Risk Management Committee.

3. The reference to security in paragraph 1 and safety in paragraph 2, having deleted the functions, will require a title and function change for the Security and Traffic Safety Committee to that of a Parking and Traffic Committee. This Committee to be charged with administration of vehicular parking regulations and the control of both vehicle and pedestrian traffic problems to include safety associated therewith.

The above recommendations will require revisions to the presently designated Security and Traffic Committee. Should you wish additional information or clarification from the Committee, please advise.

[Signature]
Joseph D. Wollard
Committee Chairman

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September 25, 1981

MEMORANDUM

To: Dr. Glen Haddock  
Chairman, UMR Academic Council

Dr. Charles Dare  
Chairman, Security and Traffic Committee

From: Joseph M. Marchello  
Chancellor

Subject: Security and Traffic Committee

Attached is a copy of the recommendations I have received regarding changes in the activities, duties and functions of the former Security and Traffic Safety Committee.

Recommendations 1 and 2 are procedural and should be incorporated into the operations of the new Security and Traffic Committee. Recommendation 3 requires a change in the bylaws.

I would appreciate your taking the steps necessary to implement these recommendations.

JMM/m1c
Enclosure
cc: Dr. Burns Hegler  
Mr. Joseph D. Wollard  
Professor Ralph E. Schowalter
November 3, 1981

MEMO TO: UMR Academic Council

FROM: G. Lewis, Chairman - Student Affairs Committee

RE: Recommendation of Student Affairs Committee on Summer Credit Hour Limit

Page 7 of the Manual of Information (80-81 ed), states, "UMR students are under the supervision of advisers from the time of enrollment to the time of graduation."

Page 47 of the same manual states, "Your schedule must be approved by your adviser before it becomes official, -- "and" you are expected to consult your adviser when you register."

Therefore, it appears clear that personal advisement by a faculty member is expected for each student. No student should ever enroll for a semester's work or a summer program without first being personally advised and counseled by a faculty member.

The Registrar's office follows a procedure in reviewing schedule requests from students that insures a student has received advisement when it appears that the student might be scheduling an overload. During summer enrollment a 9 hour or less credit hour request will be handled in the routine manner. A 10 hour or greater request is handled by providing the student with a petition form that will be approved by the student's adviser before the student is enrolled, and eventually by the appropriate department chairperson and academic dean. The Registrar's office recognizes that summer courses are tightly scheduled regarding total class meeting time and therefore adjusts the requested hours to a common basis by using a factor that allows comparison of load between regular semester courses,
four week courses, six week courses, and eight week courses. It is the adjusted credit hour request that is considered above. This procedure appears to work satisfactorily, allows maximum flexibility in that each student can be considered on the basis of his/her own merits and accomplishments, and is consistent with the UNR policy of student advisement.

Therefore, the Student Affairs Committee recommends that no fixed limit be placed on summer credit hour requests and that the present procedure continue to be used.
January 8, 1982

MEMORANDUM

TO: Academic Council

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

RE: Proposed By-Law Revisions

Attached is a copy of the revisions in the Faculty By-Laws being proposed by the RP&A Committee.

The format used for this presentation of revisions is:

1) deleted words or sections are enclosed in parentheses and crossed out with a single line.

2) added words or sections are shown in italics.

Most of the proposed changes fall into one of two categories:

1) Up-dating of language and recognition of reorganization that has taken place on campus.

2) Integration of the present two categories of committees into a single committee listing.

The endorsement of these revisions will be sought from the Academic Council and if such endorsement is obtained, the revisions will be submitted to the General Faculty.
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, January 21, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the November 19, 1981, meeting of the Academic Council.

II. Unfinished Business.

III. Administrative Reports and Responses to Actions Approved by the Council
   A. Administrative Reports
      **1. Modification of Activities Program
      2. 1982-83 Budget
      *3. Report of the Committee on UMR programs at Ft. Wood
      B. Administrative Response - None

IV. Reports of Standing and Special Committees
   A. .0406.02 Admissions & Academic Standards (10 min.)
      *1. Scholastic Probation based on number of hours taken by students rather than semesters (May 7, 1981; X, 9.13)
         (June 18, 1981; X, 10.6)
      2. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)
      *3. Changes in the Rules for dropping a course (Oct. 22, 1981; XI, 3.5)
      4. Students changing departmental majors while on scholastic probation (Nov. 19, 1981; XI, 4.23)
   B. .0406.07 Facilities Planning (10 min.)
      *1. Cedar Street Center (May 7, 1981; X, 9.14)
      *2. Conversion of classrooms to office space (Feb. 19, 1981; X, 6.12)
   C. .0406.09 Personnel (10 min.)
      *1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)
   D. .0406.10 Publications (No Report)
   E. .0406.11 Rules, Procedures & Agenda (10 min)
      *1. Proposed Changes in the UMR By-Laws
   F. .0406.12 Student Affairs (No Report)
      2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
   G. Intercampus Faculty Council (5 min.)
      *1. Paycheck Options (Apr. 16, 1981; X, 8.14)
         (June 18, 1981; X, 10.8) (Nov. 19, 1981; XI, 4.14)
      2. Summer Session Funding (April 16, 1981; X, 8.9)
         (August 27, 1981; XI, 1.6)
   H. .0407.03 Security and Traffic Safety
      *1. Proposed Changes in the By-Laws
   V. New Business

VI. Announcements
   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
**Previous title—UMR Three-Year Plan. Circulated only to Council members who have not previously received a copy.
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

SUBJECT: Curricula Committee (1982-83) Report #3

The following new course additions, deletions and course change 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. Engineering Management 489; Advanced Research Methodology in Engineering Management
   Lecture 3 hours - Total 3 hours
   Prerequisites: Graduate standing

   Catalog Description: An advanced study of research methodology techniques and theories in conducting research activities. The research problems, hypotheses, literature search, data requirements and analyses, interpretation and presentation of results are examined.

   Justification: Course is designed to prepare graduate students in engineering with a working knowledge in conducting research activities for their master's theses and Ph.D. dissertation and to prepare them for a research working environment.

2. Mechanical and Aerospace Engineering 263; Computer Applications in Mechanical Engineering Design
   Lecture 1 hours, Lab 2 hours - Total 3 hours
   Prerequisites: Graduating Senior, CSc 73, ME 204, ME 205, ME 279

   Catalog Description: Introduction to the use of computer based programs in the implementation of the design process. Applications include information storage and communication, engineering analysis, data acquisition and analysis, and digital control of mechanical equipment and processes.

   Justification: Rapidly advancing digital computer technology has developed a tool of extraordinary significance in engineering design and in the direct interactive control of mechanical systems. Industrial recruitment of graduates with background in this area is very strong and likely to continue at a high level.
SUMMARY of reports, actions and announcements at the Academic Council meeting of January 21, 1982.

1. Administrative Reports
   - 1982-83 Budget - Chancellor Marchello
   - Modification of Activities Program - Chancellor Marchello
   - Report of Committee on UMR programs at Ft. Wood - Dean Lorey

2. Public Occasions Committee - Prof. Schaefer

3. Admissions and Academic Standards Committee - Prof. Herrick

4. Facilities Planning Committee - Prof. Pursell

5. Personnel Committee - Prof. Ridley

6. Rules, Procedures & Agenda Committee - Prof. Schowalter

7. Intercampus Faculty Council - Prof. Johnson

8. Security and Traffic Safety Committee - Prof. Elifritz

ATTENTION OF FACULTY is directed to the new six week drop date policy (page 7, XI, 5.22)

AND to the Chancellor's request for nominations for an external group of advisors to advise concerning modifications of activities (p. 3, XI, 5.6)

ATTENTION OF FACULTY is also directed to the "UMR Three-Year Plan for Achieving University Goals" (circulated to Council members) which contains more detail and background for Chancellor Marchello's report to Council on this item.
Chairman A. Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, January 21, 1982, in Room 227 of Fulton Hall and announced the following substitutions: Prof. J. W. Johnson for Prof. G. K. Patterson, Prof. M. Engelhardt for Prof. J. Patel, and Assistant Dean R. Fannin for Dean R. Davis.

Chairman Haddock asked for any corrections or revisions to the minutes of the November 19, 1981, meeting of the Academic Council. Prof. Schowalter stated that the minutes should be corrected on page 9, second paragraph of XI, 4.27. The statement attributed to Winston Churchill should be corrected to read: I had a feeling once about Mathematics—that I saw it all. Depth beyond Depth was revealed to me — the Byss and the Abyss. I saw a quantity passing through infinity and changing its sign from plus to minus. I saw exactly how it happened and why the tergiversation was inevitable — but it was after dinner and I let it go. Chairman Haddock stated there was a typographical error on page 6 XI, paragraph XI, 4.16, the last word of the fourth to the last line should be "Policy" instead of "Policy." Also, Prof. Edwards stated a correction should be made to line 5 of paragraph XI, 4.6 (page 2); the word "technical" should be deleted. The sentence should read: Prof. Edwards questioned the inclusion of basic Military Science courses as electives. The minutes were approved as corrected.

XI, 5.1 ADMINISTRATIVE REPORTS. Chancellor Marchello distributed a number of handouts including a news release on UMR's new scoreboards.* He reported first on the 1982-83 budget and referred to the distributed copies of the Draft 1982-83 Budget Adjustments, dated 1/11/82. Chancellor Marchello stated this is a follow-up on his report to the faculty in December and reflects the recent recommendation to the General Assembly. The first item ($1,270,000) under Sources includes additional funds from the 17% fee increase that has been approved for 1982-83, the second item ($2,026,219) is the Governor's recommendation for the release of the 10% withheld from appropriations, and the third item (rereallocation, $300,000) will depend on the approval of the orientation and the health service fees suggested in the Three-Year Plan. The first category under Needs, is S&W increase and includes the amount needed to fund the remaining part of the mid-year raises ($600,000), an inflation figure calculated at 6.5% ($1,360,000) which is in conjunction with the Governor's budget recommendation of $500 plus 5% for raises for university personnel, a salary improvement item for market adjustments ($540,000) and staff benefits ($396,219). Needs for new positions ($200,000) and E & E increase ($500,000) are also included. The table was sent to the Budget Review Committee for their advice on the Needs section of the draft. The figures under Needs were forwarded as an example for their consideration as they begin their discussion. Chancellor Marchello stated the actual level of appropriations will not be determined until May and the additional funds for the general operating budget for 1982-83 appear, at this point, to amount to approximately 3.5 million dollars. The Chancellor noted, however, that the House leaders' estimates of state revenue are lower than those of the Governor and all of the Governor's recommendations may not be approved.

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The Chancellor next discussed the 1982-83 Appropriations Request Summary—Capital Items handout. The summary shows the amount requested by the University of Missouri for capital improvements, the CBHE (Coordinating Board for Higher Education) recommendation, the CBHE priority, the revised CBHE recommendation, and the Governor's recommendation. The CBHE priorities, with UM priorities in parentheses are: 1. (1) physical plant preservation, 2. (3) energy management, 3. (4) compliance with state and federal regulations, 4. (2) renovation, rehabilitation and life safety, and, variously numbered, new construction. Under the New Construction heading, the Mineral Engineering Building for the Rolla campus is priority 7 (7), the Engineering Management Building is priority 12 (12). Chancellor Marchello said the general agreement and endorsement up to the Governor's level was encouraging. The Governor's recommendation, however, was $2.5 million (compared to the CBHE recommendation of $45.8 million) and included reduced amounts under physical plant preservation (1) and the Agriculture Exp. Station at Columbia (under 4), with no recommendation for the other priorities including capital construction. The Chancellor next discussed the letter from the Governor to the Legislative leadership which included a copy of a draft of legislation to revise HJR 30 which concerns the $600 million general obligation bond issue that passed the legislature last session and is to be placed on the ballot in November. This legislation would provide the first opportunity to fund the University's capital needs, Chancellor Marchello said, as he closed his discussion of the 1982-83 budget.

Chancellor Marchello next distributed copies of the Introduction, Summary, and Process and Timetable for Achieving University Goals taken from the UMR Three-Year Plan for achieving University goals, 1982-1985 which was submitted to President Olson January 1, 1982.* This Plan has been renamed "Modification of Activities Program." Chancellor Marchello stated the report contains the charge given to the Chancellors by President Olson listing the general goals of the University of Missouri that are to be addressed by each campus. The Process and Timetable for Achieving University Goals includes Plans A, B, C, and D. Plans A and B were recommended by the Budget Review Committee. Plan A is a recommendation for a per credit hour fee restructuring and Plan B is a recommendation for an engineering supplemental fee. Plan C, which is outside the President's assumptions, includes increased appropriations and other sources of funds. Plan D would implement program eliminations to total $5.2 million by July, 1984. Dr. Marchello also distributed copies of a memorandum from him, dated January 6, 1982, to the Budget Review Committee on the subject of modification of activities (Plan D). The memo noted that the Board of Curators approved the planning principles for President Olson's "Modification of Activities Program" at their December 1981 meeting. [President Olson's remarks to the Board are reprinted in the December 23, 1981, issue of Spectrum — CAS] Reading from his memo, Chancellor Marchello said, The programs of the Rolla campus are generally of high quality and contribute significantly to the needs of the state and the nation. During recent years, every effort has been made to improve and enhance each of the programs at UMR. Some shifts of resources have been made to reduce apparent disparities. However, these have been modest since none of the units have excess resources; nor are any of the programs of such poor quality or lacking in significance that their termination can be readily justified to strengthen others or to start new ventures. Chancellor Marchello noted that the dichotomy of the
planning process under Plan D is that while selected programs are to be dis­mantled, those that remain are not only to be maintained, but are to be improved and enhanced. Continuing from his memo, Chancellor Marchello said, The result of this process is to be a UMR with fewer academic programs. They are to be of greater academic quality. Faculty and staff salaries and wages are to reach the Big 8-Big 10 average. Departments are to have adequate expense and equipment funds. The campus is to be provided for by stronger academic and administrative support services.

Turning to the UMR Modification of Activities Planning Schedule, Chancellor Marchello noted it contains dates for implementing Plan D although other Plans can be worked on until the last minute. Dr. Marchello stressed that President Olson's goals are to be achieved in three years and that many of the decisions to be made in reaching University goals—whether under Plan A, B, C, or D or some combination thereof—will be made by the UMCA, Board of Curators, Governor, Coordinating Board for Higher Education, and others. The Planning Schedule contains a set planning timetable for the discontinuance of programs. Since tenured faculty members must be notified of termination thirteen months in advance, notification of a tentative decision for program discontinuance is to be made to the appropriate academic group and the affected unit, and the advice of each is to be obtained. Decisions and actions will be made in the proper sequence. The UMR Planning Schedule provides for sequential activities by the Campus Budget Review Committee, by an external group of advisors, by the appropriate academic group and by the Chancellor. A preliminary oral report to the Chancellor will be made by the external advisors in the middle of October, a final written report will be made in January 1983. This latter date will be after the election, after the Governor's budget message next January and after the beginning of the long Legislative session. By March, or earlier, the Chancellor will present to the Academic Council, if that is the appropriate group, and affected units his tentative recommendations on program elimination for their review. These groups will have until May 1983 to advise. Written notices will be sent to affected units, faculty and staff members in May 1983. By July 1, 1984 the campus will have achieved University goals.

Chancellor Marchello invited Council members to forward written nominations to the Chancellor’s office for those they believe qualified to be external advisors. These nominations should be received in writing by the middle of February, and should include name, address, and a paragraph or two concerning why this individual is being recommended. Chancellor Marchello will review the nominations with President Olson and will appoint the advisors in April.

Prof. Smith asked Chancellor Marchello if modification of activities would be mandated by President Olson at UMR. Chancellor Marchello replied that the only thing President Olson is mandating is that the goals be met in three years time. The process and means for meeting the goals are primarily the responsibility of the campuses. Prof. Smith further asked the Chancellor if UMR would still be asked to implement Plan D in some way even if the goals could be met without implementing Plan D. Chancellor Marchello replied that this was not his understanding, but he did not want to speak for the President.

Prof. Bell asked about the time effort involved for external advisors. Chancellor Marchello responded that the advisors will have to read and study many documents and will need to visit UMR several times—a preliminary meeting in April with
several additional meetings prior to the oral report in October. Dr. Marchello estimated the group would meet at least every other month for a day or so.

Prof. Baird asked if there will be an umbrella study of the four campuses to prevent such things as two or three campuses eliminating the same program. Chancellor Marchello replied that on February 17-18 the Provosts and Vice President Melvin D. George will meet and start this process.

Prof. Law stated that since all of the teaching of foreign languages is a service function and students graduating with a BA must take a foreign language, a reduction of one language would increase the enrollment in the other languages resulting in the need to hire additional faculty to teach the overload of the other areas. Chancellor Marchello replied that this was a good statement. He had no comment but assured Prof. Law he understood the point.

Prof. Myers asked how many external advisors the Chancellor planned to select. Dr. Marchello replied that he was considering 10. Less than 8 would be too few to get a broad input and 12 or more would be unwieldy. Prof. Smith asked if Missouri people or national people were desired for this group. Chancellor Marchello stated there is reason to think it would be better to have Missouri people when considering the amount of time the study will require. Also, their experiences of living in Missouri and their opportunities to talk with people from around the state, the general assembly members, etc. would be beneficial. Dr. Marchello stated that his preliminary preference was for a large proportion of the group being Missourians.

Dean Lorey reported on the Committee on UMR Programs at Fort Leonard Wood Study, and referred Council members to the recommendations circulated with the agenda (Full Copy). The Committee was appointed by the Chancellor in August 1980 and consists of Lt. Col. Butler, Mr. Cress, Dean Daane, Mrs. Marthe Fort, Dr. Senne, Dr. Wiebe, and Dean Lorey as chairman. The Committee studied the possible move of the officer engineer basic course from Fort Belvoir to Fort Wood; however, a final decision has not been made concerning this move. The Committee reviewed all educational programs held at Fort Wood, the personnel there, the number of and type of students, etc. Dean Lorey reported there are currently 19 baccalaureate programs and 7 masters programs offered at Fort Wood. The Committee reviewed the history of the operation of the UMR programs at the Fort, what courses and programs had been offered. UMR offers a MS in Engineering Management and has offered freshmen and sophomore undergraduate courses with no degree programs. These had been requested by the personnel at Fort Wood to offer a broader choice of courses available to the students.

The Committee recommendations include: 1. Budgeting all credit courses taught at Fort Wood through one expenditure with administrative responsibility in the School of Engineering. 2. Reestablishment of a full or part-time coordinator position at Ft. Wood when funds become available. 3. Offering prenursing and/or health-related programs through the College of Arts and Sciences (although these would require subsidization). 4. Instituting courses leading to a second bachelors degree in Civil Engineering or Engineering Management for Corps of Engineer Officers who do not have an undergraduate degree in engineering. 5. Adding a MS in Civil Engineering to UMR's Ft. Wood graduate program. 6. Having UMR faculty teach on a contractual basis. 7. Giving partial credit toward graduate courses offered by UMR at Fort Wood for portions of the engineering officers course taught by UMR faculty. 8. Having UMR offer review courses for
Corrections to the minutes of January 21, 1982:

Paragraph XI, 5.14, line 5, page 5 should read:

*Chairman Haddock asked if a responsibility of the educational officer at the Fort...*

Paragraph XI, 5.16, page 5 should read:

*Chairman Haddock called for a vote on the motion; motion carried.*
the Engineering in Training and Professional Engineer examinations. 9. Continuous evaluating of the non-credit needs at the Fort.

XI, 5

Prof. Smith asked if there was any recommendation for offering Arts and Sciences credit courses in addition to the pre-nursing courses. Dean Lorey replied that nothing is precluded but that there is not a great need for Arts and Sciences courses at Ft. Wood with the other baccalaureate programs offered by other institutions. Chairman Haddock asked if the responsibility of the educational officer at the Fort was to prevent any direct competition for courses offered among institutions. Dean Lorey replied in the affirmative. Prof. Pursell asked how the two degrees to be offered, Civil Engineering and Engineering Management, were decided upon. Dean Lorey stated that the Civil Engineering degree is a preferred degree by the Corps of Engineers because of their construction work and the Engineering Management program includes Civil Engineering courses as the engineering courses in that degree. Prof. Pursell asked if the Corps of Engineers had said that this is what they need or if the Committee had made that determination. Dean Daane responded that the Committee found out the needs of the Corps of Engineers and then looked at the programs. Civil Engineering was obviously a need and the management of engineering enterprises was also a need. Prof. Smith asked what the pre-engineering program included and stated she did not know UMR had a pre-engineering program. Dean Lorey replied this is the model transfer program and is what UMR would like to have the officers in the program complete before coming to the Fort. More discussion will be held with the Corps of Engineers on this subject.

XI, 5

Chairman Haddock reported that the Council needs to take action on an item that was not listed on the Agenda. Prof. Smith moved that the Council amend the agenda to consider the proposed UMR calendar for 1983-84 and the Public Event Dates for School Year 1982-83 and 1983-84. The motion was seconded by Prof. Bayless and carried.

XI, 5

PUBLIC OCCASIONS. Prof. Schaefer distributed copies of the UMR calendar for 1983-84 to the Council* (Full Copy). Prof. Bayless moved that the Council approve the calendar. The motion was seconded. Prof. Edwards called attention to a typographical error listing April 31 as the date when spring recess begins. This should be March 31. Prof. Schowalter asked if there was any deviation from previous years. Prof. Schaefer replied there was not. Prof. Pursell stated he found it inconvenient to begin a semester on a Thursday and asked the rationale for choosing a particular time for spring break. Prof. Schaefer responded it is tradition to choose the first full week in April for spring break. Prof. Baird questioned the need to have two full days for registration and felt this could be handled in one day. Prof. Schaefer stated this was the recommendation of the Registrar's Office. Prof. Baird stated he felt the Registrar's Office could handle registration in one day. There was considerable discussion concerning the length of registration, the need for a one day break after registration, and starting semesters on Thursdays. Prof. Schowalter suggested that the problems of registration be referred to a committee for discussion. Chairman Haddock stated this would be discussed by the RP&A Committee and referred to the proper committee for study and recommendation. Dean Robertson stated it would be beneficial to know in advance when the Student Free Day would be scheduled to aid in scheduling meetings, special speakers, company interviews, etc. Chairman Haddock called for a vote on the motion; vote carried.
Prof. Schaefer next distributed copies of the Public Events Dates for 1982-83 and 1983-84 (Full Copy). Prof. Bayless moved that the Council approve the Public Events Dates. The motion was seconded by Prof. Emanuel and carried.

Admissions and Academic Standards. Prof. Herrick referred Council members to the Committee Report circulated with the agenda (Full Copy). With regard to Item 1 of the report, Prof. Herrick stated the Committee agreed that there is a difficulty with the present regulation in the determination of "semesters in college". It was the belief of the Committee that this criterion should reflect a student's academic development while carrying a typical academic load and not merely reflect physical presence on campus. In addition, Prof. Herrick indicated that the g.p.a. had been raised slightly for some categories to reflect grade inflation. Prof. Herrick moved that the Council approve the changes recommended by the Committee. The motion was seconded by Prof. Emanuel.

The current regulation for determining deficiency or probationary status (Art. IX, Manual of Information) is as follows:

Semesters in College (not including summer sessions)

<table>
<thead>
<tr>
<th>Action to be Taken</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Dropped from the Univ.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>if record includes one or more F's or U's and no credit hour grade higher than D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Probation if semester or academic GPA is less than</td>
<td>1.70</td>
<td>1.80</td>
<td>1.90</td>
<td>2.00</td>
</tr>
<tr>
<td>(3) But not if present semester average is above</td>
<td>1.70</td>
<td>1.90</td>
<td>2.10</td>
<td>2.20</td>
</tr>
</tbody>
</table>

The recommended changes are as follows:

Graded Credit Hours

<table>
<thead>
<tr>
<th>Action to be Taken</th>
<th>0-29</th>
<th>30-59</th>
<th>60 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Dropped from the Univ.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>if record includes one or more F's or U's and no credit hour grade higher than D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Probation if semester or academic GPA is less than</td>
<td>1.8</td>
<td>1.9</td>
<td>2.0</td>
</tr>
<tr>
<td>(3) But not if present semester average is above</td>
<td>2.0</td>
<td>2.1</td>
<td>2.2</td>
</tr>
</tbody>
</table>
XI, 5 Prof. Baird asked if the Committee had any data on how many additional students would be on probation if this new recommendation is adopted. Prof. Herrick stated there would be approximately 5-6% affected. [Because discussion became unclear, Prof. Herrick has since clarified that the increase due to the GPA change will affect a small percentage of the students and has supplied the following data — CAS]

<table>
<thead>
<tr>
<th>CATEGORY I (0-29 hrs) STUDENTS</th>
<th>Students</th>
<th>Students</th>
<th>Students</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>who have completed 0-29 hrs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with GPA less than 1.7</td>
<td>221</td>
<td>31</td>
<td>43</td>
<td>31</td>
</tr>
<tr>
<td>with GPA 1.7 - 1.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with GPA 1.8 - 1.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with GPA 1.9 - 2.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prof. Herrick noted that the Committee found nothing in the record to justify the old GPA figures and that the change to hours accords with the current Registrar's practice of using hours to determine semester standing.

XI, 5 Prof. Stigall asked if the Committee has a recommendation for an effective date. Prof. Herrick replied the Committee would like to recommend fall semester 1982 so that the change could be included in the next Manual of Information. Dean Fannin asked if this is to be effective for all students or for entering freshmen only. Prof. Herrick replied that the Committee recommends this be imposed on all students simultaneously. Prof. Bayless argued that since the change is not drastic, there is no need for a grandfather procedure. Prof. Stigall asked if an amendment was needed to include the effective dates and inclusion of all students. Chairman Haddock stated that since there is agreement between the individual who made the motion and the second, no amendment was needed. Chairman Haddock called for a vote on the motion; the motion carried.

XI, 5 Prof. Herrick next referred Council members to Item 3 of the Committee Report circulated with the agenda* (Full Copy) and moved that the Council approve the Committee recommendation concerning the procedure for dropping or adding a course. The motion was seconded by Prof. Bayless. Prof. Herrick stated the Committee recommends a single drop date at the sixth week of the semester. Any course dropped before this date would not appear on the student's transcript. After this date an F would be recorded unless the instructor granted a withdrawal for extenuating circumstances. The changes to the Manual of Information Article IV, would be as follows:

IV.1 Procedure for Dropping or Adding a Course. (Last line)

   ... Courses dropped during the first six weeks of a semester (first three weeks of an eight week summer session) will not be recorded on the transcript.

IV.2 Effect on Grade of Dropping Courses.

   If you officially drop a course after six weeks of a semester (three weeks of an eight-week summer session), a grade of F will be recorded on your permanent record by the Registrar unless extenuating circumstances are certified by your adviser and department chairman to the instructor of the course on a special form provided for that purpose available from the Registrar's Office. The final decision to grant extenuating circumstances will be made by the instructor.
Chairman Haddock asked if an effective date would be part of the motion. Prof. Herrick stated the Committee felt this should be the decision of the Council. Prof. Hornsey stated he believed there was a lot of abuse with the use of extenuating circumstances and that he would prefer a student just drop a course and the instructor assign whatever grade the student had received to that point. Prof. Stigall asked if and how those changing from a credit status to a hearer status would be affected by this rule. Prof. Medrow stated that the Registrar's Office treats a change from credit to hearer status the same as a drop. Prof. Culp stated that some of the freshmen may not know what their grade in a course is before the six week period. Prof. Herrick replied that the Committee considered this point and felt that students should be aware of their status in a course by the end of the six weeks. Student Representative Paul Lang asked if the problem was that students are signing up for courses with the plan of dropping the course, which then blocks other students from registering for the course. If so, would it not be more appropriate to address this problem at the advisor level. Prof. Herrick replied that the more overriding concern of the Committee was that many students stay in a course too long before deciding to drop and that this then jeopardizes their work in other courses. Almost no major institutions have a drop date as late as 10 weeks, Prof. Herrick added.

Daryl Seck, President of the Student Council, read the following resolution passed by the Student Council at their meeting on Tuesday, January 19, 1982:

WHEREAS, the first part of any course is largely review, and
WHEREAS, it is often difficult for a student to determine his actual work load until sometime after the first test in a course, and
WHEREAS, there exists classes that do not have a test before 6 weeks into the semester, and
WHEREAS, the decision to drop a class should be based on as much feedback from the instructor as possible,

BE IT RESOLVED that the Student Council of the University of Missouri-Rolla, does not support the recommendation of the Admissions and Academic Standards Committee to move the drop date to 6 weeks after the start of the semester.

Speaking for the resolution, President Seck said that often the first part of a course is spent in review and the first test may not be a good gauge of workload and progress in a course. Moreover, since 60% of classes are dropped in the first few weeks, the overloading of students will be unaffected by the proposed change. If the argument is that the student's other classes will be hurt, students ought to be allowed to make that decision. Most students can make responsible decisions.

Prof. Baird stated he felt fee linearization will stop students from registering for too many courses; a six week or 10 week drop date will not. Prof. Emanuel stated that the student who signs up for too many hours with the idea of dropping a course, affects the attitude of the whole class. Student Representative Tom Mooney stated that perhaps charging students an increased drop fee would help with overloading and that would be preferable to changing the drop date, because most students do not consciously overload and then plan to
drop. He also stated that advisors should discourage overloading based on their knowledge of the student, which would stop any problem there might be at its root. Dean Robertson stated that a professor might prefer not to give an examination during the fourth week because examinations are being given in most other courses and might prefer to wait and give the student an opportunity to prepare further for the examination. But waiting until the fifth week might mean the exams would not be marked and returned by the drop date. The new extenuating circumstances policy would not allow this as an escape clause. Dean Robertson stated that the policies are boxing in the professor too much and perhaps we need to allow drop date extensions for particular classes. Prof. Herrick replied that nothing seems to upset students more than to have a varying set of rules. Exceptions to rules cause problems between students and faculty. Prof. Herrick called the attention of the Council to the fact that the new procedure will allow for two additional weeks to drop a course without any record being made on the student's transcript. Prof. Johnson stated UMR is one of the few academic institutions that allows students to drop a course just because they are failing. He said there should be a short time, because of schedule conflicts, etc., when students can drop before notation is made on their transcript but after that if a student wants to drop they should be given the grade they have earned up to that time and it should be recorded on the transcript. Chairman Haddock called for a vote on the motion; the motion carried. Dean Robertson asked for a show of hands. A hand vote confirmed the passage of the motion.

Prof. Emanuel moved that the effective date of this new procedure be Fall semester 1982 and that it be binding on all students. The motion was seconded by Prof. Stigall. The motion carried. Prof. Pursell stated that since this is a new procedure that will affect all students and faculty, it should be given adequate publicity.

FACILITIES PLANNING COMMITTEE. Prof. Pursell referred Council members to the Committee Report circulated with the agenda* (Full Copy). Item 1 of the report is as follows: The Facilities Planning Committee was not involved in the development of the Cedar Street Center, but it is the opinion of the Committee that they should have been. Prof. Edwards moved that the Council accept the Committee report on Item 1 and remove the item from the agenda. The motion was seconded by Prof. Emanuel. Prof. Smith objected that Council had not received prior notification of a motion and the present motion to accept would kill this item. Upon the advice of Parliamentarian Don Myers, Chairman Haddock ruled that the motion to accept was in order since the report was distributed with the agenda. The motion carried.

With regard to Item 2 on the agenda, Conversion of Classroom to Office Space, Prof. Pursell referred Council members to the table circulated with the agenda showing the net assignable square feet, that net assignable space increased in all categories (classrooms, instructional labs, research labs and offices) between the years 78/79 and 80/81. The Committee recommends that if the Council wants more specific information, it would be more appropriate to request this information from the Space Allocation Committee. Prof. Baird noted that the report does not address the issue of the quality of the spaces. Prof. Stigall moved that the Council accept the report from the Committee and remove the item from the agenda. The motion was seconded by Dean Lorey and carried.
Prof. Pursell gave an oral progress report on Item 3 which deals with the future role of the Facilities Planning Committee. Prof. Pursell stated that the Campus Plan prepared by Team Four was accepted by the special planning committee on 10/29/81. This Plan provides for a facilities planning committee which will consider all changes in campus facilities. Prof. Pursell stated the Committee understands that the Chancellor is considering making the Academic Council Facilities Planning Committee a part of this committee. Prof. Pursell suggested that the Academic Council Facilities Planning Committee defer action on Item 3 until the Chancellor has announced a formal decision on this matter. Prof. Pursell stated that the Academic Council Facilities Planning Committee may turn out to be a busier committee than anyone on the committee would like it to be.

Prof. Smith asked Prof. Pursell if the Committee felt they ought to be involved in the kinds of planning suggested by Team Four and in that case the report should so state otherwise the Committee is put in the position of reacting to decisions already made. Prof. Pursell stated the proposal from Team Four called for something called a facilities planning committee which is to consist of faculty members, alumni members, administrative members, and student members and does not refer to the Academic Council committee. He listed several possibilities: that the committees will remain separate, or that the structure of the Academic Council committee will be changed in the By-Laws, or that the Academic Council committee will become a part of this broader committee. He stated that the Committee would like to wait and see what the Chancellor proposes before making any recommendation. Chancellor Marchello stated the simplest solution he saw at the moment would be to appoint a broad committee which would incorporate the Academic Council Facilities Planning Committee and add administrators and alumni. Chancellor Marchello stressed this will be a working committee. The committee members will be busy and therefore he would like reactions from the Academic Council concerning the committee's participation in this broader committee.

PERSONNEL COMMITTEE. Professor Ridley reported that the Committee has reviewed and made recommendations for revisions, removal, editorial changes, etc. to the Policy Memoranda. These recommendations have been forwarded to the Chancellor as requested. The Chancellor had acknowledged receipt of the recommendations, indicated that he would review them and issue Policy Memoranda in due time. Prof. Ridley referred the Council members to the summary of actions circulated with the agenda* (Full Copy). Prof. Ridley also stated that no members of the current Committee served on the Committee when the original charge was given. The Committee essentially thought they streamlined the Policy Memoranda--some memoranda, they believed, belonged in the Policy and Procedures Manual, recommendations were made for some editorial and other changes, and the suggestion was made, concerning some memoranda, that they be enforced or deleted.

Prof. Smith asked if the Council could see the recommended changes to the Policy Memoranda. Prof. Ridley stated that he did not feel the recommendations were confidential but that the Committee charge was to report to the Chancellor. Prof. Baird raised a point of order and, to clarify the situation, stated that the Chancellor had asked him, as the Academic Council Chairman at that time, to refer this to committee for recommendations and that, as a point of order,
it would be appropriate for the entire report to come before the Council. Chancellor Marchello stated that he had no objection to the specific recommendations made by the Personnel Committee being circulated to the Council members. Chairman Haddock stated that this report will be circulated with the next agenda and will be discussed at the February meeting. Hearing no objection, the report from the Personnel Committee was tabled.

RULES, PROCEDURES, AND AGENDA. Prof. Schowalter reported that the By-Law revisions circulated with the agenda* (Full Copy) are the same as those that were circulated last year with the exception of the statement concerning Amending the By-Laws on page 23 of the handout which had been approved separately. The recommended revisions consist of updating the language to cover the administrative changes that have been made on campus and to alphabetize the committee list. He stated that the Committee is not asking for Council approval, but rather, for the endorsement of 20 faculty members so that this item can go before the General Faculty. Prof. Stigall asked if this will be submitted as a single document. Prof. Schowalter stated it would be presented as it was last spring with three voting options. 1. to approve or reject the entire By-Law revision, 2. to approve or reject changes in language, etc., and 3. to approve or reject the integration of the committees into one committee listing. There will possibly be a fourth item if the proposed By-Law revision from the Security and Traffic Safety Committee receives sufficient endorsement.

Dean Lorey noted that the Provost should be listed in the General Faculty Membership listed on page 1 of the handout. Prof. Emanuel questioned a statement on page 20 under the Student Scholastic Appeals Committee .2011, the statement in italics, which refers to transfer of credits, grades and honor points from other campuses of the University of Missouri to UMR, and asked the reason for the differential between other campuses and other universities. Prof. Schowalter responded that this was presented by the UMCA system. There is another committee in the UMCA area that is the same as the UMR Student Scholastic Appeals Committee. Prof. Schowalter stated he did not really know what UMCA meant by this, but the statement was dictated by the UMCA. Prof. Pursell stated that he believed the change in the Curricula Committee was more than an editorial change. This change concerns procedures for addressing counter proposals for courses. Prof. Pursell stated that the new statement did not protect departments that might submit a counter proposal to the Curricula Committee. Prof. Schowalter stated that this recommended change was given to the RP&A Committee from the Curricula Committee. Chairman Haddock stated that the definite procedure to be followed for counter proposals was a Curricula Committee statement and not a statement in the By-Laws.

Professor Baird stated that in the voting procedure for the faculty a statement might be included to indicate that faculty could vote for the recommended revisions with "the exception of," and then list their exclusions. This would enable the major portion of the document to pass even if there was major objection to one or two of the revisions.

Prof. Smith stated that one of the things the RP&A Committee did not consider was whether or not student members of the Academic Council should be allowed to vote, and asked if this could be added to the recommended revisions. Chairman
Haddock stated that he did not feel that this could be added to the document as prior notification had not been circulated with the agenda, but that it could be considered at a future time. Prof. Stigall stated that something of this nature should be formulated outside of Council and submitted as a proposal for endorsement. He emphasized that By-Law changes should be an on-going procedure.

Dean Robertson stated that they had concluded many years ago that to give a member of the body a right to make motions and second motions and not the right to vote on those motions was not fit, and Council began to let students vote, regardless of what the By-Laws might have said. He asked if this had changed in recent years. Prof. Myers stated that in the By-Laws students are given all the rights and privileges of membership except the right to vote. Chairman Haddock suggested determining if there is sufficient support for the document under discussion and considering further amendments at a future time. Chairman Haddock called for a show of hands to indicate support for the recommended By-Law Revisions. The By-Law Revisions received the endorsement of twenty members.

INTERCAMPUS FACULTY COUNCIL. After declaring that the meeting time would be extended for one-half hour, Chairman Haddock called on Prof. Johnson who was reporting for Prof. Patterson. Prof. Johnson referred Council members to the following report from Prof. Patterson concerning the rate basis for summer teaching salaries that had circulated with the agenda* (Full Copy): I was requested to initiate discussion by the Intercampus Faculty Council on the proposal to raise the summer teaching rate basis for salaries from 1/10 to 1/8 of annual salary per month. This proposal has already been rejected by the University Cabinet when presented to them by Chancellor Marchello. The Intercampus Faculty Council did not feel that it had a basis for further recommendations since the University Cabinet again would be involved and is not now sympathetic to a change. Prof. Johnson moved that the Council receive this report and remove the item from the agenda. The motion was seconded by Prof. Edwards. Prof. Emanuel asked who could initiate communication with other faculty governance groups if further action was desired. Chairman Haddock responded that he would initiate such communications. The motion carried.

Chairman Haddock asked if the referral item, Paycheck Options which is still on the agenda, had not been resolved by the recommendation endorsed at the November meeting. Prof. Emanuel noted that Prof. Patterson had reported that the paycheck option item was in the process of being approved and initiated. Chairman Haddock responded the RP&A Committee will review the status of this item to determine if it should also be removed from the agenda.

SECURITY AND TRAFFIC SAFETY. Prof. Elifritz referred Council members to the report of the Security and Traffic Safety Committee circulated with the agenda* (Full Copy) proposing revisions in the By-Laws for the title and function of the Committee. The report is a response to the Council discussion at the November 1981 meeting and reflects all changes and recommendations stated by the Council with the exception of the last sentence of the last paragraph. Prof. Elifritz reported it was the unanimous decision of the Committee that the chairman continue to be appointed by the Chancellor to ensure continuity and leadership in the Committee. Chairman Haddock stated that this item is not an item for Council to approve. Rather, the endorsement of sufficient
faculty support is being sought to submit this document to the General Faculty for consideration.

Prof. Pursell stated the Committee description stated: The Committee makes recommendations to the Academic Council on policy pertaining to parking, security, and traffic. It functions according to the principles stated in the Board of Curators' description of the UMR Parking, Security and Traffic Committee. It oversees application of rules and regulations concerning parking and traffic. Prof. Pursell asked if this means the Committee will make recommendations to the Academic Council but will not have an administrative function in overseeing security. Prof. Elifritz replied the Committee plans to organize a subcommittee on security; recommendations regarding security will be made through this subcommittee.

Prof. Baird questioned the logic of submitting two documents simultaneously for By-Law revisions. Prof. Schowalter responded the RP&A Committee had discussed this and believed the proposed revisions should be submitted as two separate items requiring two separate votes. Chairman Haddock called for a show of support or non-support for the document. The required 20 votes of support were received.

The question was raised if the current Committee title "Security and Traffic Safety Committee" and its description should not be the same as that listed under .0301 "UMR Parking, Security and Traffic Committee" of the By-Laws circulated with the agenda. There was agreement that if an editorial change is needed, it can be made.

NEW BUSINESS. Prof. Johnson stated that Prof. Patterson had requested that the Admissions & Academic Standards Committee study and report to the Council their recommendations concerning discussions on enrollment limitations. Chairman Haddock stated the item will be referred to committee.

Dean Robertson reported that a University of Missouri document on student grievance procedures had been given to Chairman Haddock for assignment to committee and preliminary comments by the committee. Dean Robertson stated that meetings are being held to prepare a final draft, that this is a necessary part of the affirmative action plan, and that all faculty members and students should read this document. Prof. Smith recommended that the RP&A Committee consider the referral to committee of the UMR Three-Year Plan for review of the proposed procedures contained in the report.

Chairman Haddock stated: We are looking toward some trying times, and one's attitude toward the problems is very important. I am told that after World War I, the attitude of the people of Berlin was, 'the situation is desperate but not hopeless,' the attitude of the people of Vienna was 'the situation is hopeless but not serious.' There are, of course, two other possibilities, one most likely incorrect, the other intolerable.

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of action approved.
Memo to: Academic Council

from: Gary K. Patterson

Re: Substitution

Please accept J.W. Johnson as my substitute for the meeting of January 21, 1982.

[Signature]

Patterson
Glen,

Max Engelhardt will substitute me at the Academic Council meeting on Jan 21, 1982.

Jagdish Patel
Ren Franklin attending 1/21/82
Counsel Hunting for Bob Davis
II. INTRODUCTION

On July 27, 1981, President Olson asked each Chancellor to submit, by January 1, 1982, a plan for the next three years which will preserve and enhance the quality of the University in a time of severely limited resources. He observed that faculty and staff of high quality are the most essential ingredients in the maintenance and enhancement of quality. They require not only adequate compensation, but also adequate support in other areas.

The following conservative fiscal assumptions are to be made in planning:

1. 1982-83 state support will be no more than was appropriated for 1981-82 -- that is the appropriation prior to the withholding.

2. 1982-83 fee income will be that produced by a 17 percent fee increase, plus an amount that might be generated by a change in fee structure.

3. Other non-state income will increase from grants, gifts and other sources.

4. In 1983-84 and 1984-85, increases in state support will not exceed the increase in CPI, and student fees will be increased to achieve the average of the Big 8 - Big 10.

For purposes of planning, "adequate" compensation is defined as the average of the Big 8 - Big 10. The plan should indicate how to produce the resources required to achieve our goals and should identify programs to be strengthened, reduced, and eliminated. It should indicate the processes by which these decisions will be made.
The general goals of the University of Missouri to be addressed in the three year plan are:

- Obtain and develop exceptional people.

- Improve and beautify the physical plant.

- Provide access and support for students while maintaining standards.

- Provide for educational program renewal.

- Expand and improve research.

- Achieve adequate representation of protected groups.

- Improve administrative efficiency.
I. SUMMARY

A planning process has been initiated to achieve, by 1984-85, the University of Missouri's goals for enhancement and improvement. The underlying assumption of the plan is that adjustments be made using increased non-state resources or through program reductions.

Much of the planning for UMR was done by the Budget Review Committee which serves as the resources review and planning group of the campus. The planning studies document the fiscal condition of the campus and provide a starting point for further deliberations during 1982.

Included in the analyses are enrollment projections, salary and wage comparisons, faculty and staff needs, expense and equipment requirements and increased activities in instruction, research, extension and development. Nearly $8 million of new income, reallocations or reductions will be required during the next three years to reach UMR's goals.

Many of the steps to be taken during the next three years depend on decisions to be made by the University administration, the Board of Curators and the State. Thus, the present plans to meet campus objectives provide for a series of alternatives that adjust for each decision.

The Budget Review Committee recommends fee restructuring as the primary means of providing the needed income. Accordingly, a set of plans have been developed that call for approval of either a straight fee per credit hour or an engineering supplemental fee. Should these fees not be adopted, and increased appropriations not be forthcoming, a decision must be made early in 1983 to implement $5.2 million in program reductions by July, 1984.
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</thead>
<tbody>
<tr>
<td>A. Straight fee per credit hour plus some reduction</td>
<td>propose, seek approval and implement</td>
<td>request, if not granted go to B, C, or D</td>
<td>continue if approved</td>
<td>goal achieved</td>
</tr>
<tr>
<td>B. Engineering supplemental fee plus some reduction</td>
<td>propose, seek approval and implement</td>
<td>request, if not granted go to C or D</td>
<td>continue if approved</td>
<td>goal achieved</td>
</tr>
<tr>
<td>C. Increased appropriations and other sources</td>
<td>pursue</td>
<td>pursue, if fail go to D</td>
<td>implement if accomplished</td>
<td>goal achieved</td>
</tr>
<tr>
<td>D. Program reductions</td>
<td>prepare plan</td>
<td>present tentative decision to reduce by $5,170,000 to Academic Council</td>
<td>decide on reductions and implement if necessary</td>
<td>goal achieved</td>
</tr>
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UMR SPORTS TO SPORT NEW SCOREBOARDS

ROLLA, Mo. -- The University of Missouri Board of Curators today (July 23) approved the awarding of a bid for new football and basketball scoreboards at the University of Missouri-Rolla to Daktronics, Inc., Brookings, S.D.

Billy Key, UMR athletic director, said that the scoreboards will be provided at no cost in return for advertising privileges. Daktronics, Inc., he said, will have the right to sell advertising on the scoreboards for 10 years and retain the revenue. After this 10-year period elapses, the scoreboards will automatically become UMR property.

As part of the package, outdoor marquee/message centers will be located east of the Multi-Purpose Building and in the UMR University Center.
PROPOSED UMR CALENDAR
1983-84

FALL SEMESTER 1983
Freshman orientation Aug. 16 Tues.
New student orientation Aug. 17, Wed.
Student registration 8:15 a.m. - 4:30 p.m. Aug. 18, Thurs.
Registration ends 3:00 p.m. Aug. 19, Fri.
Classwork begins 7:30 a.m. Aug. 22, Mon.
Labor Day Holiday Sept. 5, Mon.
Mid-Semester Oct. 15, Sat.
Thanksgiving vacation begins 7:30 a.m. Nov. 23, Wed.
Thanksgiving vacation ends 7:30 a.m. Nov. 28, Mon.
Last Class day Dec. 9, Fri.
Reading day Dec. 10, Sat.
Final Examinations begin 8:00 a.m. Dec. 12, Mon.
Final Examinations end 5:30 p.m. Dec. 17, Sat.
Fall semester closes 5:30 p.m. Dec. 18, Sun.

SPRING SEMESTER 1984
Student registration 8:15 a.m. - 4:30 p.m. Jan. 9, Mon.
Student registration ends 3:00 p.m. Jan. 10, Tues.
Classwork begins 7:30 a.m. Jan. 12, Thurs.
Spring recess begins 7:30 a.m. Mar. 3, Sat.
Spring recess ends 7:30 a.m. Mar. 15, Thurs.
Spring break begins 7:30 a.m. Mar. 19, Mon.
Spring break ends 7:30 a.m. Apr. 9, Mon.
Last Class day May 4 Fri.
Reading day May 5 Sat.
Final Examinations begin 8:00 a.m. May 7 Mon.
Final Examinations end 5:30 p.m. May 12 Sat.
Spring semester closes 5:30 p.m. May 13 Sun.
Annual Commencement

SUMMER SESSION 1984
*Summer Session begins May 14 Mon.
Memorial Day Holiday May 28 Mon.
Independence Day Holiday July 4 Wed.
*Summer Session closes 12:00 noon Aug. 11 Sat.

*The summer sessions on the Rolla campus are of variable length.
Registration times and dates for specific sections to be announced.

CLASS SESSIONS

<table>
<thead>
<tr>
<th></th>
<th>M</th>
<th>Tu</th>
<th>W</th>
<th>Th</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excluding exams</td>
<td>Fall</td>
<td>15</td>
<td>16</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>13</td>
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</tbody>
</table>

E: For the St. Louis Graduate Center, all class sessions/holidays/examinations will coincide with the calendar of the University of Missouri-St. Louis evening program. Registration times and dates to be announced later.

The attention of the faculty is called to the respective religious and other holidays that a substantial number of students may wish to observe, such as:

- 8 September 1983: Rosh Hashanah
- 17 September 1983: Yom Kippur
- 1 December 1983: Hanukkah
- 7 March 1984: Ash Wednesday
- 17 April 1984: Passover
- 19 April 1984: Maundy Thursday
- 20 April 1984: Good Friday
### PUBLIC EVENT DATES FOR SCHOOL YEAR 1982-83

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homecoming</td>
<td>October 1-2, 1982</td>
<td>Lincoln University</td>
</tr>
<tr>
<td>Parent's Day</td>
<td>October 30, 1982</td>
<td>Evangel College</td>
</tr>
<tr>
<td>University Day</td>
<td>October 23, 1982</td>
<td>Lincoln University</td>
</tr>
<tr>
<td>National Merit Day</td>
<td>October 22, 1982</td>
<td>Lincoln University</td>
</tr>
<tr>
<td>Commencement*</td>
<td>December 19, 1982</td>
<td>Lincoln University</td>
</tr>
<tr>
<td>Commencement*</td>
<td>May 15, 1983</td>
<td>Lincoln University</td>
</tr>
<tr>
<td>Summer Open House</td>
<td>July 8, 1983</td>
<td>Lincoln University</td>
</tr>
</tbody>
</table>

*Approved in 1982-83 Calendar

### PUBLIC EVENT DATES FOR SCHOOL YEAR 1983-84

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homecoming</td>
<td>October 21-22, 1983</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>Parent's Day</td>
<td>October 8, 1983</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>University Day</td>
<td>October 29, 1983</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>National Merit Day</td>
<td>October 28, 1983</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>Science &amp; Engr. Fair</td>
<td>March 30-31, 1984</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>Commencement*</td>
<td>December 18, 1983</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>Commencement*</td>
<td>May 18, 1984</td>
<td>Central Missouri State University</td>
</tr>
<tr>
<td>Summer Open House</td>
<td>July 13, 1984</td>
<td>Central Missouri State University</td>
</tr>
</tbody>
</table>

*Approved in 1983-84 Calendar
January 21, 1982

WHEREAS, the first part of any course is largely review, and

WHEREAS, it is often difficult for a student to determine his actual work load until sometime after the first test in a course, and

WHEREAS, there exists classes that do not have a test before 6 weeks into the semester, and

WHEREAS, the decision to drop a class should be based on as much feedback from the instructor as possible,

BE IT RESOLVED that the Student Council of the University of Missouri-Rolla, does not support the recommendation of the Admissions and Academic Standards Committee to move the drop date to 6 weeks after the start of the semester.

Daryl W. Seck, President
UMR Student Council

an equal opportunity institution
We are looking toward some trying times, and one's attitude toward the problem is very important. I am told that after World War I, the attitude of the people of Berlin was, "The situation is desperate but not hopeless", the attitude of the people of Vienna was, "the situation is hopeless but not serious". There are, of course, two other possibilities, one most likely incorrect, the other invaluable.
MEMORANDUM TO: Budget Review Committee

FROM: Joseph M. Marchello
Chancellor

SUBJECT: Modification of Activities

At their December, 1981, meeting, the Board of Curators approved the planning principles for President Olson's "Modification of Activities Program." The program calls for selective reductions with emphasis on quality rather than quantity. In his statement, President Olson observed:

"I hope that we will have the ability and the courage to do what must be done to increase the quality of the University of Missouri during the decade . . . . Our goals of retaining and building quality in the undertakings of the University can be met only by undertaking less. We cannot continue the practice of across-the-board reductions . . . . We must continue to insist that the guiding principle is quality--quality in whatever we do. We must not be reluctant to reduce or eliminate activities that we cannot do well. At the same time, we must be prepared to employ resources in ways that we believe will enhance the quality of our programs and activities . . . . The University of Missouri, through the hard but careful decisions it will be making over the next year or two, does indeed intend to 'manage for excellence,' not just to survive . . . . When we do modify our programs, when we do reduce, when we do eliminate, or for that matter, when we choose to boost or to create new programs even in the face of declining resources, we will have done so purposefully and thoughtfully."

The undergraduate and graduate programs of the Rolla campus are generally of high quality and contribute significantly to the needs of the state and the nation. During recent years, every effort has been made to improve and enhance each of the programs at UMR. Some shifts of resources have been made to reduce apparent disparities. However, these have been modest since none of the units have excess resources; nor are any of the programs of such poor quality or lacking in significance that their termination can be readily justified to strengthen others or to start new ventures.

The dichotomy of the planning process is that while selected activities are to be reduced or eliminated, those that remain are not only to be maintained, but are to be improved and enhanced. While this may appear paradoxical to some, particularly those selected for reduction, it is a necessary component of the changes to be made. Thus, the modification of activities process requires dismantling selected programs and activities to repair and strengthen others.
The result of this process is to be a UMR with fewer academic programs. They are to be of greater academic quality. Faculty and staff salaries and wages are to have reached the Big 8-Big 10 average. Departments are to have adequate expense and equipment funds. The campus is to be provided for by stronger academic and administrative support services.

The process and timetable for achieving the University's goals designates 1982 as a period of planning with provisions for adjustment when new information becomes available. It will be necessary to develop plans for significant reductions in activities that could be implemented early in 1983. At the same time that the plans are being developed, every available avenue will be pursued in searching for alternative ways of achieving the University's goals.

The attached table sets forth the schedule to be followed in planning and preparing for modification of activities. It provides for sequential activities by the campus Budget Review Committee, by an external group of advisors on the future of UMR, by the Academic Council, and by the Chancellor.

The report of the Budget Review Committee, due on March 31, 1982, is to be a factual account of the current status, functions, and needs of each unit and academic program. It should not prioritize nor recommend, but should accurately summarize in a comparable, systematic and clear manner the material provided by each administrator.

The assessment of ways to modify activities and recommendations of alternative steps to be considered will be the primary responsibility of the group of external advisors. The general thrust of their study will be to seek ways of improving the return on investment in higher education at UMR by narrowing the number of programs to maintain and improve quality. Their report will be due January 15, 1983. The Budget Review Committee will meet with the external group as appropriate and will provide the data resources and information services requested by the group. Administrative Services will provide staff and other support for the external advisors.

The process of modification of activities provides for review and recommendation by the Academic Council during the spring of 1983. Implementation begins in May, 1983, with the University's goals being achieved at the beginning of 1984-85.

JMM/cf
Enclosure
cc: President J. C. Olson
    Vice President J. R. Buchholz
    Vice President M. D. George
DRAFT 1982-83 BUDGET ADJUSTMENTS

SOURCES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Increased Fee and Other Non-State*</td>
<td>$1,270,000</td>
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<tr>
<td>Appropriations**</td>
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</tr>
<tr>
<td>Release of withheld 10 percent</td>
<td>2,026,219</td>
</tr>
<tr>
<td>Reallocation+</td>
<td>300,000</td>
</tr>
<tr>
<td>**</td>
<td></td>
</tr>
<tr>
<td><strong>Governor's recommendation to the General Assembly. The actual level of appropriations will not be determined until next May.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>+</strong> Depends on orientation and health service fee approvals.</td>
<td></td>
</tr>
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</table>

$3,596,219

NEEDS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>S&amp;W Increase</td>
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<tr>
<td>Second half of mid-year raises</td>
<td>$600,000</td>
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<tr>
<td>Inflation @ 6.5 percent</td>
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<tr>
<td>Improvement</td>
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<tr>
<td>Staff Benefits</td>
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</tr>
<tr>
<td>New Positions</td>
<td>200,000</td>
</tr>
<tr>
<td>E&amp;E Increase</td>
<td>500,000</td>
</tr>
</tbody>
</table>

$3,596,219

* Based on a 17 percent increase in fees for 1982-83. Fee restructuring may provide additional funds.

** Governor's recommendation to the General Assembly. The actual level of appropriations will not be determined until next May.

+ Depends on orientation and health service fee approvals.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 1982</td>
<td>Three Year Plan Report submitted to President Olson</td>
</tr>
<tr>
<td>January, February</td>
<td>Budget Review Committee interviews every campus administrator.</td>
</tr>
<tr>
<td>and March, 1982</td>
<td></td>
</tr>
<tr>
<td>March 31, 1982</td>
<td>Budget Review Committee submits to Chancellor Marchello a report on the viability, fiscal status, and needs of each unit and program.</td>
</tr>
<tr>
<td>April, 1982</td>
<td>Chancellor appoints group of External Advisors on the future of UMR. The Budget Review Committee will serve as a resource group to the External Advisors. Administrative Services will provide staff support to the Advisory group.</td>
</tr>
<tr>
<td>October 15, 1982</td>
<td>External Advisors present preliminary oral report to Chancellor.</td>
</tr>
<tr>
<td>January 15, 1983</td>
<td>External Advisors submit written final report to Chancellor on ways to achieve goals through program reductions and eliminations.</td>
</tr>
<tr>
<td>March, 1983</td>
<td>Chancellor presents tentative plan for Modification of Activities to UMR Academic Council and affected units for their review and recommendations.</td>
</tr>
<tr>
<td>May 30, 1983</td>
<td>Chancellor implements program reductions and eliminations to be effective June 30, 1984. Appropriate written notices are sent to affected units, faculty and staff members.</td>
</tr>
<tr>
<td>July 1, 1984</td>
<td>University goals achieved.</td>
</tr>
</tbody>
</table>

JMM/cf
1/6/82
## UNIVERSITY OF MISSOURI
1982-83 APPROPRIATIONS REQUEST
SUMMARY - CAPITAL ITEMS

<table>
<thead>
<tr>
<th>PHYSICAL PLANT PRESERVATION</th>
<th>UM REQUEST</th>
<th>CBHE RECOMMENDATION</th>
<th>CBHE PRIORITY</th>
<th>REVISED CBHE RECOMMENDATION</th>
<th>GOVERNOR'S RECOMMENDATION</th>
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<tr>
<td>Priority 1 Columbia</td>
<td>$ 8,242,299</td>
<td>$ 6,756,920</td>
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<td>$ 6,756,920</td>
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<td>1 Kansas City - Building (M&amp;R)</td>
<td>$ 4,995,032</td>
<td>$ 4,732,012</td>
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<td>1 Rolla</td>
<td>2,243,350</td>
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<td>$ 4,659,000</td>
<td>$ 7,460,811</td>
<td>4</td>
<td>$ 7,460,811</td>
<td>$ 182,630</td>
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<tr>
<td>Priority 1 Columbia - Life Safety</td>
<td>$ 387,000</td>
<td>379,000</td>
<td></td>
<td>379,000</td>
<td>182,630</td>
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<tr>
<td>2 Columbia - Classroom &amp; Teaching Lab</td>
<td>362,000</td>
<td>357,000</td>
<td>12,000</td>
<td>12,000</td>
<td>182,630</td>
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<td>1,000,000</td>
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<tr>
<td>3 Rolla</td>
<td>343,000</td>
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<td>343,000</td>
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<tr>
<td>3 St. Louis</td>
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<tr>
<td>4 Hazardous Waste Processing Center</td>
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<td>3 St. Louis</td>
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<td>COMPLIANCE WITH STATE AND FEDERAL REGS.</td>
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<td>$ 1,171,122</td>
<td>B</td>
<td>$ 1,171,122</td>
<td>$ 1,171,122</td>
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<td>Priority 4 Handicapped Accessibility</td>
<td>$ 632,922</td>
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<td>4 Handicapped Accessibility</td>
<td>$ 632,922</td>
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<tr>
<td>4 Handicapped Accessibility</td>
<td>$ 632,922</td>
<td>444,311</td>
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<td>182,630</td>
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<tr>
<td>4 Handicapped Accessibility</td>
<td>$ 632,922</td>
<td>444,311</td>
<td></td>
<td>444,311</td>
<td>182,630</td>
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<tr>
<td>4 Handicapped Accessibility</td>
<td>$ 632,922</td>
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<tr>
<td>NEW CONSTRUCTION</td>
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<td>$ 27,106,000</td>
<td>$ 27,106,000</td>
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<td>$ 6,625,000</td>
<td>6</td>
<td>$ 6,625,000</td>
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<tr>
<td>6 Agricultural Eng. - Columbia</td>
<td>13,345,000</td>
<td>13,345,000</td>
<td>7</td>
<td>13,345,000</td>
<td>13,345,000</td>
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<tr>
<td>8 School of Law - Columbia - $13,600,000</td>
<td>$ 13,600,000</td>
<td>$ 320,000</td>
<td>9</td>
<td>320,000</td>
<td>13,345,000</td>
</tr>
<tr>
<td>9 Science Building - St. Louis (P)</td>
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<td></td>
<td>320,000</td>
<td>13,345,000</td>
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<tr>
<td>10 Engineering Lab and Classroom - Columbia (P)</td>
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<td>177,000</td>
<td>13,345,000</td>
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<tr>
<td>11 Multipurpose Recreational Facility - Kansas City (P)</td>
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<td>180,000</td>
<td>20</td>
<td>180,000</td>
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<td>12 Engineering Management Building - Rolla</td>
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<tr>
<td>13 Auditorium, Music &amp; Alumni - Rolla (P)</td>
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<td>120,000</td>
<td>21</td>
<td>120,000</td>
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<tr>
<td>GRAND TOTAL - CAPITAL BUDGET</td>
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<td>$ 43,762,897</td>
<td></td>
<td>$ 43,762,897</td>
<td>$ 2,358,013</td>
</tr>
</tbody>
</table>

* Construction funds from General Revenues will be requested in FY 1983.
** Request Category changed by CBHE.
***Excludes UM's share of $1 million allocation State-Wide.
November 30, 1981

Honorable Norman Merrell
Honorable Bob Griffin
Honorable Harry Wiggins
Honorable Paul Bradshaw
Honorable Tom Villa
Honorable David Steelman
Honorable Ed Dirck
Honorable Marvin Proffer

Gentlemen:

Attached please find a draft of legislation which would revise HJR 30, the $600 million general obligation bond issue measure passed last session, before it is presented to the voters next November.

As most of you will recall from our visit on October 5, I have several concerns about the current version of HJR 30. With respect to the mechanics of this proposal, proceeds from bond sales are to be deposited in the Third State Building Fund, from which appropriations are to be made. Apart from a maximum of $25 million which can be spent in each of five fiscal years for "repair, replacement or maintenance of buildings and facilities," and an unrestricted amount for capital planning, annual appropriations would be: 1) tied to state unemployment rates; and 2) allocated to various state departments according to strict percentages.

Any appropriation to the departments is limited to 1/5 (or 2/5, depending upon the degree of unemployment) of the "remaining money in the Third State Building Fund." By limiting departmental appropriations to a fixed portion of remaining money in the Fund, HJR 30 effectively precludes spending the entire Fund balance; in other words, not all proceeds which are transferred into the Fund can be taken back out.

There is also a problem with the existing proposal because of the difficulty of attempting to coordinate timing of public construction projects with periods of low employment. Furthermore, it is impossible under HJR 30 to determine which distribution percentage is applicable in a given year, because unemployment rates can trigger multiple results. The current language of HJR 30 provides for a 1/5 or 2/5 distribution, and different department allocation percentages, depending upon whether unemployment has been 5% or more for one year, 6% or more for one year, or less than 6% for two consecutive years. As you can see, these unemployment conditions are not mutually exclusive and confusion can result.
In addition to mechanical problems inherent in the resolution as it presently reads, disbursement of proceeds pursuant to strict departmental percentages would very likely lead to unnecessary "forced" appropriations. For example, if the General Assembly approved a $100 million issue and wanted to appropriate $14 million to the Department of Mental Health, it would first be required to appropriate $16 million to the Department of Corrections and Human Resources. I believe this requirement creates a serious lack of appropriation flexibility and constitutes the single most objectionable feature of HJR 30 as it currently exists.

Finally, to be of maximum assistance to the Missouri economy, HJR 30 should be expanded to permit application of bond proceeds to a broad range of state and local economic development activities, including "infrastructure" (sewer, water supply, transportation, wastewater treatment, etc.) projects.

The attached draft, which was developed with assistance from the Office of Administration, not only makes the proposal fundamentally workable, but eliminates all restrictions from HJR 30 with respect to unemployment rates and strict departmental allocations. I request your support for it and hope we can work together for early passage of an improved version of HJR 30.

Sincerely,

GOVERNOR

cc: Stephen Bradford
    Chris Lambrecht
JOINT RESOLUTION

Submitting to the qualified voters of Missouri, an amendment to article III of the Constitution of Missouri adding one new section to authorize the issuance of state bonds not exceeding in the aggregate six hundred million dollars for the purpose of providing funds for improvements to state buildings and property and for stormwater control, water pollution control and soil conservation grants.

Be it resolved by the House of Representatives, the Senate concurring therein:

That at the next general election to be held in the state of Missouri, on Tuesday next following the first Monday in November, 1982, or at a special election to be called by the governor for that purpose, where is hereby submitted to the qualified voters of this state, for adoption or rejection, the following amendment to article III of the Constitution of the state of Missouri:

Section 37(d). The general assembly may authorize the contracting of an indebtedness on behalf of the state of Missouri and the issuance of bonds or other evidences of indebtedness not exceeding in the aggregate the sum of six hundred million dollars for the purpose of providing funds for: (1) improvement of state buildings and property, including state parks, including but not limited to repairing, remodeling, or rebuilding buildings and properties of the state, providing additions thereto or additional buildings where necessary, and for planning, furnishing, equipping and landscaping such
improvements and for expenditures for state parks as specified in section 253.040, RSMo; and (2) grants administered pursuant to sections 204.031 and 278.080 RSMo; and (3) construction or expansion of public facilities belonging to the state or any political subdivision, including but not limited to sewer, water supply or transportation systems and wastewater treatment facilities.

The bonds shall be issued by the state board of fund commissioners as necessary to carry on the program of financing, planning, and constructing the improvements specified in this section as determined by the general assembly. The board of fund commissioners shall offer the bonds at public sale, and shall provide such method as it deems necessary for the advertisement of the sale of each issue of the bonds before they are sold. The proceeds of the sale of the bonds issued hereunder shall be paid into the state treasury and credited to a fund designated the "Third State Building Fund" and shall be expended only in the manner provided in this section for the purposes for which the bonds are hereinbefore authorized to be issued.

The bonds shall be retired serially and by installments within a period not to exceed twenty-five years from their date of issue and shall bear interest at a rate or rates not exceeding the rate permitted by law. The bonds and the interest thereon shall be paid out of the "Third State Building and Interest and Sinking Fund", which is hereby created, and the payment of the bonds and the interest thereon shall be secured by a pledge of the full faith, credit and resources of the state of Missouri. Upon the issuance of the bonds, or any portion thereof, the state board of fund commissioners shall notify the
commissioner of administration of the amount of money required, in the remaining portion of the fiscal year during which the bonds are issued, for the payment of interest on the bonds, and of the amount of money required for the payment of interest on the bonds in the next succeeding fiscal year and to pay the bonds as they mature. Thereafter, within thirty days after the beginning of each fiscal year, the state board of fund commissioners shall notify the commissioner of administration of the amount of money required for the payment of interest on the bonds in the next succeeding fiscal year and to pay the bonds maturing in such next succeeding fiscal year.

The commissioner of administration shall transfer at least monthly from the general revenue fund, after deducting therefrom the proportionate part thereof appropriated for the support of the free public schools, to the credit of the third state building bond interest and sinking fund such sum as may be necessary from time to time until there is transferred to the fund the amount certified to him by the state board of fund commissioners, as hereinbefore provided.

If at any time after the issuance of the bonds it becomes apparent to the commissioner of administration that the funds available in the general revenue fund will not be sufficient for the payment of the third state building bond interest and sinking fund and interest on outstanding obligations of the state, and for the purpose of public education and the principal and interest maturing on the bonds issued hereunder during the next succeeding fiscal year, a direct tax shall be levied upon all taxable tangible property in the state for the payment of the bonds and the interest that will accrue thereon. In such event,
the commissioner of administration shall annually, on or before the first day of July, determine the rate of taxation necessary to be levied upon all taxable tangible property within the state to raise the amount of money needed to pay the principal and interest on such bonds maturing and accruing in the next succeeding fiscal year, taking into consideration available funds, delinquencies and costs of collection. The commissioner of administration shall annually certify the rate of taxation so determined to the county clerk of each county and to the comptroller or other officer in the city of St. Louis whose duty it is to make up and certify the tax books wherein are extended the ad valorem state taxes. The clerks and the comptroller, or other proper officer in the city of St. Louis, who shall collect such taxes at the same time and in the same manner and by the same means as are now or may hereafter be provided by law for the collection of state and county taxes, and pay the same into the state treasury to the credit of the third state building bond interest and sinking fund.

All funds paid into the third state building bond interest and sinking fund shall be and stand appropriated without legislative action to the payment of principal and interest of the bonds, there to remain until paid out in discharge of the principal of the bonds and the interest accruing thereon, and no part of such fund shall be used for any other purpose so long as any of the principal of the bonds and interest thereon are unpaid.

The general assembly may enact such laws as may be necessary to carry this amendment into effect. All capital improvement projects shall be approved by the Missouri legislature prior to the
appropriation of money from the third state building fund. The additional revenue provided by this section shall not be part of "total state revenue" in section 17 and 18 of article X of this constitution. The expenditure of this additional revenue shall not be an "expense of state government" under section 20 of article X of this constitution.
REPORT TO THE CHANCELLOR

COMMITTEE ON UMR PROGRAMS AT FORT LEONARD WOOD

December 9, 1981
RECOMMENDATIONS

The following recommendations are made to enhance UMR's educational programs at Fort Leonard Wood:

1. All credit courses taught at Fort Wood should be budgeted through one expenditure and one income account with administrative responsibility in the School of Engineering. This will require close working relationships among the three academic units to allow optimum development of each school/college program at Fort Wood.

2. When the resources are available, a full or part-time coordinator position should be reestablished at Fort Leonard Wood.

3. If the administrative change recommended in 1) above is implemented, the majority of the committee encourages the School of Engineering working with the College of Arts and Sciences to offer the pre-nursing and/or health-related program at the Fort.

4. For those Corps of Engineers officers who do not have an undergraduate degree in engineering, UMR should offer courses on a contractual basis leading to a second bachelor's degree in Civil Engineering or Engineering Management. To complete this second degree in a reasonable time, officers should have the equivalent of a pre-engineering program before transferring to Fort Wood. For each officer in this second degree program, individual evaluation will be made of the educational and military experiences, and where possible credit will be given for military educational courses. Appendix A details this degree program proposal. When UMR has ITV capabilities, selected courses in the pre-engineering program
should be video taped for self-paced study to accommodate officers who are unable to take all the required pre-engineering courses.

5. In conjunction with the engineer officer basic and advanced courses being offered at Fort Wood, the Master of Science in Civil Engineering should be added to UMR's Fort Wood graduate program for those officers who desire more specialized engineering knowledge. Appendix B details this degree proposal.

6. UMR faculty on a contractual basis should be made available to teach in the engineer officer basic and advanced courses as deemed necessary and desirable by both UMR and the Engineer School.

7. As appropriate, portions of the engineer officer courses taught by UMR faculty could be given partial credit toward graduate courses offered by UMR at Fort Wood.

8. UMR should be prepared to offer review courses for the Engineer-In-Training and the Professional Engineer examinations. Consideration should be given to either audio or video taped self-paced programs.

9. Non-credit needs of the active and retired military and their dependents and the civilians employed at Fort Wood should be Continually evaluated.
MEMO TO: The Academic Council
FROM: Admissions and Academic Standards Committee
SUBJECT: Committee Recommendations On:

Item 1; Scholastic Probation based on number of hours taken by students rather than semesters.

Item 3; Changes in the rules for dropping a course

Item 1

The current regulation for determining deficiency or probationary status (Art.IX, Manual of Information) is as follows:

Semesters in College (not including summer session)

<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Dropped from the University if record includes one or more F's or U's and no credit hour grade higher than D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Probation if semester or academic GPA is less than</td>
<td>1.70</td>
<td>1.80</td>
<td>1.90</td>
<td>2.00</td>
</tr>
<tr>
<td>(3) But not if present semester average is above</td>
<td>1.70</td>
<td>1.90</td>
<td>2.1</td>
<td>2.20</td>
</tr>
</tbody>
</table>

The difficulty with the present regulation is the determination of "semesters in college". It was the feeling of the committee that this criterion should reflect a student's academic development while carrying a typical academic load and not merely physical presence on a campus. Accordingly we recommend the following:

Graded Credit Hours

<table>
<thead>
<tr>
<th>Action to be taken</th>
<th>0 - 29</th>
<th>30 - 59</th>
<th>60 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Dropped from the University if record includes one or more F's or U's and no credit hour grade higher than D</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Probation if semester or academic GPA is less than</td>
<td>1.8</td>
<td>1.9</td>
<td>2.0</td>
</tr>
<tr>
<td>(3) But not if present semester average is above</td>
<td>2.0</td>
<td>2.1</td>
<td>2.2</td>
</tr>
</tbody>
</table>
Item 3

The committee recommends a single drop date at the sixth week of the semester. Any course dropped before this date would not appear on the student's transcript. After this date an F would be recorded unless the instructor granted a withdrawal with extenuating circumstances.

Changes to the Manual of Information, Article IV, would be as follows:

IV.1 Procedure for Dropping or Adding a Course. (Last Line)

... Courses dropped during the first six weeks of a semester (first three weeks of an eight-week summer session) will not be recorded on the transcript.

IV.2 Effect on Grade of Dropping Courses.

If you officially drop a course after six weeks of a semester (three weeks of an eight-week summer session), a grade of F will be recorded on your permanent record by the Registrar unless extenuating circumstances are certified by your adviser and department chairman to the instructor of the course on a special form provided for that purpose available from the Registrar's Office. The final decision to grant extenuating circumstances will be made by the instructor.
January 4, 1982

TO: Academic Council

FROM: Lyle Pursell, Chairman
Facilities Planning Committee

2. Conversion of Classrooms to Office Space
3. Future role of the Facilities Planning Committee

1. The Facilities Planning Committee was not involved
   in the development of the Cedar Street Center, but it is the
   opinion of the committee that they should have been.

2. Attached is a report based on data from the official
   Facilities Data Base, prepared by Mr. Wollard on November 16,
   1981 showing changes in the space for classrooms, offices, etc.
   during the three year period 1978-1981. If the Academic
   Council wants more specific information, we will try to get it;
   but it might be more appropriate for the Council to request the
   information from the Space Allocation Committee (John Vaughn,
   Chairman.)

3. This is not yet resolved. I will give an oral progress report.

[Signature]

Lyke Pursell

an equal opportunity institution
NOVEMBER 16, 1981  

ROLLA CAMPUS  

REPORT OF NET ASSIGNABLE SQUARE FEET BY CATEGORY AND YEAR

<table>
<thead>
<tr>
<th>Category</th>
<th>1978-79</th>
<th>1979-80</th>
<th>1980-81</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms</td>
<td>54,957</td>
<td>54,398</td>
<td>55,456</td>
</tr>
<tr>
<td>Instructional Labs</td>
<td>108,108</td>
<td>106,857</td>
<td>110,188</td>
</tr>
<tr>
<td>Research Labs</td>
<td>154,860</td>
<td>157,551</td>
<td>171,966</td>
</tr>
<tr>
<td>Offices</td>
<td>166,782</td>
<td>166,923</td>
<td>167,437</td>
</tr>
</tbody>
</table>

NOTE

Classrooms -
The difference between the 1978-79, 1979-80 figure of 559 feet is that a small classroom was converted to office space.

The difference between the 1979-80, 1980-81 figure of 1,058 feet is that five small conference rooms were converted to seminar rooms for teaching.

Instructional Labs -
The difference between the 1978-79, 1979-80 figure of 1,251 feet is that one instructional lab was converted to a research lab.

The difference between the 1979-80, 1980-81 figure of 3,331 feet was the conversion of storage and office space to instructional lab space.

Research Labs -
The difference between 1978-79, 1979-80 figure of 14,415 feet was the addition to metal Building "D", new construction of GROW project building and remodeling of ground floor Buehler Building to be devoted to research space.

Offices -
The difference between the 1978-79, 1979-80 figure of 141 feet is the conversion of storage space to office space.

The difference between the 1979-80, 1980-81 figure of 655 feet was remodeling in several buildings, moving of several departments, and converting other miscellaneous space to office space.
Chancellor Joseph Marchello  
University of Missouri-Rolla

Dear Chancellor Marchello:

The Personnel Committee has at last completed your charge of reviewing Policy Memoranda. Enclosed is a "Summary of Actions on Policy Memos" and our recommended revisions of Policy Memoranda.

As you know, this task was assigned to the Personnel Committee two years ago. Consequently, no member of the current committee served with the group which initiated the project. Despite the lack of continuity in membership, you may be assured that the committee has given careful consideration to each Policy Memorandum.

Finally, I wish to report that we considered, as you requested, the "Research Institutes" memo of March 10, 1980. Should you decide to pursue the idea of an Institute of Science and Technology on this campus, the committee recommends that you name a special committee, including those with expertise regarding research centers, to study that specific proposal. Otherwise, we recommend that the edited version of the Research Centers Memorandum be enforced.

I will be pleased to discuss our recommendations with you if you see fit.

Sincerely,

Jack E. Ridley, Chairman
Personnel Committee

Enclosures

cc: Personnel Committee Members
<table>
<thead>
<tr>
<th>Policy Memo</th>
<th>Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Organization</td>
<td>Revise</td>
</tr>
<tr>
<td>3.</td>
<td>Extra Compensation</td>
<td>&quot;</td>
</tr>
<tr>
<td>4.</td>
<td>Qualifications of Full-Time non-Regular Instructors</td>
<td>Revise &amp; Combine with Memo 19</td>
</tr>
<tr>
<td>5.</td>
<td>Definition of Academic &amp; Administrative Staff</td>
<td>Remove, no Apparent need.</td>
</tr>
<tr>
<td>6.</td>
<td>Assignments During Absences</td>
<td>Revise</td>
</tr>
<tr>
<td>7.</td>
<td>Minimum Class Size</td>
<td>Revise</td>
</tr>
<tr>
<td>8.</td>
<td>Continuous Registration of Graduate Students</td>
<td>Remove, should be included as Graduate School Policy</td>
</tr>
<tr>
<td>9.</td>
<td>Procedure for Scholastic Action</td>
<td>Remove, should be faculty policy</td>
</tr>
<tr>
<td>10.</td>
<td>Consultation</td>
<td>Remove, duplicates material in UMF &amp; P Manual</td>
</tr>
<tr>
<td>11.</td>
<td>Domestic Travel</td>
<td>Revise</td>
</tr>
<tr>
<td>12.</td>
<td>Undergraduate Financial Aid</td>
<td>Remove, should be Faculty policy</td>
</tr>
<tr>
<td>13.</td>
<td>Graduate and Undergraduate Student Assistant Wage Rates</td>
<td>Remove</td>
</tr>
<tr>
<td>14.</td>
<td>Qualifications for Professorial Academic Ranks</td>
<td>Revise</td>
</tr>
<tr>
<td>15.</td>
<td>Requests For Intersession Credit</td>
<td>Omit, Place in Manual of Information</td>
</tr>
<tr>
<td>Policy Memo</td>
<td>Title</td>
<td>Recommendation</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>16</td>
<td>Research Centers</td>
<td>Edited, Keep &amp; Enforce</td>
</tr>
<tr>
<td>17</td>
<td>Appointments to Endowed Positions</td>
<td>Keep</td>
</tr>
<tr>
<td>18</td>
<td>Dues and Memberships in Organizations</td>
<td>Keep</td>
</tr>
<tr>
<td>19</td>
<td>Non-Regular Academic Research Titles</td>
<td>Combined with # 4</td>
</tr>
<tr>
<td>20</td>
<td>Eye Protection</td>
<td>Cmit as P.M.</td>
</tr>
<tr>
<td>21</td>
<td>Acquisition Equipment Maintenance Repair, and Replacement Needs</td>
<td>Keep</td>
</tr>
<tr>
<td>22</td>
<td>Membership on University Committees</td>
<td>Edited, Keep</td>
</tr>
<tr>
<td>23</td>
<td>None included in packet</td>
<td>None included in packet</td>
</tr>
<tr>
<td>24</td>
<td>None included in packet</td>
<td>None included in packet</td>
</tr>
<tr>
<td>25</td>
<td>Promotions &amp; Transfers During Six-Month Probationary Period</td>
<td>Edited, Keep</td>
</tr>
<tr>
<td>26</td>
<td>Out-Of-State Course Policy</td>
<td>Tentative-No Recommendation</td>
</tr>
<tr>
<td>27</td>
<td>Correspondence Courses &amp; The On-Campus Student</td>
<td>Tentative-No Recommendation</td>
</tr>
</tbody>
</table>
January 11, 1981

MEMORANDUM

TO: Academic Council

FROM: G. K. Patterson, Chairman
       Intercampus Faculty Council

RE: Rate Basis for Summer Teaching Salaries

I was requested to initiate discussion by the Intercampus Faculty Council (IFC) on the proposal to raise the summer teaching rate basis for salaries from 1/10 to 1/9 of annual academic salary per month. This proposal has already been rejected by the University Cabinet when presented to them by Chancellor Marchello.

The IFC did not feel that it had a basis for further recommendations since the University Cabinet again would be involved and is not now sympathetic to a change.

I recommend that this be removed as an IFC item. If further action is desired, communication with faculty governance groups on other campuses will probably be necessary.
.03 Parking, Security and Traffic Committee

.0301 The Committee makes recommendations to the Academic Council on policy pertaining to parking, security and traffic. It functions according to the principles stated in the Board of Curators' description of the UMR Parking, Security and Traffic Committee. It oversees application of rules and regulations concerning parking and traffic.

.0302 The Committee shall be composed of three faculty members elected from each School or College for a two year term with one half being elected each year, two undergraduate students selected by the Student Council, one graduate student selected by the Council of Graduate Students, and the Director of Physical Plant. Student terms shall be for one year. The Director of University Police shall be a member ex-officio. Two additional Committee members may be appointed by the Chancellor. The Chancellor shall designate one of the Committee members as Chairman.
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, February 18, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the January 21, 1982, meeting of the Academic Council.

II. Unfinished Business.

III. Administrative Reports and Responses to Actions Approved by the Council

A. Administrative Reports

B. Administrative Response - None

IV. Reports of Standing and Special Committees

A. .0406.02 Admissions & Academic Standards (No Report) T. Herrick
   1. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)
   2. Students changing departmental majors while on scholastic probation (Nov. 19, 1981; XI, 4.23)
   3. Enrollment limitations (Jan. 21, 1982; XI, 5.44)

B. .0406.03 Public Occasions (No Report) R. Schaefer
   1. Study of the Registration Period (Jan. 21, 1982; XI, 5.16)

C. .0406.07 Facilities Planning (No Report) L. Purcell
   1. Future role of the Facilities Planning Committee (May 7, 1981; X, 9.14)

D. .0406.09 Personnel (10 min.) J. Ridley
   *1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)

E. .0406.10 Publications (No Report) P. Plummer

F. .0406.12 Student Affairs (5 min.) G. Lewis
   2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
   3. Recognition of Student Organization Constitutions
      *a. University of Missouri-Rolla Association for Microcomputers
      *b. The Women's Council at the University of Missouri-Rolla

G. Intercampus Faculty Council (5 min.) G. Patterson

V. New Business

VI. Announcements

A. Referrals G. Haddock

*Supplementary material sent to Academic Council Members and Department Chairman.
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, March 25, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the February 18, 1982, meeting of the Academic Council.

II. Unfinished Business
   A. Tabled Motion
      *1. Policy Memo Codification (Oct. 23, 1979; IX, 3.17)
      (Feb. 18, 1982; XI, 6.12)

III. Administrative Reports and Responses to Actions Approved by the Council
   A. Administrative Reports
   B. Administrative Response - None

IV. Reports of Standing and Special Committees
   A. .0406.02 Admissions & Academic Standards (10 min.)
      *1. Requirement of graduate students to pass an oral English test in lieu of TOEFL (June 18, 1981; X, 10.13)
      *2. Students changing departmental majors while on scholastic probation (Nov. 19, 1981; XI, 4.23)
      3. Enrollment limitations (Jan. 21, 1982; XI, 5.44)
      *4. Changing course enrollment from credit to hearer (Feb. 18, 1982; XI, 6.25)
   B. .0406.03 Public Occasions (No Report)
   C. .0406.04 Budgetary Affairs
      *1. Departmentalization of Nuclear Engineering (Feb. 18, 1982; XI, 6.24)
   D. .0406.07 Facilities Planning (No Report)
      1. Future Role of the Facilities Planning Committee (May 7, 1981; X, 9.14)
   E. .0406.10 Publications (No Report)
   F. .0406.11 Rules, Procedures and Agenda (5 min.)
      1. UMR Three Year Plan (Feb. 18, 1982; XI, 6.23)
      *2. General Resolution VIII (Campus Exigency Committee)
   G. .0406.12 Student Affairs (10 min.)
      1. Problems concerning Pre-Registration (Oct. 22, 1981; XI, 3.12)
      2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
      3. Recognition of Student Organization Constitutions
         a. UMR Student Chapter of American Association of Cost Engineers
         *b. The University of Missouri-Rolla Fencers' Club
         c. Blue Irises of the Alpha Psi Chapter of the Theta Xi Fraternity
         d. UMR Judo Club
   H. Intercampus Faculty Council (5 min.)

V. New Business

VI. Announcements
   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of February 18, 1982.

1. Administrative Reports

   International Student Exchange Program - Associate Dean Cogell

2. Personnel Committee - Professor Johnson

3. Student Affairs Committee - Professor Lewis

4. Intercampus Faculty Council - Professor Patterson

5. Announcements - Chairman Haddock

6. Referrals - Chairman Haddock

ATTENTION OF FACULTY is directed to Assoc. Dean Cogell's request that faculty forward to him the names of students who would be interested in the International Student Exchange Program (XI, 6.3)

ATTENTION OF FACULTY is also directed to Chairman Haddock's request that comments and recommendations concerning the Personnel Committee's report on Policy Memoranda be sent to the RP&A Committee by March 8, 1982 (XI, 6.13) [Council members have this report].
Chairman Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, February 18, 1982, in Room 227 of Fulton Hall and announced the following substitution: Prof. Gerald L. Cohen for Prof. David A. Law.

Chairman Haddock asked for any corrections or revisions to the minutes of the January 21, 1982, meeting of the Academic Council. Prof. Smith stated the minutes should be corrected on page 5, paragraph XI, 5.16, to read: Chairman Haddock called for a vote on the motion; motion carried. Chairman Haddock stated that page 5, paragraph XI, 5.14, line 5 should be changed from the responsibility to a responsibility. The sentence would then read: Chairman Haddock asked if a responsibility of the educational officer at the Fort...

Hearing no further corrections, the minutes were approved as corrected.

ADMINISTRATIVE REPORTS. Associate Dean Cogell reported to the Council on the membership of UMR in ISEP (International Student Exchange Program). UMR submitted a proposal for membership in ISEP last spring and was accepted. Assoc. Dean Cogell distributed a list of member institutions* (Full Copy) including both institutions within the United States and those in foreign countries and gave a short history of ISEP. Turning to the details of the program, Dr. Cogell explained that students in each country who participate in the program pay into an agency account the cost of tuition, fees, housing, board, etc. for one year at their home institution. The home institution accepting an exchange student is then paid from the agency account when an exchange student attends their university. Thus, there is no additional cost to the institution for participation in the program at this time. From the academic standpoint, all procedures now followed for admission will be followed by ISEP students including UMR application forms, faculty review, department approval, etc.

This is being done to ensure that an ISEP student's planned program can be completed. Dean Cogell invited questions from the floor.

Prof. Smith asked if ISEP students will be primarily graduate students or undergraduate students. Dr. Cogell said that UMR has agreed to accept no more than two students for the first year and these could be one undergraduate student and one graduate student, two undergraduates, or two graduates depending on the applications that are received. Prof. Baird asked if a student selected under the Interfuture Program is also under this program. Dr. Cogell answered that they are entirely different programs. Any student at UMR is eligible for ISEP as long as he meets all of the qualifications. If a student plans to go to a university where the language of instruction is not English, the UMR language faculty will have to certify that he is qualified to handle instruction in that foreign language. Discussions are being held with the language faculty regarding this certification. Prof. Oster asked if the students will pay their own travel expenses. Dr. Cogell answered, "Yes." He added that a cost estimate, including all expenses and travel, would be $7,000 for an in-state student for 12 months and $9,000 for an out-of-state student, the difference reflecting the increase in tuition at UMR for an out-of-state student. Prof. Pursell asked if Assoc. Dean Cogell knew the total number of students involved in the ISEP program.
Dr. Cogell said that he did not have a figure. He added that UMC was working with a student exchange goal of 10 to 20 per year and was finding this load too heavy. UMR would start slowly with two. Dean Daane asked if the program requires a 1 to 1 exchange from a specific foreign university to a specific U.S. university. Dr. Cogell replied "No." Georgetown University acts as the broker university to balance out the exchange. Students applying for participation in ISEP list their preferences of institutions they would like to attend—about five. ISEP tries to satisfy the preference, but one of the concerns is to balance the number of students coming into an institution with the number of students leaving. Georgetown University handles this balance. Dr. Cogell added that UMR's first request was from an Australian student to do a year's work in mining at UMR. The application has been sent to Dean Warner. In closing, Assoc. Dean Cogell noted that there is a significant number of students at UMR who are interested in studying abroad. Many of these students have not been outside the State of Missouri. He stated that ISEP would be a tremendous benefit to students at UMR, and requested that the Council members refer to him any students who are interested in the foreign exchange program. He has placed a microfiche file on reserve at the reference desk at the Library that students can review. At the front of the file is a student handbook that was distributed to students who participated in the program last year. Information for this year's program is available from him.

Chairman Haddock stated that prior to the Personnel Committee Report he would like to make a few remarks. Sometime before October 23, 1979, Chancellor Marchello referred the Policy Memoranda to the Academic Council for codification. On 10/23/79 this was referred to the Personnel Committee. The minutes of the September 25, 1980, meeting of the Council (X, 2.17) indicate that the Personnel Committee gave a progress report and summary of action to date. Dr. Haddock read from the minutes—Prof. Johnson stated that there should be copies of all the policy memos in all of the departments. He encouraged the Council members to review the memos and to forward any comments they might have to the committee. The personnel committee will forward its recommendations to Chancellor Marchello. Professor Schowalter questioned whether or not the Council should approve the recommendations of the committee since the Council had referred the item to the committee. Prof. Johnson stated that this was not the intent of the committee. The committee would report its findings to the Council but would not ask for any Council action. Chairman Stigall asked if the Council accepts the committee's interpretation of no action by Council. Hearing no discussion, he ruled that the committee's interpretation was accepted. As a result of Council discussion at the January 21, 1982 meeting, Chancellor Marchello has referred the report of the Personnel Committee to the Council for advice. This was circulated with the agenda* (Full Copy). Chairman Haddock stated that after Council discussion there are several options before the Council: Council could endorse the report of the committee in part or full, including policy memorandum #9, regarding graduate student registration which was not included in the committee report; or, if there is significant concern about one or more memoranda, Council could postpone action and if by Monday, March 8, 1982, the RP&A Committee could be provided with written statements of objections along with suggestions for change, these would be referred to the Personnel Committee and would be circulated with the agenda for the March 25 meeting.

PERSONNEL COMMITTEE. Reporting for the Personnel Committee in Prof. Ridley's absence, Prof. Johnson stated that the original charge to the committee was to "codify" the policy memoranda. The Committee attempted to divide the policy
memoranda into groups according to philosophy. Some were faculty items, some
were administrative in nature. The Committee worked with the philosophy that
the policy memoranda were a tool to facilitate the administration on campus
and should not be mixed in with policies that involved degrees and matters
that are normally the responsibility of the faculty. The Committee believed
that administrative policy is usually the perogative of the administrator and,
therefore, the Committee recommendations regarding the memoranda should not be
brought to the Council for endorsement or action. At that time the Council
agreed that the report should be sent to the Chancellor only. The fact that
the Chancellor has asked for the advice of the Council puts the matter in a
different perspective. Prof. Johnson reported that in going over the policy
memos, the Committee tried to remove those that dealt with policy other than
administrative policy, and he referred Council to the memo of Prof. Ridley
dated 11-17-81 circulated with the agenda* (Full Copy). As an example, Prof.
Johnson called attention to Item #2 of the Summary of Action section, summer
salary rates for faculty members. He explained that this was essentially a
verbatim statement from the Board of Curators policy guidelines and did not,
therefore, need to be included in the campus policy memoranda. Therefore,
the Committee recommended removal. Prof. Johnson stated the Committee had
not received a single piece of communication from Council or the faculty
regarding the policy memoranda. The memoranda were discussed individually by
the Committee. The items that needed to be clarified or changed were identi­
fied and the memoranda were divided up among the members of the Committee to
be rewritten and brought back to the entire Committee for discussion. The
policy memoranda were thoroughly discussed and returned to the Chancellor
with recommendations.

Prof. Parks referred to Policy Memorandum #9, Graduate Student Registration
(which Dean Daane had requested be retained as a Policy Memorandum) and asked
why graduate students must register for the summer if they are on full time
salary from a government grant and the faculty member who is their instructor
is also on full time salary from a government grant? Dean Daane answered
that his office only monitors registration but if a student is making academic
use of university equipment for research and is consulting with a faculty
member regarding their academic program, the department would have no reason
not to have this credited to the work they do. Prof. Johnson stated that it
was the decision of the Personnel Committee that this policy memorandum should
be a Graduate School policy and should be removed from the policy memoranda.
He added that the Chancellor, at the request of Dean Daane, had submitted this
for reconsideration. Prof. Parks asked if students are not paying twice for
the same service—first from the portion of a grant they participate in that
is withheld for overhead and second, the tuition from the required registration
of at least 3 hours. Dean Daane answered, "No." The overhead is an entirely
separate item from the academic supervision of a graduate program. The over­
head deals with campus utilities and facilities used, but the academic portion
of faculty supervising the progress of a graduate student or a graduate student
using equipment on campus for research toward the degree is the registration
component that this policy memorandum speaks to. Prof. Parks asked if that
meant that the faculty member, the research advisor, should be paid at that
time. Dean Daane answered in the best of all worlds that that would be a good
idea, but we haven't arrived there yet. Prof. Purcell asked if a graduate
student, who is not employed at UMR during the summer, is unable to take classes
because perhaps none are offered, and plans to go somewhere else during the
summer, has to be enrolled during the summer to be continuously enrolled. Dean
Daane answered "Yes." Prof. Pursell stated he understood why those using campus facilities during the summer should be required to register, but asked why students who are not on campus during the summer need to be enrolled. Dean Daane replied that if students take a break before they have passed their qualifying examinations, they don't have to be continuously enrolled, but that continuous enrollment is required after qualifying examinations. Prof. Parks stated that the issue revolves around the last sentence of paragraph 3: A student actively engaged in work towards his degree must be enrolled for credit commensurate with this activity, but in no case less than three hours each semester or summer.

Prof. Stigall spoke in favor of the committee's recommendation that policy memorandum #9 be a Graduate School Policy. Any problems then could be handled through appropriate faculty groups. Prof. Stigall moved that the Council endorse the Committee recommendation, not only on policy memorandum #9, but the entire report. The motion was seconded by Prof. Baird. Prof. Smith spoke against the motion, stating she felt questions should be raised regarding other policy memoranda. Prof. Stigall stated he supported the work of the Personnel Committee. The Committee had spent a lot of long hours on this issue and has done a good job in separating faculty rights and policies from administrative policies. Prof. Stigall argued that the Council should endorse the Committee's effort. Prof. Smith moved for a division of the question. The motion was seconded. Prof. Patterson stated it would take too long to go through the policy memoranda one by one and perhaps a special meeting to do so should be scheduled.

Prof. Smith stated that the attachment to the Policy Memorandum #6 (new number) "Guidelines to Professional Development and Promotion," raises some serious questions. Also, there appears to be internal conflicts between the guidelines and the policy memorandum. This one, at least, should be discussed separately. In other policy memoranda, some editorial changes might be raised, but these changes should not be as controversial. Prof. Smith stated that the Council could quickly go through each memorandum. Prof. Pursell stated that he had not studied each memorandum closely and he would like to postpone action until Council had a chance to look at them individually. Prof. Smith stated that if there is an objection to a particular memorandum, that one can be tabled. Chairman Haddock called for a vote on the motion to divide the question. The motion failed.

Asked to clarify the objections to the attachment to Policy Memorandum #6, Prof. Smith stated first that it is not clear exactly where the attachment came from. If the Guidelines are attached to the Policy Memorandum, they would be considered a "bible" for the guidance of Promotion and Tenure committees. Prof. Smith argued that the document needs to be discussed thoroughly. For example, Policy Memorandum #6 states that a minimum length of time in rank for promotion to professor shall be 3 years while the Guidelines state that promotion before six years in rank shall be unusual. Prof. Smith asked which of the documents is to be taken as over-riding. It has been standard practice, stated Prof. Smith, to require outstanding work in two of three areas—teaching, research, professional activities. The Guidelines, however, require recognition in all three areas. She noted that extension work appears as a new category. Further, according to the Guidelines for promotion to associate professor, a faculty member should have had significant relevant, non-instructional professional experience, demonstrating
productivity in professional practice. Prof. Smith noted that this would not apply to all of the disciplines on campus. In addition, the guidelines document recognizes a continuing inflation of criteria for promotion, and states this may go up year by year. Prof. Smith believed it was a mistake to have such a statement in the Guidelines—people should know what the requirements are for promotion and tenure. Prof. Smith argued that Council action on this item should be tabled and the item should be referred to committee.

XI, 6 Prof. Baird asked if any other memorandum should be brought to the attention of the Council. Dean Daane stated he would prefer that Policy Memorandum #9, "Continuous Registration of Graduate Students," not be dropped as a policy memorandum. Prof. Smith stated that the existing Policy Memorandum #1 has a distribution section that states: Distribution of Policy Memoranda will be to faculty, department chairmen, directors, deans, administrative officers, student council and student publications. There is no mention of distribution in the revised Policy Memorandum #1. Prof. Smith stated that this sentence should be put back in the memorandum. Prof. Johnson stated this could be treated as an editorial change.

XI, 6 Prof. Baird moved that Council divide the question separating Policy Memorandum #6 (formerly #14) "Qualifications for Professorial Academic Ranks," with attachment, "Guidelines to Professional Development and Promotion," and Policy Memorandum #8 (formerly #9) "Continuous Registration of Graduate Students" from the other 25 policy memoranda. The motion was seconded by Prof. Harvey. Chairman Haddock called for a vote on the motion; motion carried.

XI, 6 Prof. Patterson moved that the Council table the entire policy memoranda motion as divided until the next meeting to give Council time to listen to comments from the RP&A Committee before it is discussed again. The motion was seconded and carried.

Chairman Haddock proposed that written comments along with proposed changes to this document be sent to the RP&A Committee by Monday, March 8, 1982. The RP&A Committee will distribute those suggestions with the agenda and will also refer the comments and recommendations to the Personnel Committee for their recommendations.

XI, 6 STUDENT AFFAIRS. Prof. Lewis reported that the Student Affairs Committee met and considered a request from two student organizations for recognition and voted to forward these requests to the Academic Council. The pertinent material was circulated with the agenda* (Full Copy). Prof. Lewis moved that the new student organization, the University of Missouri-Rolla Association for Microcomputers, be recognized by the Academic Council. The motion was seconded. Professor Medrow asked if the organization was for microcomputers or people. Prof. Baird noted that there was a precedent for this language in the national organization. Prof. Wolf stated that it is helpful to know who the faculty advisor is and the current membership of the organizations. Prof. Lewis reported the faculty advisor for this student organization will be Prof. Kenneth I. Magel. Prof. Lewis noted that new student organizations are required to have at least 10 students who propose to join the organization before they can be considered, but that he did not know the exact number of proposed members. Chairman Haddock called for a vote on the motion; motion carried.
Correction to the minutes of the February 18, 1982 minutes of the Academic Council:

Spelling correction—page 6, paragraph XI, 6.19 from Sharla Nicoli to Charla Niccoli.
Prof. Lewis next moved that the new student organization, the Women's Council at the University of Missouri-Rolla, be recognized by the Academic Council. The motion was seconded by Professor Myers. Professor Baird asked if there is a men's council on campus. Professor Lewis stated the Women's Council is not an organization of individual students, but rather a representative council of member organizations. Prof. Smith asked if any student organization can be represented in the council or just women's organizations. Prof. Lewis stated that any student organization can be represented; they cannot discriminate. He added that Prof. Patricia Hill will be the faculty advisor and 13 organizations have requested membership in the Council. Chairman Haddock called for a vote on the motion; motion carried.

Chairman Haddock recognized Prof. Baird. Prof. Baird presented a motion from the RP&A Committee concerning an item presently on the agenda under Intercampus Faculty Council. Prof. Baird noted that Prof. Patterson had reported to Council at an earlier meeting that approval of the paycheck option item had been forwarded to University payroll and Prof. Baird moved, therefore, that item #1, Paycheck Options, be removed from the Intercampus Faculty Council and be placed under administrative responses so that the Council can be informed when the option is in place. The motion was seconded by Prof. Bayless and carried.

INTERCAMPUS FACULTY COUNCIL. Prof. Patterson reported that there is a UMca committee reviewing the phased and early retirement plan. Prof. Patterson will keep the Council informed on this subject. The Intercampus Faculty Council (ICFC) voted to endorse the documents related to financial exigency and program discontinuance at the last meeting. Subsequently, the documents were presented with some modification to the Board of Curators at their February meeting and were approved. The ICFC also endorsed the proposed Executive Guideline on Planning to Prevent Financial Exigency. The new draft of the student grievance procedures will be presented to the ICFC at their next meeting and the Council will be kept informed on this. The pay option item will be implemented starting the fall of 1983. One of the new items the ICFC will be discussing is an evaluation of faculty service functions relating to promotion and tenure.

ANNOUNCEMENTS: Chairman Haddock made the following announcements: Chancellor Marchello has appointed a Comprehensive Plan Facilities Planning Committee (XI, 5.30). This Committee consists of the Academic Council Facilities Planning Committee, with its chairman serving as chairman of this larger committee which now includes, in addition to the Academic Council committee, Mr. Bob Marlow, administrative representative; Prof. Charles Remington, alumni representative; and Mr. Michael Haggans, UM Director of Facilities Planning and Development.

Ms. Sharla Nicoli had notified Chairman Haddock that the UMR Student Council hopes to carry forward a teacher evaluation this spring. Each faculty member will receive a letter from the Student Council which will invite suggestions and comments.

Lynn Waggoner, Director of Public Information, is responsible for several of the UMR publications and is concerned that Council action be properly reflected in these publications. She has requested the support of Council in this
activity. Specifically, she has requested assistance in including Council action of the January 1982 Council meeting in the Manual of Information. Chairman Haddock has asked the Admissions and Academic Standards Committee to look at material for the Manual to see that Council action is properly reflected. Chairman Haddock stated that it would be helpful if recommendations coming to Council could carry a list of offices and publications that would be affected by the recommendation.

Chairman Haddock reminded Council members that a special faculty meeting is scheduled for Tuesday, February 23, 1982, to approve honorary degrees and to discuss the proposed By-Law changes.

REFERRALS. Chairman Haddock reported that a referral has been made to the Public Occasions Committee for a study of and report to the Council concerning the length of the registration period and the need for a one-day break between registration and the beginning of classes. This was a matter that arose out of discussion at the January Council meeting (XI, 5.16).

A referral will be made to the Rules, Procedures and Agenda Committee to review and report to Council concerning the UMR Three-Year Plan which was received earlier.

A referral will be made to the Budgetary Affairs Committee for a study of and report to Council concerning a request for the departmentalization of Nuclear Engineering. Dean Don L. Warner has requested the Council's review of this request.

A referral will be made to the Admissions and Academic Standards Committee to study and recommend to Council action clarifying the process of changing a course enrollment from credit to hearer.

Chairman Haddock's final comment: Many of you will recall President Lyndon Baines Johnson's declaration of War on Poverty. Shortly after this declaration, I saw a cartoon depicting two mountaineers in tattered overalls, with ancient rifles, peering over a deteriorating stone fence. The caption read, 'If it's war they want, we're ready.' I wanted to believe that those two mountaineers were prepared to defend a most important basic freedom. One that's never had, and is not likely to have, a good press. Yet it must exist in any free society. It is the freedom to fail.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of action approved.
AUSTRALIA
Deakin University
Flinders University of South Australia
La Trobe University
Macquarie University
University of New England
University of Wollongong

AUSTRIA
Universität Salzburg

BANGLADESH
Bangladesh Agricultural University

BELGIUM
Katholieke Universiteit te Leuven
Université Catholique de Louvain
Université de Liege

BRAZIL
Pontificia Universidade Católica de Campinas
Pontificia Universidade Católica de Rio de Janeiro

CANADA
Brock University
Laurentian University
University of Alberta
University of Prince Edward Island

COLOMBIA
Universidad de los Andes
Universidad del Norte

COSTA RICA
Universidad Nacional Autónoma de Heredia

DOMINICAN REPUBLIC
Universidad Católica Madre y Maestra

FIJI
The University of the South Pacific

FRANCE
Institut d'Etudes Politiques de Paris
Institut National des Sciences Appliquées de Lyon
Université de Dijon
Université de Franche-Comté
Université de Grenoble II
Université de Grenoble III

GERMANY
Eberhard-Karls-Universität Tübingen
Philipps-Universität Marburg
Universität Mannheim
Universität Trier

HONG KONG
Chinese University of Hong Kong

IRELAND, REPUBLIC OF
University College, Cork

IVORY COAST
Université Nationale de Côte d'Ivoire

KENYA
Kenyatta University College

MALTA
University of Malta

MEXICO
Instituto Tecnológico y de Estudios Superiores de Occidente (ITESO)

NETHERLANDS
Netherlands School of Business

NIGERIA
University of Ibadan
University of Ife

SENEGAL
Université de Dakar

TOGO
Université du Bénin

TUNISIA
University of Tunis

UNITED KINGDOM
South Glamorgan Institute of Higher Education
Ulster Polytechnic
University College of North Wales
University of Glasgow
University of Strathclyde

Note: The above list includes both institutions that have signed the ISEP Agreement and institutions that have confirmed their intention to join ISEP but have not yet signed the Agreement.
United States

Alabama
University of Alabama-Birmingham

Arizona
American Graduate School of International Management
Northern Arizona University

California
University of California-Davis
University of California-Irvine
University of California-Riverside
University of California-Santa Barbara
Claremont Men's College
University of San Francisco

Colorado
University of Colorado-Denver

Connecticut
Central Connecticut State College
Fairfield University

Delaware
University of Delaware

District of Columbia
Catholic University of America
Georgetown University
Howard University

Florida
Northwood Community College
University of North Florida

Georgia
Emory University
Spelman College
University of Georgia

Illinois
Knox College
Southern Illinois University
University of Illinois at the Medical Center

Indiana
Ball State University
Earlham College

Iowa
Central College
University of Iowa

Kansas
Johnson County Community College
University of Kansas

Kentucky
Murray State University
Northern Kentucky University

Louisiana
Louisiana State University
Northwestern State University of Louisiana

Southern University
University of Southwestern Louisiana

Maryland
Frostburg State College

Massachusetts
Brandeis University
Boston University
Mount Holyoke College
University of Lowell
University of Massachusetts-Amherst
University of Massachusetts-Boston

Michigan
Grand Valley State College
Mercy College of Detroit

Minnesota
Carleton College
Saint Olaf College
University of Minnesota-Twin Cities

Mississippi
University of Mississippi

Missouri
University of Missouri-Columbia
University of Missouri-Rolla
William Jewell College

Montana
Montana State University

Nebraska
Creighton University
University of Nebraska-Lincoln

New Jersey
Fairleigh Dickinson University
St. Peter's College
Trenton State College
William Paterson College

New Mexico
University of New Mexico

New York
Adelphi University
Alfred University
Hofstra University
Pratt Institute
Rensselaer Polytechnic Institute
State University College at Buffalo
University of Rochester

North Carolina
Fayetteville State University
North Carolina State University-Raleigh
University of North Carolina Charlotte

Ohio
Bowling Green State University
Miami University
Urbana College
Wittenberg University

Oklahoma
Oklahoma State University

Oregon
Southern Oregon State College

Pennsylvania
Bryn Mawr College
Cheyney State College
Dickinson College
Indiana University of Pennsylvania
Pennsylvania State University
Philadelphia College of Art
Swarthmore College
University of Scranton

Rhode Island
Brown University

South Carolina
Clemson University
College of Charleston
University of South Carolina-Columbia

South Dakota
Black Hills State College

Tennessee
Tennessee State University
University of Tennessee-Chattanooga
University of Tennessee-Knoxville

Texas
Texas A and M University

Utah
University of Utah

Utah State University

Vermont
Castleton State College
University of Vermont

Virginia
George Mason University
Virginia Commonwealth University

Washington
Gonzaga University

West Virginia
Concord College

Wisconsin
Medical College of Wisconsin
Milwaukee Area Technical College
University of Wisconsin-LaCrosse
University of Wisconsin-Platteville
Motions from the Student Affairs Committee

1. - that the new student organization, the University of Missouri-Rolla Association for Microcomputers, be recognized by the Academic Council.

2. - that the new student organization, the Women's Council at the University of Missouri-Rolla, be recognized by the Academic Council.
Many of you will recall President Lyndon Baines Johnson’s Declaration of War on Poverty. Shortly after this declaration, I saw a cartoon depicting two mountaineers in tattered overalls, with ancient rifles, peering over a deteriorating stone fence. The caption read, “If it was war they want, we’re ready”.

I wanted to believe that these two mountaineers were prepared to defend a most important basic freedom. One that’s never had, and is never likely to have a good press. Yet, in a free society, it must exist, the freedom to fail.
January 29, 1982

MEMORANDUM

To: A. Glen Haddock
Chairman, Academic Council

From: Joseph M. Marchello
Chancellor

Subject: Policy Memoranda

As agreed at the Academic Council meeting last week, Dr. Ridley's report on Policy Memoranda is being returned to you for consideration by the full Council. I look forward to having the advice of the Council on this matter.

The revised Policy Memorandum on Non-academic Promotions and Transfers and a new Policy Memorandum on Non-academic Remnants need to be issued at the present time for operating purposes. Copies of these are attached. I would appreciate your including these two memoranda in the deliberations of the Council. In the meantime, we shall proceed to implement them as they are presently stated.

JMM/mlc
Attachments
POLICY MEMORANDUM
NON-ACADEMIC PROMOTIONS AND TRANSFERS

PROMOTION AND TRANSFERS DURING SIX-MONTH PROBATIONARY PERIOD:

New permanent, non-academic employees (75% FTE or greater) will not be permitted to transfer or promote to a position in another department on campus until the completion of their six-month probationary period. After completion of the initial six-month probationary period, an employee may be considered for transfer or promotion to a posted position by making application through the campus Personnel Office. Employees may be considered for promotion within their existing department during their six-month probationary period.

PROMOTIONS AND TRANSFERS BETWEEN DEPARTMENTS AFTER INITIAL SIX-MONTH PROBATIONARY PERIOD:

When Permitted - Employee transfers between departments are permitted when considered to be in the best interest of both the employee and the University.

Approvals Required - Transfers between departments must be approved by both department heads and Personnel Services.

Period Requirement - Employees who transfer to another department must serve a two-month qualifying period in the new position and will not be allowed to transfer or promote to another department until a total of six months have elapsed. The employee can be considered for a promotion within their existing department during the six-month period.

Promotions - Employees are expected to work a minimum of six months in each position they promote to.

EFFECTIVE DATE: Immediately.

RESPONSIBILITY: UMR Personnel Office

BASIS: Qualifying periods are designed to give the University an opportunity to determine whether an employee is suitable and qualified for the work for which they were hired, and the decision as to the employee's suitability is entirely that of the University. The six-month non-transfer/promotion period is established to reduce turnover and training costs for departments on campus.
POLICY MEMORANDUM

NON-ACADEMIC REMNANTS

Non-academic remnant dollars are a campus resource. Remnants are used by the campus to fund probationary and longevity increases, temporary coverage for extended sick leaves, other approved leaves for non-academic employees, and up to five days of temporary coverage required by employee turnovers.

If a leave of absence without pay for a non-academic employee receives campus approval, funds in the position of the employee granted the leave may be used to cover temporary hiring. This policy is established to assist departments so that they will not be penalized by extended leaves. Departments will need to absorb temporary hiring costs until accumulated vacation time is used. (Departments can use expense and equipment monies, etc., to cover these temporary hiring costs.)

EFFECTIVE DATE: Immediately.

RESPONSIBILITY: Department Chairmen and Schools/College Deans.

BASIS: Chancellor

Joseph M. Marchello
Chancellor
Chancellor Joseph Marchello  
University of Missouri-Rolla  

Dear Chancellor Marchello:

The Personnel Committee has at last completed your charge of reviewing Policy Memoranda. Enclosed is a "Summary of Actions on Policy Memos" and our recommended revisions of Policy Memoranda.

As you know, this task was assigned to the Personnel Committee two years ago. Consequently, no member of the current committee served with the group which initiated the project. Despite the lack of continuity in membership, you may be assured that the committee has given careful consideration to each Policy Memorandum.

Finally, I wish to report that we considered, as you requested, the "Research Institutes" memo of March 10, 1980. Should you decide to pursue the idea of an Institute of Science and Technology on this campus, the committee recommends that you name a special committee, including those with expertise regarding research centers, to study that specific proposal. Otherwise, we recommend that the edited version of the Research Centers Memorandum be enforced.

I will be pleased to discuss our recommendations with you if you see fit.

Sincerely,

Jack B. Ridley, Chairman  
Personnel Committee

Enclosures  
cc: Personnel Committee Members
### SUMMARY OF ACTIONS ON POLICY MEMOS

**UNF Personnel Committee**

<table>
<thead>
<tr>
<th>Policy Memo</th>
<th>Title</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization</td>
<td>Revise</td>
</tr>
<tr>
<td>2</td>
<td>Summer Salary Rates - Academic</td>
<td>Remove, duplicates material in UNF &amp; P Manual</td>
</tr>
<tr>
<td>3</td>
<td>Extra Compensation</td>
<td>&quot;</td>
</tr>
<tr>
<td>4</td>
<td>Qualifications of Full-Time non-Regular Instructors</td>
<td>Revise &amp; Combine with Memo 19</td>
</tr>
<tr>
<td>5</td>
<td>Definition of Academic &amp; Administrative Staff</td>
<td>Remove, no Apparent need.</td>
</tr>
<tr>
<td>6</td>
<td>Assignments During Absences</td>
<td>Revise</td>
</tr>
<tr>
<td>7</td>
<td>Minimum Class Size</td>
<td>Revise</td>
</tr>
<tr>
<td>8</td>
<td>Continuous Registration of Graduate Students</td>
<td>Remove, should be included as Graduate School Policy</td>
</tr>
<tr>
<td>9</td>
<td>Procedure for Scholastic Action</td>
<td>Remove, should be faculty policy</td>
</tr>
<tr>
<td>10</td>
<td>Consultation</td>
<td>Remove, duplicate material in UNF &amp; P Manual</td>
</tr>
<tr>
<td>11</td>
<td>Domestic Travel</td>
<td>Revise</td>
</tr>
<tr>
<td>12</td>
<td>Undergraduate Financial Aid</td>
<td>Remove, should be Faculty policy</td>
</tr>
<tr>
<td>13</td>
<td>Graduate and Undergraduate Student Assistant Wage Rates</td>
<td>Remove</td>
</tr>
<tr>
<td>14</td>
<td>Qualifications for Professorial Academic Ranks</td>
<td>Revise</td>
</tr>
<tr>
<td>15</td>
<td>Requests For Intersession Credit</td>
<td>Omit, Place in Manual of Information</td>
</tr>
<tr>
<td>Policy Memo</td>
<td>Title</td>
<td>Recommendation</td>
</tr>
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</tr>
<tr>
<td>16</td>
<td>Research Centers</td>
<td>Edited, Keep &amp; Enforce</td>
</tr>
<tr>
<td>17</td>
<td>Appointments to Endowed Positions</td>
<td>Keep</td>
</tr>
<tr>
<td>18</td>
<td>Dues and Memberships in Organizations</td>
<td>Keep</td>
</tr>
<tr>
<td>19</td>
<td>Non-Regular Academic Research Titles</td>
<td>Combined with # 4</td>
</tr>
<tr>
<td>20</td>
<td>Eye Protection</td>
<td>Cmpt as P.W.</td>
</tr>
<tr>
<td>21</td>
<td>Acquisition Equipment Maintenance Repair, and Replacement Needs</td>
<td>Keep</td>
</tr>
<tr>
<td>22</td>
<td>Membership on University Committees</td>
<td>Edited, Keep</td>
</tr>
<tr>
<td>23</td>
<td>None included in packet</td>
<td>None included in packet</td>
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<tr>
<td>24</td>
<td>None included in packet</td>
<td>None included in packet</td>
</tr>
<tr>
<td>25</td>
<td>Promotions &amp; Transfers During Six-Month Probationary Period</td>
<td>Edited, Keep</td>
</tr>
<tr>
<td>26</td>
<td>Out-Of-State Course Policy</td>
<td>Tentative-No Recommendation</td>
</tr>
<tr>
<td>27</td>
<td>Correspondence Courses &amp; The On-Campus Student</td>
<td>Tentative-No Recommendation</td>
</tr>
</tbody>
</table>
The formulation of policy for the Rolla campus of the University of Missouri develops at various times and in various ways. Once developed, however, it is clear that policy should be stated in a systematic manner, issued in a distinctive format, and retained in a separate file for reference. To accomplish this, statements will be made through Policy Memoranda which will provide essential guidelines of policy and assist those immediately concerned with translating policy into action. Issues to be dealt with will primarily include interfacial areas where academic/administrative matters affect faculty, department chairmen, directors, deans, administrative officers, student council, and student publications.

The Policy Memoranda will be numbered sequentially. Their specific organization consists of four parts: (1) POLICY STATEMENT; (2) EFFECTIVE DATE; (3) RESPONSIBILITY (for executing the policy); and (4) BASIS (of policy, i.e., action of Board of Curators, Presidential directive, State law, directive from the Chancellor, recommendations of (a) deans, (b) directors, (c) department chairmen, (d) chairmen of standing University committees, and (e) administrative officers).

Policy Memoranda will be issued by the Chancellor. Suggestions may be made to him by interested staff and faculty through established channels of communication. In practice, the Chancellor may administratively delegate the preparation of the statement of policy to an administrative officer, dean, director, department chairman, or the chairman of an appropriate committee of the University.
POLICY MEMORANDUM

NON-REGULAR ACADEMIC APPOINTMENTS

The University of Missouri has a three-fold mission: instruction, research, and service. Faculty are expected to hold the highest degree in their discipline (normally the doctorate) if they are on or are being considered for a permanent (tenure) appointment.

From time to time, needs may require the appointment of qualified personnel for a specified term of service to non-regular, temporary positions. Titles for such appointees may vary according to circumstances. Whatever the circumstances and title, these appointments are temporary in duration, are non-regular in nature, and not intended to lead to tenure. Appointees will not be candidates for degrees at UMR unless specifically stated otherwise.

1. Adjunct Appointments

- 102 Adjunct Professor
- 101 Adjunct Associate Professor
- 100 Adjunct Assistant Professor

These titles will be used to signify the affiliation of appropriate levels of qualified persons with UMR functions while employed full-time with another organization. It is the intention that this be an honorary or courtesy title for persons with special capabilities employed outside the University who might be available for teaching or research. These titles, however, should not be confused with positions more appropriately staffed with lecturers or instructors.

2. Visiting Appointments

- 9530 Visiting Professor
- 9520 Visiting Associate Professor
- 9510 Visiting Assistant Professor

These titles will be used for staff on leave from other institutions or organizations when qualifications are equivalent to the appropriate title as described by Policy Memorandum #16. Salaries will be consistent for equivalent qualifications with those provided permanent faculty. Some consideration may be necessary to offset additional living costs.
3. Teaching Appointments

Lecturer
Instructor

These titles will be used for full-time appointees who normally have a minimum of a master's degree in the discipline of the appointment. Their assignments will be limited to full-time classroom and/or laboratory instruction.

Graduate Instructor

This title will be used for a full or part-time appointee who normally has a master's degree and is a Ph.D. candidate at UMR. The assignments will be limited to classroom and/or laboratory instruction.

Graduate Teaching Assistant

This title will be used for a part-time appointee who holds a baccalaureate degree and is a candidate for an advanced degree at UMR. This title conforms to stipend X recommendations. The salary levels will be 1/4, 1/2, or 3/4 stipend X, dependent upon the level of the appointment. The acceptance of a GTA commits the recipient to 10, 20, or 30 hours per week of effort relative to the appointment. Consideration must be given for academic credit in which the appointee is enrolled which requires approximately 3 additional hours of productive effort per week per semester credit hour. The assignments will normally be assisting with classroom and/or laboratory instruction.

4. Research Appointments

7690 Research Professor
7677 Research Associate Professor
7676 Research Assistant Professor

These titles will be used for appointments normally on soft monies. Appointments are to be with entry levels and salaries comparable to the respective tenure track appointments.

7657 Research Engineer
963 Associate Research Engineer
1749 Assistant Research Engineer

These titles will be used to give professional status to Engineers supporting research activities. Entry levels shall be respectively at the Ph.D., M.S., and B.S. levels. Entry salary monthly rates will range from stipend X to Assistant Professor levels.
8630  Senior Research Investigator

This title is a regular research title budgeted in research centers and defined in Policy Memorandum #18. These personnel have joint appointments in departments. Salaries and qualifications will be consistent with the level of the departmental appointment.

7650  Research Associate

This title is to signify an affiliation of departmental staff members with research centers, i.e., Professor of Chemistry and Research Associate in the Materials Research Center.

6990  Post Doctoral Fellow

This title will be used for positions to further the academic education and experience of recent Ph.D. recipients in research. Normal appointments will be for one year, not to exceed two. Extension beyond two years will require a promotion to another title such as Research Assistant Professor. Such promotions shall bear the same scrutiny as for similar academic appointments. Priorities will be extended to those with degrees external to UMR.

4715  Graduate Research Assistant

This title will be used for a part-time appointee who holds a baccalaureate degree and is a candidate for an advanced degree at UMR. This title conforms to stipend X recommendations. The salary levels will be 1/4, 1/2, or 3/4 stipend X dependent upon the level of the appointment. The acceptance of a GRA commits the recipient to 10, 20, or 30 hours per week of effort relative to the appointment. Consideration must be given for academic credit in which the appointee is enrolled which requires approximately 3 additional hours of productive effort per week per semester credit hour. The assignments will normally be assisting with research activities.

8594  Senior Research Aide
8594  Senior Research Aide
8594  Senior Research Aide
7620  Research Aide

These titles will replace Research Analyst, Research Assistant, Specialist, and Senior Research Assistant. Their duties are those of a technician used to support professional research personnel and shall be distinctly different from a Graduate Research Assistant who is expected to participate in all aspects of research ranging from planning to publication. Research participation as a Research Aide will not be acceptable subject for either a thesis or a dissertation. Academic credits accrued as a full-time Research Aide will normally not exceed
six hours of lower or upper level or three hours of 400 level and above work/semester. Such work should be directed toward increasing technical skills related to work assignments. It may be applied toward requirements for an undergraduate degree at UMR. Entry level monthly salary rate shall not exceed that of stipend X.

All other existing titles shall be phased out.

**EFFECTIVE DATE.** Immediately.

**RESPONSIBILITY.** Provost, Deans, Directors, and Department Chairmen.

**BASIS.** Academic Council Personnel Committee.
POLICY MEMORANDUM

ABSENCES OF ADMINISTRATORS

Number 3

(Formerly Number 6)

Campus administrators, including deans, directors and department chairmen, shall designate a member of their staff to act on their behalf during any absence from the campus of more than one day's duration. By memorandum the administrator should inform the office to which that person normally reports of the absence, stating anticipated duration of the absence and the name of the alternate designated to serve in that absence. The individual selected for such temporary assignments should be a senior staff member, who has sufficient knowledge of the activities of the office so that he or she can take such action as may be required.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Administrator, deans, directors and department chairmen of the Schools/College shall be responsible for the administration of this policy.

BASIS. Intent of stated policy of the Board of Curators with regard to delegated authority.

Joseph M. Marchello
Chancellor
Individual sections should not be taught with an enrollment below five (5) for a 400-level course, ten (10) for a 300 level course, and fifteen (15) for 200 or lower level courses, unless one or more of the following conditions are met:

1. At least two regular semesters have intervened since the course was last taught.

2. The course meets a requirement of the students' major discipline for which no substitution is satisfactory.

3. The course is experimental.

4. The average section enrollment in a multiple-section course exceeds by 20% the aforementioned minimum.

5. The instructor volunteers to teach the course as an overload.

6. A limited number of student stations is available.

7. Conditions are such that the enrollment must be limited for health or safety reasons.
POLICY MEMORANDUM

DOMESTIC TRAVEL

Academic staff may attend meetings with authorization for reimbursement of reasonable and necessary expenses, if available, from departmental funds. Such authorization will be made on recommendation of the department chairman and approval of the school/college dean and shall be within the guidelines approved by the University of Missouri.

A faculty member also may be given authorization for reasonable and necessary expenses for travel if he serves as an official representative of the University. Such requests must be initiated and approved prior to the travel.

Authorization for reasonable and necessary expenses shall be given faculty members responsible for the supervision of student travel, such as field trips, with approval of the department chairman and dean of the school/college.

University of Missouri Business Policy and Procedure Manual should be consulted for guidelines regarding travel.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Department Chairmen and Deans of the Schools/College will be responsible for administration of this policy.

BASIS. University of Missouri Collected Rules and Regulations, Section 5.0005; Business Policy and Procedure Manual, Sections 0.800, 0.801 through 0.808.
POLICY MEMORANDUM

QUALIFICATIONS FOR PROFESSORIAL ACADEMIC RANKS

October 1, 1980

The objective of this Policy Memorandum is to establish uniform, campus-wide, minimum qualifications for full-time professorial academic ranks. It is to be understood that fulfillment of these minimum professional qualifications and minimum years of experience does not automatically qualify one for either promotion or tenure.

I. **Minimum Professional Qualifications** as indicated for appropriate rank:

   A. **Assistant Professor (ap):** Appropriate doctorate from a reputable institution, or, in unusual cases, an outstanding publication record or professional experience; and demonstrable promise of excellent teaching ability.

   B. **Associate Professor (AP):** ap qualifications and a superior record in at least two of the following three areas:

      1. Teaching
      2. Research. Demonstrated by publication of significant research results; and/or publication of textbooks; and/or securing of research support; and/or other scholarly or creative attainments recognized in the field.
      3. Professional Activities. Demonstrated by participation in departmental and University functions; or professional organizations; or professional service in the community.

   C. **Professor (P):** AP qualifications and distinguished performance as an AP.

II. **Minimum Years of Experience** as indicated for appropriate rank:

<table>
<thead>
<tr>
<th>Academic Rank</th>
<th>Symbol</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>(P)</td>
<td>3 years in AP rank</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>(AP)</td>
<td>3 years in AP rank</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>(ap)</td>
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III. **Exceptions:** Recommendations with acceptable justification for exceptions to any of the above guidelines may be proposed by the department chairman and concurred in by the Dean of the School/College.
IV. Definitions:

A. Experience: Full-time professional activities that would enhance the faculty member's performance in one or more of the areas listed under I-B.

B. Professional Activities: Performance before or after the doctorate; to include academic, industrial, or government service, with qualification that industrial or government service alone will not suffice for appointment to the rank of Professor (P).

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Department Chairmen, Deans of the Schools/College, Provost and Dean of Faculty.

BASIS. Approval by Chancellor.

appended: Guidelines to Professional Development and Promotion

Joseph M. Marchello
Chancellor
Guidelines to Professional Development and Promotion

Faculty members in the University Missouri-Rolla make contributions in four areas: teaching, research, extension, and service. Criteria for promotion, therefore, relate to performance in these areas. Promotion recognizes outstanding work, stature resulting from such work, and achievement of academic maturity. Promotions are based on productivity and excellence of performance in the areas in which the faculty member is expected to work as determined by departmental, School/College, and University objectives.

The outstanding faculty member shows personal initiative in all work performed. Effectiveness in working with students, creativity and innovation, responsibility, continual professional development, and devotion to the educational mission are recognized as characteristics of outstanding faculty members. Contributions to departmental excellence are essential in the quality of performance recognized by promotion.

The fields of engineering and engineering technology as well as the sciences are professional-practice oriented. Thus, the faculty member's background and development, including not only academic credentials but also industrial and/or professional experience, are of particular importance. The added breadth, understanding of the non-technical aspects of decision making, competence in handling real-world problems, and elements of self confidence which come from professional experience are important components of faculty qualifications for these faculty.

TEACHING

Teaching refers to the broad area of student/faculty interaction for educational purposes, not only in the classroom but to the full range of activities which result in student development. Staff members who excel in teaching are persons who guide, motivate, and inspire students. They keep informed about new developments and strive continuously to broaden and deepen their knowledge and understanding.

The excellent teacher has qualities which include high scholarship, professional and technical competence, high self motivation, enthusiasm for the subject, and the capability to transfer that enthusiasm to the
student. Through high, set standards of academic excellence, they demand and inspire the best effort of students, and assure that knowledge is transferred, understanding deepened, and creativity and scholarship developed.

Teachers make their influence felt beyond their classroom through their contributions to teaching methodology, curriculum development, publications, lectures, and other appropriate activities whereby their creative work is transferred.

Evaluation of teaching effectiveness is recognized as being difficult. Some of the factors which should be included in such evaluations are: enthusiasm, technical competence and currency, student motivation, innovative methods, sensibility to individual student needs, new course development, and availability to students. Comments from students, alumni, and colleagues are likely to be quite variable, but constitute the major source of information on these qualitative factors.

RESEARCH

Research and other forms of creative activity can enhance greatly the faculty member's effectiveness as an educator and are important components of academic activities. Research in the broad sense includes not only scientific and "scholarly" investigations, but also design, creative problem solving, and other forms of creative activity.

Research performance should be judged on originality, significance and relevance, publication of results, and the building of a national reputation. Refereed publications constitute highly regarded evidence of the ability to perform original and significant research. Publications contribute not only to the reputation of the individual, but also to that of the department and the institution.

In the evaluation of the research performance of a faculty member, consideration should be given to departmental objectives, financial support, availability of time, graduate students and equipment, and the maturity of the department's research program. Evidence of research productivity might include not only publications, reports, and other forms of the research product, but also grants and contracts, graduate student productivity, and professional relationships on a national scale.
EXTENSION

Extension activities provide the opportunity for the University to interact with the society-at-large. As new techniques or research results become available, they can be transmitted to society through the extension activities of the Schools/College. Vehicles available for this transmission are short courses, seminars, publications, and other public-affairs activities of the faculty. This dissemination of information enhances the reputation of the University, and thereby aids in attracting quality students, both undergraduate and graduate, as well as future research projects.

Evidence of performance in the extension area would involve the development and sustenance of a program in a specific area. The attraction of a national audience is indicative that the program is important, as well as that it is enhancing the image of the University.

Finally, involvement of the faculty member in more than a managerial role is desired.

SERVICE

The service function includes service to the institution, the community, the nation, and to the faculty member's profession. It may take the form of leadership in University affairs, consultation, counseling of students, recruiting, and extension of the University into community affairs. Faculty members may make contributions to the University as committee members and officers of their professional societies at the local, state, and national levels, and as members of governmental committees and advisory boards. Through such public spirited activities, the influence of the University is extended and its reputation is enhanced.

CRITERIA FOR PROMOTION

These guidelines are intended to convey in general terms the expectations in faculty development and the requirements for promotion. No two persons perform in the same manner; instead, each contributes
in accordance with his abilities, motivations, and assignments. Evaluation of performance is difficult. In promotion considerations, it is intended that the criteria be interpreted as general guidelines and not as rigid rules, and that they be applied with judgment, wisdom, and impartiality. Good performance is expected, and outstanding performance is recognized and rewarded.

It should be recognized that standards of performance are not fixed, but are continuously raised as the University develops and as the technical requirements in each discipline increase. Thus, comparison of current standards of promotion to a rank with the qualifications of one who achieved that rank in an earlier era is unrealistic.

**Assistant Professor**

Promotion or appointment to an assistant professorship is usually based upon potential. However, promotion from the rank of instructor to that of assistant professor is based partly upon performance. A candidate for promotion to assistant professor should:

1. Possess the degree of education considered basically terminal for his field or its equivalent in professional accomplishment.
2. Have demonstrated a potential for initiative and leadership.
3. Have the personal qualities, intellectual interests, and the technical competence required for effective teaching.
4. Possess the enthusiasm and the capacity to motivate and inspire students.
5. Have demonstrated the capacity for independent creative thinking.
6. Have demonstrated a willingness and determination to keep himself current technically and to grow professionally.
7. Indicate both the willingness and capability to participate as a respected colleague in deliberations concerning the department, the School/College, and the University.

**Associate Professor**

Promotion to the associate professor rank is based upon demonstrated performance and future potential. The associate professorship is a high academic rank and promotion to this rank carries no assurance of further
promotion. Promotion to the associate professor rank is a critical one in the career of a faculty member in that it usually involves consideration for tenure. It is based on the premise that the candidate will in all probability attain a high level of distinction during his professional career. The department's stature and effectiveness for years to come are at stake.

A critical evaluation of teaching effectiveness and professional growth should be made at this point since certain critical attributes, such as the basic ability to communicate, to motivate, and to grow professionally will not likely improve with experience. If the individual has research responsibilities and has been involved in research, demonstration of the ability to develop and conduct a research program is expected. Evidence will usually include the securing of externally funded grants and/or contracts, publications to refereed journals, etc.

A candidate for promotion to the rank of associate professor should:
1. Satisfy the criteria for promotion to assistant professor.
2. Have had significant relevant, non-instructional professional experience, demonstrating productivity in professional practice.
3. Demonstrate continuing professional growth and effective activity toward achievement of departmental goals.
4. Possess a thorough knowledge of the philosophy and structure of the academic curriculum.
5. Have established himself as a vital force in the development of departmental and School/College programs.
6. Be recognized by colleagues as having the stature associated with the associate professor rank.

The length of service on the faculty before promotion will vary with the individual's productivity, qualifications, and rate of development. As a point of reference, for a new Ph.D., promotion to the rank of associate professor with less than three years on the faculty ought to be unusual and as such should be considered to recognize exemplary performance.

Professor

Promotion to the rank of professor is intended to recognize status as a mature, excellent, and thoroughly productive scholar with a developing national reputation.
Promotion to this rank requires that the individual be of such stature as to be recognized by professional peers as an authority in his field of specialization. It is also expected that important and recognized contributions will have been made in the areas of teaching, research, and professional or public service.

A candidate for promotion to full professor must have assumed a leadership role in the furtherance of the academic endeavors of the department, the School/College, and the University. Contributions must have been such that the candidate has a University reputation as a leader and an effective teacher and is recognized nationally for important contributions through research or professional service.

A candidate for promotion to the rank of professor should:
1. Satisfy criteria for promotion to associate professor.
2. Have demonstrated conclusively the ability to communicate and to inspire students and younger colleagues.
3. Have made significant contributions in his sector of specialization and be qualified to participate effectively in the academic programs at the highest level.
4. Have earned the respect of his peers in his home department, faculty of the University as a whole, and colleagues in his discipline nationwide.
5. Evince the ability to grow professionally and to maintain a national reputation.

While no minimum time in rank is required, under normal circumstances achievement of the stature, maturity, and record of accomplishment required for promotion to the rank of professor with less than six years of service as an associate professor will be unusual.

* * * * * * * * * * * * * * * *
Intercession credit may be obtained only when it is essential to permit graduation by the student during the next regular semester or summer session. The proper form for Intercession Credit may be obtained at the Registrar's Office.
POLICY MEMORANDUM

RESEARCH CENTERS

Number 7
(Formerly Number 16)

Inter-departmental research has played an important role in the development of graduate programs leading to doctoral degrees at UMR. A policy statement has been prepared, and a copy is attached, which sets forth the justification, nature, relationship between research centers and academic departments, the purpose of research centers, operation of the centers, personnel categories which may be assigned, credit for publications, guidelines for organization and functions, uniqueness, and list of currently active centers on the UMR campus.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. School/College Deans, Graduate Dean, and Provost.

BASIS. Business Policy and Procedures Manual: Sections 01-16 and 01-17.

Joseph M. Marchello
Chancellor
The research centers on the UMR campus are inter-departmental organizations. These have evolved from a prevailing effort or a recognized need on the part of the faculty members of two or more academic departments to pursue research in a joint or parallel manner in specialized fields of research in which their disciplines have a common interest or augment each other in attaining long-range research objectives. A second factor which has contributed to the development of the research centers was a recognition on the part of the faculties of the academic departments and the administration that the modern research equipment and facilities required to pursue significant and relevant research in the broad fields selected could not, within the current or foreseeable resources of the University, be duplicated in each academic department desiring to participate in these fields. To justify the acquisition of major research equipment and facilities, it was necessary to evidence that the number of faculty and students served and the use rate and efficiency of operation and maintenance would warrant the investments. This could best be demonstrated by developing common or centralized facilities to which the faculty and students of the participating departments would have equal and adequate access. Adequate accessibility requires that each participating department have research project space within the centralized facility, and for convenience and efficiency, that the faculty and the students using the project space also have some reasonable office facilities. A third factor which served to encourage the development of research centers is that such centers permit the University to respond to and to participate in areas of special interest to a variety of funding agencies without the necessity for establishing new academic degree programs, particularly where appropriate academic programs already exist and these can respond in a multidisciplinary manner.

Inasmuch as the centers are common facilities of the participating departments, they are joint ventures of the participating academic departments, and, therefore, an integral part of the department's total graduate program, and not independent academic entities. The faculty and students associated with the research centers are for academic purposes, first and foremost, members of their academic departments with the same rights and responsibilities as all other members in the department. For the faculty, the matters of promotion, salary raises, tenure, committee assignments, etc., remain vested in the faculty of the academic department. Similarly, for the students associated with the centers, recruitment, academic programs, examinations, degree requirements and the awarding of degrees remains the responsibility of the departmental faculty.

For the purposes of managing facilities and coordinating the research activities within a center, a faculty member of one of the participating departments is designated as the director. The duties of the director are in addition to those for which he is responsible to his academic department, and include the supervision of the nonacademic personnel assigned to the center, the maintenance and repair of all research equipment and facilities, and the building space in which the center is housed. The
director is also responsible for the assignment of space available to
the center and the scheduling of the use of all major research equipment
and facilities. He also provides the leadership in identifying the indi-
vidual and collective research goals of the academic staff associated with
the center, the availability of equipment and facilities and the sources
of outside funding to support the multidisciplinary research efforts.

The academic staff of the participating departments may hold one of
two types of joint appointments with the research centers, senior research
investigator or research associates. The established researcher usually
at the associate or full professor rank, who desires to develop his full
research effort with a research center, may be appointed a senior investi-
gator. Generally, one faculty member of each participating department
will hold the position of senior investigator in each center in which the
department participates. The senior investigators and the director form
the executive committee of the center, which body formulates the research
policies and objectives of the center. A senior investigator shall be
responsible for his academic department's interests in the center, and
the staff member appointed to this position must be approved by the depart-
ment chairman. His appointment, however, must be acceptable to the director
and other senior investigators of the research center staff. The senior
investigators will be responsible for an average of three semester hours
of classroom instruction per semester. In instances where a senior investi-
gator may have an obligation for 490 supervision which approaches full-
time equivalent effort, he may, with the advanced approval of his depart-
ment chairman, be released from classroom teaching for one semester, but
not more than one semester in any one academic year.

The position of research associate may be held by two or more staff
members of the participating departments and is intended for those staff
members who desire to devote about half their research effort to those
projects conducted in or in association with the center. The research
associate appointment may be extended to a member of the departmental staff
who desires an affiliation with the center and who has been recommended by
his department chairman and is acceptable to the director and senior investi-
gators of the center.

Either joint appointment may be terminated upon the request of the
individual or the recommendation of his department chairman, and the
director of the center. The salaries of the senior investigators are
budgeted through the research centers, while the academic salaries of
the research associates are budgeted through their academic departments.

While the research centers may assist the participating departments
in the recruitment of graduate students by providing literature describing
the research projects planned and in progress and available support, the
academic department in which the student seeks to earn his graduate degree
will be responsible for evaluating the student's academic qualifications
and authorizing his admission to graduate school. Inasmuch as the funding
of the student's stipend will be provided by the research center, the
director of the center will initiate the Form 40 in coordination with the
department chairman concerned.
The research centers may also assist the academic departments in recruiting postdoctoral fellows; however, since the postdoctoral fellow will contribute to the supervision of thesis research of graduate students largely in the discipline in which they have earned their doctoral degree and may offer course work in that discipline, the appointment of the postdoctoral fellow shall carry the approval of the department chairman of the discipline concerned.

Nonacademic and professional research personnel on wages from University funds allocated to the center or provided by grants and contracts awarded to the center shall be recruited, appointed and supervised in their duties by the director of the center. However, it should be understood that such appointments of professional research personnel to positions discussed in policy memorandum entitled, "Non-regular Academic Research Title," shall have comparable qualifications as do others in similar ranks in regular status. Further these non-regular appointments carry no commitment for continued employment.

For the purpose of coordinating program objectives, personnel requirements, facility management, etc., each research center will have a steering committee (which shall meet annually) consisting of the chairmen of the participating departments, the research director and chaired by the academic dean responsible for the general administration of the center. The Dean of the Graduate School will be an ex-officio member of the steering committee of each research center. The Dean of the Graduate School shall review annually at the end of the fiscal year, with the academic dean concerned, the activities of the research centers, especially with respect to compliance with these guidelines, number of participating departments, research productivity, and budget requests.

All publications of the faculty associated with research centers will report the member's departmental affiliation first and that with the research center second. If the publisher limits the wordage for such citation, the affiliation with the research center will be deleted; however, in such instances the research center's contributions to the investigation shall be identified in the acknowledgements. In the past, the Contract Section of the Business Office has reported separately the income from grants and contracts awarded to academic departments and research centers. The academic department's pro-rated share of grants and contracts awarded to the research centers in which it participated was identified and included in the departmental listings. The total amount of such grants was credited to the research centers in the separate report, and the fact that the income from such grants was duplicated in the two reports, was clearly indicated. This practice will be continued and the research directors of the centers have the responsibility to report to the departments concerned and the Contracts Section of the Business Office the department's pro-rated share of the grants and contracts administered by the center of the period covered by these reports. The pro-rated share shall be computed as the simple product of the total value of the grant or contract and the ratio of the department's FTE faculty, post doctoral fellows, and the graduate students to the total personnel engaged in the projects. These
reports shall be used in all campus and university-wide publications and information released to outside agencies and organizations.

The above guidelines for the organization and functions of research centers are unique and have evolved on this campus because of the concern of the faculty and administration for the problems encountered by other universities throughout the country where established research centers have evolved into independent academic units in conflict with the academic departments, colleges and schools. The organization of the UMR research centers has served to avoid such conflicts and to preserve an environment in which additional multidisciplinary research activity has evolved and flourished.

Refer to the Business Policy and Procedures Manual for active research centers on the UMR campus.
POLICY MEMORANDUM

October 1, 1979

APPOINTMENTS TO ENDOWED POSITIONS

By executive guideline number 2, the President of the University has defined six categories of named or endowed chairs, including four professorships. The purpose of executive guideline number 2 is to enhance faculty excellence. The purpose of this policy memorandum is to define a procedure for implementing this executive guideline at UMR.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Deans and Chancellor

BASIS. Board Policy, Executive Order Number 2, and Committee of Deans.

Joseph M. Marchello
Chancellor
I. The following selection procedure is required.

A. School Responsibilities:
   1. Funds must be available for the purpose.
   2. A committee composed of school chairmen, chaired by the dean of the school must decide whether a specific department has developed to the point where it can benefit from such an appointment.
   3. If a donor specifies a department and provides sufficient funds to support a chair, the department qualifies.

B. Departmental Responsibilities:
   1. Once a department is designated to have a chair, the department chairman shall appoint a departmental committee whose responsibility shall be to solicit and screen candidates. The School Dean must approve the composition of the departmental committee.
   2. More than one candidate must be considered.
   3. Candidates must have distinguished records of scholarly contributions in teaching and research.
   4. A majority of the department must endorse the committee's recommendation.
   5. Nominations by the committee must be accompanied by a detailed statement of selection procedures and by comprehensive documentation of choices.

C. School Approval:
   A committee of school chairmen, chaired by the Dean, must approve the candidate.
DUES AND MEMBERSHIPS IN ORGANIZATIONS

University funds may be used to pay institutional memberships in organizations which provide educational or professional services of value to the institution or to one or more of its component parts. Payments should be budgeted and paid by the appropriate division or unit.

University funds may also be used for membership in organizations which publish material needed by the Library. Such memberships will ordinarily be funded by and in the name of the Library, but may be funded by another unit if the unit has need of membership status in the organization. In such instances, however, the need for the published materials must be certified by and addressed to the Library.

It is not appropriate for University funds to be used to pay individual personal membership dues in professional societies or associations, nor in social, service, or civic groups. This stipulation does not prevent the use of funds from gifts or grants specially designated for the purpose of personal memberships.

All requests for payment of dues by University funds in any organization or association must be submitted on form UM-UW 12 (Rev. Aug 73) and should include certification that the payment is for institutional dues or membership. A University addressee can be identified by the use of an Attention line:

Attention: Mr. John Doe

The office of the Provost is charged with the responsibility of monitoring all expenditures of University funds for any institutional memberships or dues. Therefore, the office of the Manager of Finance will route all such requests through the office of the Provost for his review.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Provost, Department Chairmen, Directors, Deans, and heads of all budget jurisdictions.

BASIS. Executive Order Number 14, May 1, 1974.

Joseph M. Marchello
Chancellor
A policy is needed to administer the equipment maintenance, repair, and replacement needs that supplements normal procedures relative to special equipment support budgeted in the General Operating Budget Special Equipment Account (1500-2100). This policy will provide for the following accounts:

- Special Equipment Arts and Science (2099-2100)
- Special Equipment Engineering (2499-2100)
- Special Equipment Mines and Metallurgy (2296-2100)

The special conditions governing the use of these accounts are as follows:

1. Account is under the control of the appropriate school or college dean.

2. Beginning budget year allotments will not be made to these accounts.

3. Funding that can be transferred into the accounts is limited to released (cost) funds. (Salary and wage - less staff benefits.)

4. The maximum amount that can be transferred on a UM-UW Form 161 and remain within the campus jurisdiction is $5,000.00, as all transfers in excess of that amount require off-campus approval.

5. Transfers should be processed timely, however, in no case after June 1 of each fiscal year.

6. The maximum balance that can be carried over from one fiscal year to the next in any of these established accounts is $50,000.

7. Balances in these accounts must be expended for the purposes stated and cannot be further transferred.

8. The school or college dean will provide the Business Office on or before June 1 of each year the balance proposed to be carried over.
9. The balances in these accounts are subject to withdrawals by the Chancellor at any time and under any conditions.

EFFECTIVE DATE. Immediately.

RESPONSIBILITY. Responsibility for this policy memorandum lies within the school/college deans and the Director of Administrative Services.

BASIS. Chancellor

Joseph M. Marchello
Chancellor
POLICY MEMORANDUM

MEMBERSHIP ON UNIVERSITY COMMITTEES

As part of the implementation of the Affirmative Action Plan of the University of Missouri, any person appointing members for any University committee, in selecting the membership, shall give due consideration to the inclusion in such membership of qualified women and minority personnel.

EFFECTIVE DATE. Immediately

RESPONSIBILITY. While the appointing authority is responsible for insuring that this policy is fulfilled, Department Chairmen, Directors, Deans, the Business Officer, the Provost, and the Chancellor are responsible for monitoring those offices or units reporting to them.

BASIS. University of Missouri Collected Rules and Regulations, Section 4.0004.13; Executive Guideline No. 13, October 31, 1977.
FOREIGN TRAVEL

This policy summarizes campus authorization and other requirements for foreign travel - defined here as travel outside the continental United States and Canada, including Alaska, Hawaii and Mexico.

AUTHORIZATION:

All foreign travel, whether at University expense or not (e.g. while on sabbatical leave), must be authorized in writing by the Office of the Chancellor prior to departure.

USE OF GENERAL OPERATING (E & E) FUNDS:

Use of General Operating funds for foreign travel is permitted only when the proposed travel is required for the purposes of conducting bona fide University administrative business or instructional activities.

PROCEDURES:

Departmental Office: 1. Initiate Travel Authorization (UM-UW Form 36) completing all items and authorization.

When identifying a scientific or association meeting for which travel is intended, use full names and not initials.

2. Forward both copies to divisional office.

Divisional Office: 3. Review request and signify approval by signature

4. Forward both copies to Chancellor's Office.

Chancellor's Office: 5. Review request and signify approval by signature.

6. Assign authorization number to form.

7. Return both copies to department.

Department: 8. Retain both copies.

9. Attach copy of approved Travel Authorization to each voucher submitted for travel expenses.
EFFECTIVE DATE: Immediately.

RESPONSIBILITY. The Department Chair, School/College Deans, and the Executive Director of the Office of Administrative Services of the University of Missouri-Rolla are responsible for the administration of this policy.

BASIS. Approval by the Chancellor

Joseph M. Marchello
Chancellor
POLICY MEMORANDUM

Number 13
(Formerly Number 26)

PROMOTIONS AND TRANSFERS DURING SIX-MONTH PROBATIONARY PERIOD

New permanent, non-academic employees (75% FTE or greater) will not be normally permitted to transfer or promote to another position on campus until the completion of their six-month probationary period. After completion of the probationary period, an employee may be considered for transfer or promotion to a posted vacant position by making application through the campus Personnel Office.

TRANSFERS BETWEEN DEPARTMENTS AFTER SIX-MONTH PROBATIONARY PERIOD

Approvals Required - Transfers between units must be approved by the units and the campus Personnel Office.

Service Requirements - Employees who transfer to another position in another department must serve a two-month probationary period in the new position and will not be allowed to transfer again until a total of six months has elapsed.

EFFECTIVE DATE. March 1, 1981

RESPONSIBILITY. The Personnel Office will be responsible for the administration of this policy.

BASIS. Probationary periods are designed to give the University an opportunity to determine whether an employee is qualified for the work for which they were hired.
February 10, 1982

MEMORANDUM

To: Academic Council
From: Joseph M. Marchello
Subject: Policy Memoranda

You will note by the attached memorandum that Dean Daane would like to maintain our present Policy Memorandum No. 9 - Graduate Student Registration. It is also suggested that it remain number 9 for continuity with already printed information. This has my endorsement.

I would appreciate the advice of the Academic Council.
MEMORANDUM TO: Chancellor Joseph M. Marchello

FROM: Adrian H. Daane

RE: Policy Memorandum #9

I would like to ask that you consider keeping our present Policy Memorandum #9 in force as an active policy, and that you request this status in the actions of the Academic Council.

This policy has had a somewhat stormy existence, and it has taken the authority of the status of a Policy Memo to convince students (and some faculty!) that it is a regulation to conform to. I want to have an edited version included in the next copy of the Graduate Bulletin, but the full details of the present write-up are too bulky for the Bulletin, and yet are needed to cover the many loop-holes and contingencies that continually come up.

I'll take care of the Graduate Bulletin write-up, and I'd appreciate having the back-up of a stated Policy Memo. Thanks.

ac

cc: Dr. J. B. Ridley
May 15, 1979

POLICY MEMORANDUM

Graduate Student Registration

A. Candidates for a doctoral degree

1. All doctoral students are required to enroll for research. The total amount may vary but the student must register for all work required and this will often exceed the minimum requirements.

2. The full-time load for graduate students ranges from 12 to 16 hours for a semester and half this for a summer session.

3. After a student completes the residency requirement and passes his comprehensive (or matriculation) examination for the doctorate degree, he must remain enrolled until his degree is completed or his candidacy is cancelled. A student actively engaged in work towards his degree must be enrolled for credit commensurate with this activity, but in no case less than three hours each semester or summer.

Qualified students in residence may request Post-Residence Doctoral Fellowships (eligible students are those who have completed all degree requirements except the dissertation). When such a Fellowship is awarded by the Graduate Dean, the recipient will be reimbursed beyond the first three hours taken for up to nine hours of research and/or seminar credit each semester and summer term.

4. When all requirements except the dissertation have been completed and the candidate is away from the campus*, he must enroll for at least one hour of credit each registration period until his degree is completed. Failure to do so may invalidate his candidacy. Registration and billing for off-campus students will be automatic after passing the comprehensive. Appropriate billing procedures have been established to maintain such continuous registration.

*Beyond commuting range
5. Interruption of continuous registration due to failure to comply will result in the need for readmission under requirements then in effect.

B. Candidates for masters' degrees

1. All master's degree candidates on campus, utilizing faculty and/or facilities for the purpose of advisement, data gathering, courses, or examinations shall be enrolled for credit commensurate with this activity. But in no case shall they be enrolled for less than three hours each semester or summer.

2. An examination fee is an appropriate substitute for the three hour requirements only under either of the following conditions:

   a. All degree requirements are completed within the first two weeks of an academic session (semester or summer).

   b. An off-campus student who has in a previous session completed all other requirements for the degree returns at any time during the semester to defend his thesis or dissertation.

C. Other considerations

1. All graduate teaching and research assistants including graduate instructors are required to be enrolled for at least the minimum indicated above.

2. Graduate students living beyond commuting distance of the campus will enroll for credits consistent with their use of campus resources as determined by their department and their own needs for credit. Off-campus research for credit must be approved, however, in advance by the Department and the Graduate Dean. A form exists for that purpose.

EFFECTIVE DATE: June 1, 1979.

RESPONSIBILITY: Department Chairmen, Registrar, Business Services and Graduate Dean.

BASIS: Academic Policy Committee, Graduate Deans Group, and Chancellor's Council.

Joseph M. Marchello
Chancellor
February 10, 1982

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JMM/m1c

Enclosure
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EFFECTIVE DATE: June 1, 1979.

RESPONSIBILITY: Department Chairmen, Registrar, Business Services and Graduate Dean.

BASIS: Academic Policy Committee, Graduate Deans Group, and Chancellor's Council.

Joseph M. Marchello
Chancellor
SUMMARY of reports, actions and announcements at the Academic Council meeting of March 25, 1982.

1. Unfinished Business - Chairman Haddock

2. Intercampus Faculty Council - Professor Patterson

3. Admissions and Academic Standards - Prof. Herrick
   TOEFL Test of Spoken English in lieu of Written TOEFL
   Requirements of students changing departmental majors
   while on probation
   Changing status from "credit" to "hearer"

4. Budgetary Affairs - Professor Sauer
   Departmentalization of Nuclear Engineering

5. Rules, Procedures and Agenda - Professor Schowalter
   Campus Exigency Committee

6. Student Affairs - Professor Lewis

7. New Business - Professor Pursell

8. Announcements - Chairman Haddock

ATTENTION OF FACULTY is directed to the draft of the Discrimination Grievance Procedures for Students attached to these minutes. Responses should be sent to Prof. Patterson by May 1st (cf. 7.4 and 7.5).

ATTENTION OF FACULTY is also directed to the Student Affairs Committee's request for input on the Final Exam Schedule item (cf. 7.20)
Chairman Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, March 25, 1982, in Room 227 of Fulton Hall and announced the following substitutions: Prof. Dee Hammerlie for Prof. Ron Kellogg and Assoc. Dean Cogell for Dean Barker.

Chairman Haddock asked for any corrections or revisions to the minutes of the February 18, 1982, meeting of the Academic Council and reported one spelling correction had previously been given to the secretary. Page 6, paragraph XI, 6.19 should be corrected from Sharla Nicoli to Charla Niccoli. Hearing no further corrections, the minutes were approved as corrected.

UNFINISHED BUSINESS. Chairman Haddock reminded Council that at the last meeting, the divided motion concerning the Policy Memoranda had been tabled. Dr. Haddock referred Council members to his memorandum circulated with the agenda (Full Copy) which proposed a method for handling this particular issue. Chairman Haddock reported that comments were received from faculty members regarding two of the Policy Memoranda—#6 and #8. A motion was made to remove the item from the table and was seconded and carried. Prof. Stigall moved that the Council approve all of the Policy Memoranda except for Policy Memorandum #6 (formerly 14) with the attached guidelines and Policy Memorandum #8 (formerly #9). The motion was seconded by Prof. Bayless and carried. Prof. Baird moved to table Policy Memoranda numbers 6 and 8. The motion was seconded by Prof. Patterson and carried.

INTERCAMPUS FACULTY COUNCIL (ICFC): Chairman Haddock informed Council that, because of a conflict, Prof. Patterson had asked that the report from the ICFC be moved forward on the agenda. Hearing no objection, Chairman Haddock recognized Prof. Patterson. Prof. Patterson reported that the budget for 1982/83 was discussed at the March 1982 meeting of the ICFC. It is expected that the Senate will approve a somewhat higher budget recommendation than that recommended by the House. President Olson is confident that the budget figure will be a compromise between the two recommendations and not a lower figure. Also discussed was the problem of reallocation of funds on the individual campuses for additional salary increases. President Olson asserts that his goal is to raise the average salary level for the University to the average of the Big 8-Big 10 in the next three years. The calculated amount needed to reach this goal would be an additional 2.83% over the expected budget increases. On the Columbia campus they have already reallocated a much higher amount than was reallocated at UMR to provide a much higher mid-year raise in January. There is some indication that in the fall the Columbia campus may be planning to again reallocate a larger amount than needed to reach the President's goal. ICFC discussed whether the differences that are likely to result between levels of raises on the different campuses is appropriate. The President asserted that these are campus matters. If Columbia chooses to reallocate a higher amount than UMR in order to provide higher raises, that is up to Columbia. The only thing the President is establishing is the minimum amount.
A draft of the Discrimination Grievance Procedures for Students was presented at the ICFC meeting. Copies of this draft document are being forwarded to the faculty senators and councils for review. Prof. Patterson asked that any comments from individual faculty members or committees concerning this document should be forwarded to him by May 1, so that these comments can be presented at the May ICFC meeting. In reviewing this document, Prof. Patterson requested that faculty members be cognizant of items that may affect faculty members in relation to the administration of student grievances. Comments from all campuses will be considered at the May meeting of the ICFC.

Prof. Baird asked Prof. Patterson how the Governor's budget recommendation compared to that of the House and Senate. Prof. Patterson answered that the Governor's recommendation was in the middle. Prof. Emanuel asked if the salary average was a four-campus average or if the requirement was to raise each campus to the Big 8-Big 10 average. Prof. Patterson answered that the 2.83% will supposedly bring each campus to that average. Prof. Smith stated that there was a chart in the Three-Year Plan indicating the potential for reallocation on each of the campuses. The figures show that UMR has a very small amount available, much less than the other campuses. Prof. Smith asked if there was some way of stressing this point to the President. Prof. Patterson stated that this had been discussed at the ICFC meeting, but the President and his office are regarding this as something the campuses will have to handle. Dean Robertson stated that he would like to stress that the Discrimination Grievance Procedures for Students will be a very important document. He encouraged each faculty member to read it carefully: once as if they were the object of the grievance and once as if a favorite advisee was being unfairly treated. The document has been worked on by the Deans of Students, Affirmative Action representatives and Chancellors. While some consensus has been reached, the document should be regarded as a working draft that is still open to change.

Prof. Herrick reported the Committee had recommendations on three items. He referred Council members first to that section of the Committee Report concerning the requirement of graduate students to pass an oral English test in lieu of a written TOEFL and the memorandum from Dean Daane, Dean of Graduate Studies, circulated with the agenda* (Full Copy). Prof. Herrick moved that the Council endorse the Committee recommendation that the decision to accept the TOEFL Test of Spoken English in lieu of the Written TOEFL Test should rest with the departments until some future time when the acceptability can be judged on the basis of experience. The motion was seconded by Prof. Emanuel. Prof. Baird asked if in lieu of meant that the department had the option of using the spoken test in addition to the written test. Prof. Herrick said that the referral concerned the spoken test being given instead of the written test, not in addition to it. Chairman Haddock stated that the departments have the option of additional requirements, but that the referral had been to consider the spoken test in lieu of the written test. Prof. Smith stated she had received a memorandum from Prof. John Morgan who teaches the English as a Second Language courses on Campus. Prof. Morgan raised two problems with the committee recommendation. First, the spoken TOEFL does not test three skills that are of major importance—vocabulary, writing and the grammar of written academic English. Second, the test cannot be administered on campus. The test has to be sent to New Jersey
for evaluation and arrangements have to be made to take the test in St. Louis. In addition, Prof. Smith asked what score had been decided on as a passing score for the spoken TOEFL. Prof. Herrick answered that this would be up to the departments. Prof. Myers stated that Prof. Van Matre of the Counseling Center is looking into administering this test on campus and that this will be available in the near future. The grading is done at Princeton. Prof. Baird said that he approved of requiring a spoken test but only as an addition to the written test, not as a replacement. Dean Robertson indicated that there have been some complaints concerning the speaking and oral communication skills but agreed that the spoken test should be a supplement to the written.

Prof. Harvey moved that an amendment be made to the motion; changing the motion to read: the decision to accept the TOEFL Test of Spoken English in addition to the Written TOEFL Test should rest with the departments until some future time when the acceptability can be judged on the basis of experience. The motion was seconded by Prof. Law. Prof. Russell asked if the amendment meant that a student could be required to pass both a written and spoken English test if so required by the department. Chairman Haddock answered, "Yes." Prof. Russell argued that this was a tremendous "put down" to the student—to say that he must understand vernacular English as we speak it. He argued that the student ought to have options. Prof. Law stated that foreign students attend lecture classes and if they cannot understand the lecture they cannot get much out of it, just as if they cannot read assignments, they cannot gain much. Prof. Law argued that both should be required. Prof. Myers stated that in Engineering Management it is important for students to be able to participate in class discussions. Also, when they graduate they should be able to communicate in English if they plan to work in this country. Chairman Haddock called for a vote on the amendment; the amendment carried.

Prof. Herrick next referred Council members to the Committee Report, Item #2—students changing departmental majors while on scholastic probation. Prof. Herrick stated the Registrar's Office currently enforces a policy requiring a student on scholastic probation who wants to change majors to obtain the permission of the accepting department. Unfortunately, there is no academic regulation which authorizes this procedure. The A&AS Committee believes such a policy is beneficial to both the student and the accepting department and recommends its authorization. Prof. Herrick moved that the Council endorse the Committee recommendation. The motion was seconded by Prof. Bayless. Prof. Edwards asked if this procedure requires written permission. Prof. Herrick answered that there is a form that is currently used for this procedure. Prof. Bell asked if this requirement would also be binding upon graduate students. Chairman Haddock answered that this item does not affect graduate students, but that departments currently require that graduate students apply to the department in which they want admittance. Chairman Haddock called for a vote on the motion; motion carried.

Prof. Herrick stated that an editorial change needed to be made in the statement to be included in the Manual of Information regarding this item and requested that this statement (Section VIII.7 e) be changed to read: Students who want to change majors but are on scholastic probation must obtain the permission of the receiving department.
Prof. Herrick referred Council members to the Committee Report, Item #4—Students changing from "credit" to "hearer" status—circulated with the agenda* (Full Copy). The Registrar's Office currently requires a student registered for credit in a course to withdraw first before changing status to hearer. There is no academic regulation authorizing this procedure. The Committee believes this policy is necessary and recommends its authorization. Under the new regulations passed by the Council and effective Fall 1982 a student will have six weeks to change status from credit to hearer without a withdrawal showing on the permanent record. After six weeks a grade of F will be recorded for the withdrawal unless extenuating circumstances are certified. The student can then add the course as a hearer with the advisor's and instructor's permission. Prof. Herrick moved that the Council adopt the regulation that the student must formally withdraw from the course for credit and then re-enroll as a hearer. The motion was seconded by Prof. Emanuel. Prof. Pursell asked what the term "hearer" means. For example, if a student is registered as a hearer in a course, do those hours count toward being classified as a full time student? Lauren Peterson answered that for most purposes, the hearer status counts the same as credit status—for fee purposes, for determining maximum schedules, etc. Prof. Baird added that external agencies, such as Social Security and Veterans Administration would not consider this the same as being registered for credit. Prof. Harvey asked if the procedure for dropping a course for credit and registering as a hearer can be accomplished with the same form. Prof. Bayless answered that the form consists of two parts—the top for dropping and the bottom part for adding a course. Chairman Haddock called for a vote on the motion; motion carried.

Chairman Haddock thanked the A&AS Committee for including the changes for the Manual of Information with their report.

BUDGETARY AFFAIRS. Prof. Sauer referred Council members to the Committee Report circulated with the agenda* (Full Copy). Prof. Sauer stated that the first paragraph of the Committee Report is directed towards the Committee's concern for any new small department being formed and not just Nuclear Engineering. The concerns include costs, proper representation on the Academic Council and other committees, etc. One concern specifically about the proposed Nuclear Engineering department is the current size of the department and enrollment trends in this discipline. Prof. Sauer stated the Committee did not believe that these trends justified departmentalization at this time. Prof. Sauer moved that the Academic Council recommend against the establishment of a department of Nuclear Engineering at this time. The motion was seconded.

Dean Warner said that the recommendation of the Budgetary Affairs Committee had surprised him. The request to the Council was for Council to consider the legitimacy of departmentalization from an academic point of view, not a budgetary point of view. Perhaps it is appropriate for the Council to consider the budgetary matters, but he urged that these aspects be considered separately and requested that the Council consider the academic aspects at least as fully as the budgetary aspects. Dean Warner noted that the proposal for departmentalization includes no request for additional or new resources for that unit. The only additional resource required is the appointment change from discipline head to department chairman—a change from a 9 to an 11 month position which would be accomplished from funds already existing in the School of Mines and Metallurgy. Noting that Dr. Tsoulfanidis and Dr. Weart were in
attendance to answer any questions, Dean Warner stressed that, from an academic point of view, the Nuclear Engineering discipline has been acting as a department in every way. Nuclear Engineering offers degrees at the bachelors, masters and Ph.D. levels. The faculty, graduate program and undergraduate program are a viable size. The discipline is housed in a separate facility, and has its own secretary and its own budget. The discipline head administers that budget independent of the Department of Metallurgy.

All the Nuclear Engineering discipline is asking for at this time is formal recognition of the manner in which they have been operating for a number of years. Speaking against the motion, Dean Warner requested that the Council consider the Budgetary Affairs Committee Report to be a report addressing only budgetary matters and recommended that the academic legitimacy of the proposed departmentalization be the prime consideration.

Prof. Baird moved that Council table the motion to accept the Budgetary Affairs Committee Report and refer the item to the Curricula Committee for consideration of the academic soundness of the proposal for departmentalization of Nuclear Engineering. The motion was seconded by Dean Robertson. Prof. Smith stated that every course and every degree offered by Nuclear Engineering had gone through the Curricula Committee and she wondered, therefore, what Council would be asking them to do. Prof. Baird said that if the Curricula Committee should look at this departmentalization as a sound academic proposal, then Council could weigh the academic soundness against the budget considerations.

Prof. Stigall asked if the Admissions and Academic Standards Committee would not be the more appropriate committee to study this item. Prof. Baird stated he would change the motion if another committee were more appropriate. Chairman Haddock stated that he believed the Curricula Committee was the appropriate committee to receive this referral. Chairman Haddock called for a vote on the motion to table the motion to accept the Budgetary Affairs Report and refer the item to the Curricula Committee; the motion carried.

Chairman Haddock stated that a copy of the proposal for departmentalization of Nuclear Engineering was not circulated to Council members but that interested faculty may contact the Council office to receive a copy of this proposal.

Rules, Procedures and Agenda. Prof. Schowalter referred Council members to the memorandum from Chancellor Marchello to Chairman Haddock dated March 8, 1982, circulated with the agenda* (Full Copy). This memorandum outlines the establishment of a Campus Exigency Committee as requested in a memorandum from President Olson dated February 19, 1982, and asks for Council's response to the establishment of this committee before April 15. Prof. Smith moved that the Council concur with the establishment of a Campus Exigency Committee as outlined in Chancellor Marchello's memorandum to Chairman Haddock. The motion was seconded by Assoc. Dean Cogell and carried.

Prof. Schowalter next referred Council members to the General Resolution VIII circulated with the agenda* (Full Copy). This resolution outlines the procedures for the selection of faculty representatives to the Campus Exigency Committee. Each department will select one faculty member as a nominee to the committee. From these nominees the Academic Council will elect three faculty representatives from each school/college to serve as members. Prof. Stigall moved that the Council adopt the procedures as stated in General Resolution VIII. The motion was seconded by Prof. Baird and carried.
XI, 7.18 Prof. Schowalter noted that he will be sending a letter to each department chairperson concerning the selection of nominees but requested that Council members alert their chairpersons since there is such a short time. The selected nominees from each department will need to be forwarded to him by April 16 in order for Council to vote on the members at the May meeting.

XI, 7.19 STUDENT AFFAIRS: Prof. Lewis stated that the Student Affairs Committee is currently considering the constitutions of six student organizations. Prof. Lewis referred Council members to the one being submitted for Council action—the University of Missouri-Rolla Fencers' Club—which circulated with the agenda* (Full Copy). Prof. Lewis stated that the Committee has requested that several changes be made—editorial changes, clarification of who signs checks, changes in the voting requirement, etc. The constitution is being presented for recognition by Council contingent upon these changes being made. The faculty advisor for the club will be Dr. Walter Ewersman. Prof. Lewis moved that the Academic Council recognize the University of Missouri-Rolla Fencers' Club as a new student organization. The motion was seconded by Prof. Bell and carried.

XI, 7.20 Prof. Lewis referred Council to the Student Affairs Committee referral item #2—Final Examination Schedule, and reported that the committee has considered this item and would like additional input and guidance from Council. The Committee is sympathetic to the desire to have courses with large grading loads scheduled early in the week. The students on the Committee (seven students are members of this committee) are in favor of the examination schedule being spread out over as long a period as possible. They are, therefore, in favor of the present schedule. Furthermore, the Committee checked with the Registrar's Office and they have had fewer conflicts than ever using the present schedule. Given these considerations, the Committee is not sure if Council really wants them to change the present examination schedule to something else which may cause more problems. Prof. Lewis requested that Council tell the Committee again why they want this item studied. Chairman Haddock recommended that Council members review past Council minutes concerning this item and submit their concerns and recommendations in writing to Prof. Lewis.

XI, 7.21 Prof. Schowalter reported to Council on the unofficial result of the By-Law voting. Fifty-three percent of the faculty voted. Item 1, updating of language and recognition of reorganization on campus received 92% approval. Item 2, integration of the two category system of committees into a single listing received 86% approval. Item 3, description and name change of the Security and Traffic Safety Committee received 86 2/3% approval. Item 4, voting privileges to student members of the Academic Council received only 32% of the vote and failed. Prof. Schowalter stressed that the results have still to be recommended to the Chancellor for his transmittal to the Board of Curators for their approval, which, it is hoped, will be given at the May meeting.

XI, 7.22 NEW BUSINESS: Prof. Pursell moved that a referral be made to the Admissions and Academic Standards Committee for a study and recommendation to Council of a policy requiring that at the end of the semester students enrolled as hearers be given a grade of satisfactory or unsatisfactory. The motion was seconded by Prof. Sauer and carried.
ANNOUNCEMENTS: Chairman Haddock announced the May Board of Curators meeting will be held on the Rolla Campus, May 6-7. On the 6th at 3:00 p.m. there will be a Rap Session scheduled with the Board. Chairman Haddock has discussed with Dr. Marchello the possibility of Council being invited to attend that session. Dr. Marchello was most receptive to that idea. Council members should give some thought to questions they would like to present to the Board. Chairman Haddock stated there are two kinds of questions. One, questions regarding philosophy which can surely be responded to at the time; and second, specific questions where the question needs more research before responding. Chairman Haddock asked Council members who have this second type of question to submit written questions to him so that they may be assembled and sent to the members of the Board. The Chancellor, President and two or three members of the Board of Curators will be in attendance to answer questions.

Dean Robertson stated that there is a potential problem concerning students employed on campus during the summer who register for three hours of course credit and additional hours as a hearer. It appears that some students have received permission to be a hearer in a course that is a prerequisite for another and then have had the instructor certify that they have satisfied the prerequisite. Dean Robertson noted that there is no objection provided the student is not required to turn in the homework and take examinations in the course. If this is required, however, it would constitute too many hours of course work for them to qualify to work full-time. Dean Robertson said he plans to review the requirements for hearer status in the specific course prior to making a determination of the full-time employment eligibility of a student. Prof. Pursell asked whether a hearer was allowed to take examinations in a course. Chairman Haddock answered that there is a current statement on this. He added that the matter raised by Dean Robertson would be made part of the referral to the Admissions and Academic Standards Committee.

Chairman Haddock's closing remarks: Have you ever thought what it would be like if everyone agreed with you on every issue? Wouldn't life be terribly boring? Someone addressed the question from a slightly different perspective when they said: "The person who agrees with everything you say will bear watching in other matters too."

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of action approved.
CONSTITUTION/BY LAWS
UMR STUDENT CHAPTER
AMERICAN ASSOCIATION OF COST ENGINEERS

I. Name and Location

Sec. A. The name of this organization is the UMR Student Chapter of the American Association of Cost Engineers, hereafter called the Chapter.

Sec. B. This Chapter is located on the campus of the University of Missouri-Rolla with offices at the Engineering Management Department Main Office.

II. Objectives

The objectives of the Chapter are to provide opportunities for its student members to be exposed to the ideas, concepts and practitioners of Cost Engineering.

III. Membership

Sec. A. Students enrolled in good standing at the University of Missouri-Rolla, in Engineering or Science, at the undergraduate or graduate level may join as Regular members. Regular members may vote and hold office.

Sec. B. The regular members, by majority vote at a regular meeting, may elect other persons to Honorary membership in the Chapter. Honorary members cannot vote or hold office.

Sec. C. Honorary membership may be held by persons recognized for their outstanding work for the Chapter.

Sec. D. Any member failing to pay his/her dues within thirty days after the prescribed time shall be notified in writing by the vice-president of membership, and if the dues are not paid on or before the tenth day from the date of said notification, said membership shall be automatically forfeited.

Sec. E. A faculty advisor will be elected by the members from the faculty of the UMR campus.

Sec. F. Membership shall run from September 1 through August 31, inclusive.

IV. Officers

Sec. A. The Chapter shall have a President, Vice-President-Programs, Vice-President-Publicity, Secretary, and Treasurer.
MEMORANDUM TO:  UMR Academic Council

FROM: UMR Curricula Committee

SUBJECT:  Curricula Committee (1981-82)

DATE:  March 29, 1982

The following new course additions, deletions and course change 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. Civil Engineering 304; Legal Aspects of Boundary Surveying


   Justification: Course will be required of surveyors by Missouri law in near future.

2. Computer Science 445; Robotic Sensors and Controls


   Justification: Computerized robots with advanced vision, touch and other sensory systems are having a significant and growing impact on industries throughout the world. They are providing dramatic increased in productivity and improving quality.

3. Humanities 235; Humor in American Literature 235

   Catalog Descriptions: Humor in American literature is explored from its origins in Europe through its expression in such major writers as Franklin, Irving, Poe, Melville, Twain, James, Frost, Faulkner and others.

   Justification: Courses in American humor have been standard fare in major colleges for many reasons, one of which is that so much important literature in the U.S. is humorous. Two important scholarly journals are currently devoted to studies in humor. National and international conferences are being held in response to the growing awareness of various social sciences and disciplines in medicine of humor's importance to our culture and health. Cooperative research is being carried out. This course should not only enlighten students, it should also provide good background for advanced work in many fields.
4. Electrical Engineering 375; Fourier Optics

Catalog Description: This course presents scalar diffraction theory and its applications to optics. Using the concept of the angular spectrum, the fundamental equations of diffraction will be derived. These results will then be applied to a large number of practical examples.

Justification: There is at present a growing need in industry for electro-optical engineers. The areas of application include optical tracking systems, laser weaponry, information processing robot vision and fiber optics.

5. Nuclear Engineering 222; Fluid Flow Laboratory

Catalog Description: Laboratory investigation using basic devices to study the continuity, momentum and energy equations of fluid flow. Procedures for recording, interpreting and presenting experimental results are also demonstrated.

Justification: The need for this laboratory has been identified during a recent evaluation of our curriculum.

6. Nuclear Engineering 363; Fusion Research Experiments

Catalog Description: Mirrors and cusps, pinches and compact toroids, tokamaks, other toroidal devices, inertial confinement fusion (ICF), ICF drivers and chargers, other fusion concepts.

Justification: We have changed the fusion course sequence to indicate clearly the courses offered to students who follow the Fusion Power Reactor Preference.

7. Nuclear Engineering 368; Fusion Research Laboratory

Catalog Description: Langmuir probe, electron gun, mirror reflection angle, theta pinch, capacitor bank, vacuum systems, plasma spectroscopy.

Justification: Students who follow the Fusion Power Reactor Preference will take this course instead of NE 308.

8. Psychology-Education 208; Psychological & Educational Development of the Adolescent

Catalog Description: A theoretical and empirical examination of the psychological and educational development of the adolescent.

Justification: Course is required for the UMR-UMC Cooperative Education Program. Course and Instructor has been approved by UMC per Memorandum of Understanding.
9. Social Science-Education C240; School Organization & Administration for Secondary Teachers

Catalog Description: Required for Certificated Secondary School Teachers. Problems of effective methods of School Management from standpoint of teachers in secondary schools.

Justification: Required course for Teacher Certification. UMC has approved Course and Instructor per Memorandum of Understanding.

10. Social Science-Education T-164; Aiding: Secondary Schools

Catalog Description: Instructionally-related clinical/administrative and monitorial duties in the classroom during semesters and summer. Student works 30 hours for each credit, with instructor supervising.

Justification: Required Course for Teacher Certification. Course and Instructor are in process of approval by UMC per Memorandum of Understanding.

B. COURSE DELETIONS:

1. Nuclear Engineering 331; Application of Radioisotopes
   Lecture 2 and Lab 1; Total 3
   Prerequisites: Phys. 107 or Nuc. E. 203

   Catalog Description: Radiation hazards and safety. Radiation detection. Production of radioisotopes. Applications of radioisotopes in physics, chemistry, biology, medicine, food preservation, and industry.

   Justification: Not enough interest in the subject.

2. Nuclear Engineering 407; Linear Transfer Theory II
   Lecture 3; Total 3
   Prerequisites: Nuc. E. 305, 405

   Catalog Description: Continuation of Nuc. E. 405 to include the cases of anisotropic scattering, particle energy dependence, time dependence and perturbation theory.

   Justification: Not enough interest in the subject.
C. COURSE CHANGES:

1. Sociology (Social Sciences) 220; The Community
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

2. Sociology (Social Sciences) 225; Culture and Personality
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

3. Sociology (Social Sciences) 231; Social Stratification
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

4. Sociology (Social Sciences) 235; Industrial Sociology
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

5. Sociology (Social Sciences) 245; Ethnicity and Nationality
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

6. Sociology (Social Sciences) 251; Urban and Rural Sociology
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

7. Sociology (Social Sciences) 265; Sociology of Education
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

8. Sociology (Social Sciences) 281; Family and Marriage
   Prerequisites: From: Any 100 level Soc. course
   To: Soc. 81 or 85 or consent of instructor

   Course Title: to: Continuum Mechanics
10. Humanities, Minor in English; Minor Curriculum

**Course Title:** To: Minor in English

**Catalog Description:** From: A minor in English, which consists of 12 hours, may be designed or structured to accomplish one of three goals...
2) For the minor emphasizing communications...

To: See attached

11. Geology/Geophysics 332; Facies Models

**Catalog Description:** From: Study of the distribution and recognition of facies in recent and ancient depositional models. Emphasis on alluvial sediments, deltas, submarine fans and carbonate environments.

To: Study of the distribution and recognition of facies in recent and ancient depositional models. Emphasis on alluvial and fluvial sediments, deltas, submarine fans, carbonate environments and seismic stratigraphy.

**Credit Hours:** From: Lecture 2, Lab 0, Total 2

To: Lecture 3, Lab 0, Total 3

12. Physics, Addition of Physics Minor to Catalog

**Catalog Description:** A student wishing to minor in Physics must take a minimum of 15 hours of Physics coursework above the introductory level. The minor must include Physics 107 and at least 12 additional credits of Physics courses numbered at the 200 level or higher.

13. Nuclear Engineering 365; Introduction to Plasma Physics

To: Nuclear Engineering 367; Plasma Physics

**Catalog Description:** From: This course studies 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. (Co-listed with physics)

To: Single-particle motions, plasmas as fluids, waves, diffusion, equilibrium, stability, kinetic theory, nonlinear effects.

**Prerequisites:** From: NE 203 or Phys 107; Math 204

To: Math 204 & Phys 107 (or NE 203)
14. Nuclear Engineering 303; Reactor Physics I

**Course Title:** To: Reactor Physics

15. Nuclear Engineering 305; Reactor Physics II

**Course Title:** To: Current Topics in Reactor Physics

**Catalog Description:** Study of bare and reflected homogeneous and heterogeneous reactors: reactor dynamics and reactor control

To: "Study of topics in Reactor Physics based on the interest of the students enrolled. Examples are perturbation theory, variational methods, $P_n$ and $S_n$ approximations, final elements method, the Monte Carlo method, etc."

16. Nuclear Engineering 311; Methods of Analysis in Nuclear Engineering

**Course Title:** To: Methods of Analysis in Reactor Physics

**Catalog Description:** From: Analytic and computer based methods of problem solving are applied to the solution of problems in nuclear engineering with emphasis on the behavior of radioisotopes and the solution of the neutron diffusion equations.

To: Analytic and computer based methods of solving problems of reactor physics.

**Prerequisites:** From: C.Sc. 218, NE 303

To: NE 303

17. Nuclear Engineering 304; Reactor Physics Laboratory I

**Course Title:** To: Reactor Laboratory I

18. Nuclear Engineering 308; Reactor Physics Laboratory II

**Course Title:** To: Reactor Laboratory II

19. Nuclear Engineering 323; Nuclear Reactor Design

**Catalog Description:** From: A study of nuclear reactor design primarily from the nuclear and thermalhydraulic viewpoint. Design methods are applied to current nuclear reactor concept with consideration of satisfactory mechanical hydraulic lifetime, breeding or conversion and safety performance.

To: A study of nuclear reactor design primarily from the nuclear and thermalhydraulic viewpoint. Computer based design methods are applied to current nuclear reactor concepts.

**Prerequisites:** From: NucE 321

To: Nuc E 311, 321
20. Nuclear Engineering 333; Radiation Protection

**Course Title:** To: Health Physics

**Prerequisites:** From: NE 203, Phys 107, 207

To: NE 203 or Phys 107

21. Nuclear Engineering 361; Introduction to Fusion

**Course Title:** To: Fusion Research Principles

**Catalog Description:** World energy needs and resources, fusion reactor requirement, plasma properties, plasma production and heating, diagnostic techniques, current experimental research, engineering problems.

To: Energy sources, nuclear reactions and coulomb collisions, atomic collisions and radiation, fusion reactor power balance, plasma fundamentals. gas discharges and breakdown, charged particle trajectories, plasma confinement, plasma heating, plasma diagnostics.

**Prerequisites:** From: Math 204; NE 203; Phys 107

To: Math 204 and Phys 107 (or NE 203)

22. Nuclear Engineering 363; Fusion Engineering

To: Nuclear Engineering 365; Fusion Technology

**Catalog Description:** From: Problems of experimental research and of fusion reactor design. Vacuum system magnets, structural materials, heating and confinement, heat removal and energy conversion, economics, environment.

To: Engineering problems, vacuum systems, water-cooled magnets, pulsed magnet systems, superconducting magnets, cryogenics, materials problems, plasma purity and fueling, blankets, neutronics, environment and economics, fusion-fission hybrids.

**Prerequisites:** From: NE 203 & Phys 107

To: Math 204 & Phys 107 (or NE 203)

23. Nuclear Engineering 405; Linear Transport Theory I

**Course Title:** To: Linear Transport Theory
24. Nuclear Engineering 451; Reactor Kinetics I
   To: Nuclear Engineering 351; Reactor Kinetics
   **Prerequisites:** From: NE 305
   To: NE 303

25. Nuclear Engineering 453; Reactor Kinetics II
   To: Nuclear Engineering 451; Advanced Reactor Kinetics
   **Prerequisites:** From: 451
   To: 351

26. Physics 365; Introduction to Plasma Physics
   To: Physics 367; Plasma Physics
   **Catalog Description:** From: This course studies 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. (Co-listed with Nuclear Engineering.)
   To: Single-particle motions, plasmas as fluids, waves, diffusion, equilibrium, stability, kinetic theory, nonlinear effects.
   **Prerequisites:** From: NE 203 or Phys 107; Math 204
   To: Math 204 & Phys 107 (or NE 203)

27. English-Education 204; 204-Problems of Teaching Reading
   To: English-Education 316; 316-Teaching Reading in Content Area
   **Catalog Description:** From: Has been taught as 204 number—a study of current methodologies for teaching in area of specialization
   To: For secondary school teachers. Specific ways teachers can help students improve reading skills in content areas and ways reading can be taught in reading classes.
   **Credit Hours:** Lecture 2, Total 2
   To: Lecture 3, Total 3
28. Social Science-Education 110; Secondary School Curriculum and Instruction
   To: Social Science-Education T-240; Teaching Skills

   Catalog Description: Study of curricular organization, planning for instruction, use of newer media, and critique of methodology for the attainment of different types of learning outcomes.

   To: Series of weekly experiences—demonstrations, observations, micro teaching, small group discussions—to develop concepts of and skills in a variety of basic teaching tasks.

   Credit Hours: Lecture 2, Total 2

   To: Lecture 3, Total 3

29. Sociology-Education 265; UMR-Sociology of Education

   Cross Listing B-352

   Meets requirement of UMC "Comparative Foundations of Education" B-352

D. OTHER

1. CURRICULUM CHANGES

   a. Nuclear Engineering

      See attached

Respectfully submitted,

[Signature]

David Cunningham, Chairman
UMR Curricula Committee
DISCRIMINATION GRIEVANCE PROCEDURES

FOR

STUDENTS

DRAFT 1
Revision

V-CAMPUS STUDENT AFFAIRS GROUP
December 7, 1981
Revised January 28, 1982
Revised February 4, 1982 (VPAcA office)
pp. 1, 7
Revised February 17, 1982 (VPAcA office)
(See asterisks)

Comment should be sent to Gary Patterson by May 1, 1982.
# DISCRIMINATION GRIEVANCE PROCEDURES

## FOR

## STUDENTS

### Table of Contents

#### Policy

- **1.01** Statement of Equal Opportunity ........................................... 1
- **1.02** Right to Grieve ................................................................. 1
- **1.03** Limitations on Scope of Procedures ....................................... 2
- **1.04** Policies and Procedures Provided to Complainant ....................... 2

* added footnote p. 1

#### Definitions

- **2.01** Complaint .................................................................................. 2
- **2.02** Grievance .................................................................................. 2
- **2.03** Student ..................................................................................... 3
- **2.04** Persons with Disabilities ......................................................... 3
- **2.05** Appropriate Administrative Officer .......................................... 3
- **2.06** Grievance Consultant ................................................................ 3
- **2.07** Documentation ........................................................................... 3

* added footnote p. 2

#### Routing Informal Complaints

- **3.01** General Statement ..................................................................... 3
- **3.02** Recruitment to the Institution ..................................................... 4
- **3.03** Admission to the Institution (Undergraduate or Professional) .......... 4
- **3.04** Admission to the Institution (Graduate) .......................................... 5
- **3.05** Admission to or Treatment in an Educational Program and the Granting of Assistantships ................................................................. 5
- **3.06** Non-Academic Complaints Related to Campus Living and Student Life ........................................................................................................ 5
- **3.07** Student Employment on Campus ..................................................... 5

* added footnote p. 2

#### Filing of Grievances

- **4.01** Explanation of Procedure .......................................................... 6
- **4.02** Information Requirements ............................................................ 6
- **4.03** Grievance Advisor ........................................................................ 7
- **4.04** Informal Hearing ........................................................................... 7
Table of Contents, cont.

**Formation of Grievance Committee**
- 5.01 Appropriate Administrative Officer's Responsibility .......... 7
- 5.02 Panel for Forming a Grievance Committee ................ 7
- 5.03 Formation of a Hearing Committee . . . . . . . . . . . . . . . 8
- 5.04 Responsibility to Serve . . . . . . . . . . . . . . . . . . . . . 8

**Hearing Procedures for Formal Grievances**
- 6.01 Clerical Support for the Committee . . . . . . . . . . . . . . . 9
- 6.02 Election of a Chairperson . . . . . . . . . . . . . . . . . . . . . 9
- 6.03 Required Quorum . . . . . . . . . . . . . . . . . . . . . . . . . . 9
- 6.04 Attendance at the Hearing . . . . . . . . . . . . . . . . . . . . . 9
- 6.05 Commitment to Fairness . . . . . . . . . . . . . . . . . . . . . . 10
- 6.06 Guidelines for the Hearing Proceedings . . . . . . . . . . . . . 10
- 6.07 Right to Withdraw Grievance . . . . . . . . . . . . . . . . . . . . 11
- 6.08 Record of Proceedings . . . . . . . . . . . . . . . . . . . . . . . 11
- 6.09 Procedures for Reporting Recommendations . . . . . . . . . . 12
- 6.10 Decision of the Appropriate Administrative Officer
  and Notification . . . . . . . . . . . . . . . . . . . . . . . . . . . . 12
- 6.11 Privilege of Review . . . . . . . . . . . . . . . . . . . . . . . . . 12
- 6.12 Time Standards . . . . . . . . . . . . . . . . . . . . . . . . . . . 13

See suggested changes, but forms will not be a part of policy/procedure statement.
1.01 **Statement of Equal Opportunity:** It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, national origin, age, or disability.

1.02 **Right to Grieve:** The University of Missouri's prospective or enrolled students shall have available to them certain procedures for resolving complaints and/or grievances regarding alleged discrimination which may arise in areas related to (1) recruitment and admission to the institution; (2) admission to and treatment while enrolled in an educational program; (3) employment on campus; or (4) other matters of consequence relating to campus living or student life. All students enrolled at the University who have a complaint related to an area previously described that cannot be resolved informally between the parties involved, may request the formation of a grievance committee which shall hear the grievance and make recommendations to the appropriate Administrative Officer.

Prospective students to the University may grieve under the provisions given by Section 3.02, Section 3.03, or Section 3.04.

Every reasonable effort should be made to resolve the points of dissatisfaction informally and at the lowest administrative level. These proceedings may be terminated at any point at which mutual agreement is reached by the parties involved.

1 Including sexual harassment
Limitations on Scope of Procedures: These grievance procedures neither supersede nor take precedence over established University procedures of due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other campus-specific procedures, authorized by the Board of Curators, dealing with faculty/staff responsibilities. No more than one grievance procedure may be used for any single incident.

Policies and Procedures Provided to Complainant: The student complainant will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator, or his/her designee, and the Officer for Equal Opportunity or for Affirmative Action shall be available to assist the student in understanding the privileges afforded through such policies and procedures.

DEFINITIONS

2.01 Complaint: A "complaint" is a student's timely informal expression of dissatisfaction with possible discriminatory aspects of University-related experiences that have occurred within the past 30 calendar days.

2.02 Grievance: A "grievance" is a timely formal complaint relating to an adverse action which has been informally examined by University administrators, presented in writing with good faith, and which identifies a problem of alleged discrimination that has occurred within the past 60 calendar days and which has not been resolved to the satisfaction of the student after discussion of the problem through normal administrative channels. A grievance is filed with the Chief Student Personnel Administrator for the purposes of processing.

Complaints and/or grievances, as applicable, must be submitted within the time requirements of these procedures to the Appropriate Administrative Officer.

See Section 2.07
2.03 **Student:** A "student" is any person who has applied for admission or readmission or who is currently enrolled or who was a student of the University of Missouri at the time of the alleged discrimination.

2.04 **Persons with Disabilities:** For the purpose of these procedures, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as "...any person who:

1. Has a physical or mental impairment which substantially limits one or more of such person's major life activities,

2. Has a record of such impairment, or

3. Is regarded as having such an impairment."

For purpose of this definition, "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial barrier to employment and/or education.

* 2.05 **Appropriate Administrative Officer:** Primary Administrative Officer on the staff of the Chancellor (in the areas of Student Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.

* 2.06 **Grievance Consultant:** At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in these grievance procedures.

* 2.07 Any reference in this document to written materials or to written or oral presentations within the complaint or grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. The adjustment will be made at no charge for the individual.

**PROCEDURES**

**ROUTING INFORMAL COMPLAINTS**

3.01 **General Statement:** The student complainant is encouraged to seek informal resolution of points of dissatisfaction with the supervising administrator immediately responsible for the area in which the discrimination complaint arises. If the matter is not resolved at this level, the complainant with a post-admission complaint may pursue the problem through each level of administrative jurisdiction up to, but not including, the Appropriate Administrative Officer. A student with a pre-admission complaint will follow Section 3.02, Section 3.03, or Section 3.04 as appropriate.
If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, filed with the Chief Student Personnel Administrator, pursue their grievances jointly under these procedures. If the number of grievants in such a 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 them all.

3.02 Recruitment to the Institution: In the case of an undergraduate, the applicant shall present the case to the Director of Admissions. If the points of dissatisfaction cannot be resolved, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions. In the case of graduate students, the applicant may request a meeting with the academic department head and the dean of the college (or his/her appointed representative) who are actually involved in the recruitment efforts to discuss the matter informally. If resolution cannot be reached, the applicant may appeal to the Dean of the Graduate School, and finally to the Appropriate Administrative Officer. In all recruitment complaints, where the complainant is not a current University student, no formal grievance proceedings will be conducted.

3.03 Admission to the Institution (Undergraduate or Professional): The applicant shall present the case to the Director of Admissions or to the dean of the school or college, dependent upon where the application was originally filed. This official shall compare the person's academic qualifications against the current published university admissions criteria and review the denial. If the denial is upheld, the applicant may appeal this decision to the immediate supervisor or to the appropriate admissions committee. In cases where the complainant is not a current University student, no formal grievance proceedings will be conducted.
3.04 Admission to the Institution (Graduate): The applicant may ask for a meeting with the academic department head of the program to which the applicant was seeking admission. This official shall explain reasons for the denial of recommendation for admission. If not satisfied with the explanation, the applicant may then appeal to the Dean of the Graduate School or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the Appropriate Administrative Officer. Where the complainant is not a current University Student, no grievance proceedings will be conducted.

3.05 Admission to or Treatment in an Educational Program and the Granting of Assistantships: An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program, or in the granting of assistantships, may request a conference with the appropriate department head and with the dean of the school or college (or the dean's appointed representative) to discuss the matter informally.

3.06 Non-Academic Complaints Related to Campus Living and Student Life: A student enrolled at the institution who has a University-related complaint concerning discrimination in non-academic matters may request a conference with the appropriate administrative supervisor, department head, and/or director to discuss the matter informally.

3.07 Student Employment on Campus: A student enrolled at the University who alleges that discrimination occurred either in applying for work or while working as a student employee at a University job may request a conference with the appropriate administrative supervisor, departmental head, or director of the employing unit to discuss the matter informally. If the complaint is not resolved, the student may proceed with the complaint.
under these grievance procedures by filing a grievance with the appropriate administrative officer responsible for the employing unit in which the grievance is alleged.

**FILING OF GRIEVANCES**

4.01 **Explanation of Procedure:** Regardless of its nature, a grievance is to be filed with the Chief Student Personnel Administrator. When a grievance is filed the Chief Student Personnel Administrator (or his/her designee) will orally (1) explain that the grievance process is normally limited to those actions which allegedly occurred within sixty (60) calendar days preceding the filing of a grievance, and (2) review and discuss the procedures to be followed in the administration of a grievance.

4.02 **Information Requirements:** A written request (see Addendum A) for grievance proceedings shall contain the following information;

a. A clear, detailed statement of the grievance, to include the name of the person(s) against whom the grievance is made and a statement describing the specific supporting evidence;

b. a brief summary of persons with whom the point(s) of dissatisfaction were discussed during the informal procedure and the results of previous discussions of the issues involved;

c. a specific statement of the remedial action or relief sought; and

d. a statement of reasons why the remedial action or relief is sought.

If in the judgment of the Chief Student Personnel Administrator the statements are vague or do not meet the above requirements, the original form filed by the student will be returned with an explanation within seven (7) working days. The student may make the necessary corrections and resubmit
the request for a hearing. The deadline referred to in Section 4.01 may be extended by the Chief Student Personnel Administrator only if adequate cause for an extension of the deadline can be shown by the complainant.

The written request for the grievance proceeding shall be forwarded to the Appropriate Administrative Officer. (See Addendum “A”, Student Grievance to the Director of Equal Employment and Affirmative action for information purposes. Form?)

Consultant Grievance Advisor: At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in these grievance proceedings.

Informal Hearing: Within fifteen (15) working days, the Appropriate Administrative Officer with the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor, and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If this informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 5.01.

FORMATION OF GRIEVANCE COMMITTEE

5.01 Appropriate Administrative Officer's Responsibility: Within fifteen (15) working days after the request for the formation of a grievance committee provided for in 4.03 without satisfaction to the Grievant or after the completion of the informal hearing, the Appropriate Administrative Officer (or his/her designee) shall initiate the selection of a grievance committee.

5.02 Panel for Forming a Grievance Committee: By October 1 of each year, a grievance hearing panel shall be selected. The panel shall consist of ten (10) faculty, ten (10) staff and ten (10) students. Selection of the hearing panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff, and student
associations. Selection of membership will consider race, sex, disability, academic rank, student classification, and employee classification. Membership on the hearing panel shall be for two years. A member's term shall expire on August 31 of the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing unresolved grievance. In such case the member's term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.

5.03 Formation of a Hearing Committee: A hearing committee shall be composed of five (5) members. The aggrieved student shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. The four committee members shall then select an additional member from the grievance hearing panel. Members of the immediate departmental unit involved in the grievance shall not be eligible to serve on the committee.

5.04 Responsibility to Serve: Any person selected to a grievance committee will be expected to serve on such committee and to be present at all sessions. If a member is absent from a single session, he/she will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus, or other hardship, then that member shall be replaced in the same manner used for the original selection (see Section 5.03). If a member is unable or ineligible to serve, for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Section 5.03 and Section 5.04, must
attend the opening and the closing session of the hearing. The requirement for members to be at the closing session should not be used to bring the entire proceedings into jeopardy nor to disqualify a member of the committee. If the chairperson feels that a "final" session has been brought about prematurely or in a contrived fashion, he/she may declare a recess of reasonable length to ensure the presence of all members of the grievance committee.

HEARING PROCEDURES FOR FORMAL GRIEVANCES

6.01 Clerical Support for the Committee: It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedures contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services, and to otherwise serve the grievance committee as needed.

6.02 Election of a Chairperson: At the initial organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then, the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.

6.03 Required Quorum: A quorum consists of a minimum of four members of the committee except as provided by Section 5.04.

6.04 Attendance at the Hearing: The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an advisor. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.
Commitment to Fairness: All members of the grievance committee, in agreeing to serve, will commit themselves to observe procedures consistent with fairness to all parties concerned; for example, they will agree not to discuss the case with anyone outside the hearings and shall not be influenced in making a decision or recommendation by any consideration other than the evidence presented to them in meetings in which all affected parties are present.

Guidelines for the Hearing Proceedings: The grievance committee shall set forth the rules of procedures for the hearing within the guidelines and suggested format (see Addendum "B") given in this and other sections. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.

a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.

b. A counsel or representative may advise the principals, but shall not be permitted to testify or to cross examine.

c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to or at the beginning of the hearing.

d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.

e. The interested parties shall provide the chairperson with the names of the advisor and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.
f. After initial witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.

g. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.

h. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.

i. Any use of written or oral presentations within a complaint or grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated presentation would not be appropriate. The adjustment will be made at no charge to the individual so affected.

6.07 Right to Withdraw Grievance: At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement, as per 6.09.

6.08 Record of Proceedings: A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators, and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee endeavor to provide a written transcript of
testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 6.06i is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.

6.09 Procedures for Reporting Recommendations: At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the University, with copies to the grievant and the responding person(s). The written report will contain (1) a statement of the purpose of the hearings; (2) issues considered; (3) a summary of the testimony and other evidence presented; (4) findings of fact as developed at the hearing; and (5) recommendations for final disposition of the case.

6.10 Decision of the Appropriate Administrative Officer and Notification: The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrative officer does not accept the written recommendations of the grievance committee, a statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.

6.11 Privilege of Review: If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Unless otherwise previously effective, the decision may be implemented after
the requested review if the Chancellor conurs. The review by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President and from there to the Board of Curators. The timetable for review at each of these two levels shall also be thirty (30) calendar days.

6.12 **Time Standards:** Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.
STUDENT FORMAL GRIEVANCE FORM
(Use additional sheets if needed)

1. Your Name (Mr., Ms.) ____________________________________________
   Student I.D. No. _______ Mailing Address ___________________________
   City ____________________ State __________ Zip Code __________
   Telephone ____________________________

2. Submitted to (campus-specific title for Chief Student Personnel Administrator) on:

   Month __________________ Day __________ Year __________

3. The basis for the grievance is alleged discrimination on the basis of:
   Race _______
   Color _______
   Religion _______
   Sex _______
   National Origin _______
   Age _______
   Disability _______

4. University official or unit against whom this grievance is filed:
   Name ________________________ Department _______________________

5. Explain in a clear and detailed statement the following:
   a. The nature of the grievance and a description of specific supporting evidence:
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

   b. The specific remedial action or relief sought:
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

For grievances alleging improper discrimination relating to admission and/or treatment while enrolled in an educational program, employment on campus, or other matters of consequence relating to campus living or activities.
c. A summary outlining with whom the point(s) of dissatisfaction were discussed and with what results:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

d. The reasons why the remedial action or relief is sought:

________________________________________________________________________

________________________________________________________________________

Date you consider the "Informal discussion" ended:

\[\underline{\text{I}}\] HAVE READ AND UNDERSTAND THE ABOVE GRIEVANCE FORM AND GRIEVANCE PROCEDURE FOR STUDENTS. THIS GRIEVANCE I AM FILING IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, OR BELIEF.

Signature ___________________________ Date ___________________________

This form forwarded to: ___________________________

(Appropriate Administrative Officer)

on ___________________________ by ___________________________

Month Day Year (campus-specific title for Chief Student Personnel Administrator) (campus address)

\[\underline{\text{C}}\] C: Director of Equal Opportunity/Affirmative Action
Suggested Format for Hearing

I. Opening remarks accompanied by written submission of parties' outlines of relevant, non-redundant evidence to be offered to committee.
   a. Grievant
   b. Respondent

II. Consideration of and decision on objections to acceptance of items of evidence.

III. Presentation of relevant, non-redundant evidence.
   a. Grievant (with additional questions from Respondent and/or committee)
      1. Witnesses
      2. Non-testimonial evidence
   b. Respondent (with additional questions from Grievant and/or committee)
      1. Witnesses
      2. Non-testimonial evidence

IV. Opportunity for presentation of any rebuttal evidence.
   a. Grievant
   b. Respondent

V. Presentation of additional evidence requested by committee.

VI. Summation of case.
   a. Grievant
   b. Respondent
Dee Hummelie is substituting for Ron Kellogg today (Social Sciences Dept.)
Telephone call from Dean Barker's Secretary

Dean Barker will not be able to attend the Academic Council Meeting on March 25.Dean Cogell will substitute for him.
March 15, 1982

MEMORANDUM

TO: Academic Council
FROM: Glen Haddock
Chairman, Academic Council
RE: Unfinished Business

The unfinished business relates to items XI, 6.11 through XI, 6.13 of the Council minutes of February 18, 1982 (Policy Memoranda). The Personnel Committee has not had sufficient time to study and prepare recommendations based on comments and proposed changes (all of which relate to Policy Memorandum #6 (formerly #14) and its associated Guidelines, or to Policy Memorandum #8 (formerly #9).

At the time the Policy Memoranda matter is taken from the table, a motion will be made to endorse all except Policy Memoranda #6 and #8. Following action on this, a motion will be made to table action on the two excluded memoranda until the April 1982 meeting of the Council, allowing time for a studied response from the Personnel Committee.

GH/jsp
MEMO TO: The Academic Council

FROM: Admissions and Academic Standards Committee

RE: Recommendations on:

Item #1: Requirement of graduate students to pass an oral English test in lieu of TOEFL.

Item #2: Students changing departmental majors while on scholastic probation

Item #4: Students changing from "credit" to "hearer" status

Item #1: Enclosed is a response from the Dean of the Graduate School. The Committee agrees that the decision to accept the TOEFL Test of Spoken English in lieu of the Written TOEFL Test should rest with the departments until some future time when the acceptability can be judged on the basis of experience.

Item #2: The Registrar's Office currently enforces a policy requiring a student on scholastic probation and wanting to change majors to obtain the permission of the accepting Department. Unfortunately, there is no academic regulation which authorizes this procedure.

The Committee believes this policy is beneficial to both the student and the accepting Department and recommends its authorization. This can be accomplished with the following addition to the Manual of Information (Page 52 of the 1981-1982 issue):

VIII.7

e) Students on scholastic probation wanting to change majors must obtain the permission of the receiving department.

Item #4: The Registrar's Office currently requires a student registered for credit in a course to withdraw first before changing status to hearer. There is no academic regulation authorizing this procedure.

The Committee believes this policy is necessary and recommends its authorization. Under the new regulations passed by the Council and effective Fall '82 a student will have six weeks to change status from credit to hearer without a withdrawal showing on the permanent record. After six weeks a grade of F will be recorded for the withdrawal unless extenuating circumstances are certified. The student can then add the course as a hearer with the advisor and instructor's permission.
Two changes are necessary to the Manual of Information (1981-1982 issue):

Page 46: II.6
- new second paragraph -

If you register in a course for credit and later wish to change to "hearer" you must withdraw from the course before registering as a hearer (see Section IV.2).

Page 49: IV.2
- new second paragraph -

A change from credit to hearer status in any course after the 6th week of the semester (3rd week of an 8-week summer session) will result in a final grade of "F" in the course registered for credit unless extenuating circumstances are certified.

- the current second paragraph becomes the new third paragraph -
MEMORANDUM TO: Department Chairmen
Graduate Council Members

FROM: Adrian H. Daane

RE: Test of Spoken English

February 1, 1982

I have received information back from approximately half of the departments concerning their possible interest in the TOEFL Test of Spoken English that is being made available by Educational Testing Service.

Half of the departments find it interesting and several have active plans to look into it as a part of their own admissions process. Half of the departments feel that it is not of interest to them at the present time or they wish to let a little experience build up to show the validity of the test before deciding about their own participation.

This test is certainly an individual matter with departments and can be used as each department sees fit.

cc: Thomas Herrick
March 15, 1982

TO: Dr. Glen Haddock, Chairman
ACADEMIC COUNCIL

FROM: H. J. Sauer, Jr., Chairman
Budgetary Affairs Committee

RE: Proposal to Departmentalize Nuclear Engineering

In response to your referral of the above matter to the Budgetary Affairs Committee, the committee has met and deliberated as reflected in the relevant section of the minutes of the meeting, as follows:

It was pointed out that the establishment of a new department entails definite costs—the 11-month appointment for the chairman, the establishment of a separate and additional E&E fund, and separate secretarial services. Also, the formation of small departments tends to tip the balance in the Academic Council and make it less representative of the distribution of faculty in that small departments have equal voting to larger departments.

Specifically, in the case of the Nuclear Engineering program, it was felt since the size of the student population was small and since the enrollment did not appear to be growing rapidly that departmentalization did not appear to be warranted at this time.

It was moved, "At this time of fiscal stringency, the establishment of a new department of Nuclear Engineering was not recommended by the Budgetary Affairs Committee." Motion passed. (Unanimously, by 8 members present)

Thus, the recommendation of the Budgetary Affairs Committee to the Academic Council is the action reported above, in italics.

cc: BAC
MEMORANDUM TO: Academic Council Members

FROM: Ralph E. Schowalter, Chairman
Rules, Procedures & Agenda Committee

DATE: March 9, 1982

RE: General Resolution VIII: Election Procedure for
Campus Exigency Committee

The Academic Departments will select one member of their faculty as a nominee to the Campus Exigency Committee. From these nominees the Academic Council will elect three faculty representatives for each school/college to serve as the members. The faculty member who receives the largest majority vote will serve for three years; the second largest majority will serve for two years and the third for one year.

Each year the three departments whose representative's term expires plus all departments not represented on the Campus Exigency Committee will select one member of their faculty as a nominee. The Academic Council will elect one member for each school/college to serve for three years.

RES/ksc
March 8, 1982

MEMORANDUM

To: Glen Haddock
Chairman, Academic Council

From: Joseph M. Marchello
Chancellor

Subject: Campus Exigency Committee

As a follow up to President Olson's memorandum of February 19 to the Chancellors regarding the establishment of a Campus Exigency Committee, I would like the Academic Council's concurrence on the following arrangement:

Campus Exigency Committee

This committee is established in accordance with the Financial Exigency and Discontinuance of Program Documents adopted by the Board of Curators. In the event a financial crises jeopardizing the welfare of the institution is declared, this committee will make recommendations to the Chancellor for fair and equitable resolutions.

The committee consists of the Provost, who will serve as chairman; the Schools/College Deans; the Executive Director of Administrative Services; the Affirmative Action Officer; the Chairman of the Academic Council; three elected administrative, service and support staff; and three faculty members from each School/College selected by the Academic Council. The elected members will serve for three years. One-third of the elected members will be chosen each year.

I would appreciate having the Council's response in sufficient time to meet President Olson's April 15 deadline.
SUMMARY of reports, actions and announcements at the Academic Council meeting of April 15, 1982.

1. Unfinished Business - Chairman Haddock

2. Administrative Reports - Mr. Wollard
   1982-83 Budget
   UMR Three-Year Plan

3. Public Occasions Committee - Prof. Schaefer

4. Curricula Committee - Prof. Cunningham

5. Facilities Planning Committee - Prof. Pursell

6. Publications Committee - Prof. Plummer

7. Rules, Procedures and Agenda Committee - Prof. Schowalter

8. Intercampus Faculty Council - Prof. Patterson

9. Announcements - Chairman Haddock

ATTENTION OF FACULTY is directed to the attached Policy Memorandum Qualifications for Professorial Academic Ranks. Council has approved Sections I through IV. Action on Section V, "Guidelines" was tabled until the May 6th Council meeting so that it could be circulated to the faculty with these minutes. Faculty should respond to their Academic Council representative. (cf. XI, 8.4 through 8.8).

ATTENTION OF FACULTY is directed to the announcement of the Rap Session with the Board of Curators, May 6th (cf. XI, 8.21) and the announcement of the Open Budget Hearings, April 29th (cf. XI, 8.11).
Chairman Glen Haddock called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, April 15, 1982, in Room 227 of Fulton Hall and announced the following substitutions: Prof. J. Kent Roberts for Prof. Jack H. Emanuel, Asst. Dean Ron Fannin for Dean Robert Davis, and Mr. Joe Ward for Dean B. Ken Robertson.

XI, 8 Chairman Haddock asked for any corrections or revisions to the minutes of the March 25, 1982, meeting of the Academic Council. Hearing none, the minutes were approved as circulated.

XI, 8 UNFINISHED BUSINESS. Chairman Haddock referred Council members to the report from the Personnel Committee circulated with the agenda* (Full Copy) regarding the tabled motion—policy memo codification—and asked for a motion to remove the item from the table. Prof. Baird so moved. The motion was seconded by Prof. Bayless and carried. Prof. Baird next moved to divide the question to separate consideration of the two Policy Memoranda—Graduate Student Registration and Qualifications for Professorial Academic Ranks. The motion was seconded by Prof. Harvey and carried. Prof. Stigall moved that consideration of Policy Memorandum "Qualifications for Professorial Academic Rank," be divided into two parts as recommended by the RP&A Committee, the first part to include Sections I-IV and the second to include Section V. The motion was seconded by Prof. Myers and carried.

XI, 8 Turning to discussion of Sections I-IV, Prof. Harvey questioned the use of the word consultation in Section IV.C., entitled "Service," stating that the term consultation, as he understood it, referred to outside consulting work and did not refer to University service. Prof. Baird stated that many professors do consulting for community groups, schools, etc. and consider this a service. Prof. Ridley stated that the Personnel Committee agreed with Prof. Baird's understanding of the term consultation in this statement. Prof. Pursell asked if there are significant changes from the currently existing policy memorandum Qualifications for Professorial Academic Ranks. Prof. Sauer stated that the title of Section I.B.3. is changed from Extension to Service and the definitions under Section IV are new. The other changes that are significant are in Section V, which is to be considered separately. Chairman Haddock called for a vote on the motion to approve Part I of this Policy Memorandum. The motion carried.

XI, 8 Chairman Haddock next referred Council to Section V, Guidelines for Promotion. Prof. Baird asked if these were the same guidelines that were circulated previously. Prof. Sauer answered that they are a reduction of the School of Engineering guidelines which were circulated earlier and had been reworded to be appropriate for all schools. Prof. Baird spoke in favor of the document and called attention to the statement in the first paragraph which makes it clear that this is a broad-based document: Promotions are based on productivity and excellence of performance in the areas in which the faculty member is expected to work as determined by departmental, school/college, and University objectives. Prof. Smith stated that there was a difficulty with this document.
In a memorandum that she sent to the Personnel Committee she asked the Committee if it was appropriate for a promotion and tenure policy, a faculty matter, to be issued as a policy memorandum, since the Committee had very carefully restricted policy memos to administrative policy statements. Prof. Ridley answered that the Personnel Committee had discussed this question and believed that this was in the arena of the Chancellor's concern although it is also, obviously, a faculty matter. The Committee concluded that as long as the Chancellor pursues or seeks faculty input, which he clearly has in the formation of the policy memoranda, then the Committee was satisfied that this subject belongs in the realm of a policy memorandum. Prof. Smith stated that nowhere in the document does it state that this is a joint faculty/administrative policy. Prof. Ridley stated that the Personnel Committee believed that the statement in Policy Memorandum #1 (revised), 3rd paragraph, was sufficient since it indicates that suggestions may be made to the Chancellor from interested staff and faculty through established channels of communication. Prof. Smith said that this was inadequate, and moved to amend the document under the heading "Basis" to read Approval by Chancellor (with date) and Approval by Academic Council (with date). The motion to amend the document was seconded by Prof. Myers and carried.

XI, 8 Prof. Pursell asked the meaning of the word Evince in Section C.5. Prof. Ridley stated that evince means to give evidence for, to demonstrate and that if the Council desired to change the wording this could be handled as an editorial change. Chairman Haddock ruled that an editorial change be made to Section C.5. to read—Have demonstrated the ability to grow professionally and to maintain a national reputation.

XI, 8 Prof. Stigall stated that the penciled change on page 3 of the Guidelines, last paragraph, is to be regarded as the correct wording. The correct text is less than three years of service as an associate professor will be unusual.

XI, 8 Dean Barker stated that he believed there were two conflicting statements in the document. Section V., first paragraph, second sentence states: It is intended that these criteria be interpreted as general guidelines and not as rigid rules. However, page 3, last paragraph, last sentence states: Industrial or government service alone will not suffice for appointment to the rank of Professor (P). Dean Barker said that the last statement appeared to be a rigid rule. Prof. Myers stated that the broader statement in the opening paragraph of the Section would take precedence over any statement that followed in a sub-section. Prof. Ridley noted that Section III., Exceptions, states: Recommendations for exceptions to any of the above guidelines may be proposed by the department chairman. Prof. Pursell stated that the statement concerning industrial and government service should perhaps be placed in an earlier Section and not in the Guidelines Sections. Prof. Smith stated she believed the Guidelines, once approved, would be followed to the letter. Prof. Ridley stated that he considered the Guidelines to be such and not rigid rules. Prof. Smith asked if the promotion and tenure committee on campus is to follow these Guidelines or not. Chairman Haddock stated they could be considered but were not to be rigid rules. Prof. Myers stated the policies serve the purpose for the administrators to establish consistency across the campus, but the purpose was not to be tied to rigid rules. Prof. Myers also stated the Guidelines serve as a checklist for those coming up for promotion to see what is required.
He added, however, that the statement concerning industrial and government service would limit the discretion of administrators. Prof. Park moved to delete the last sentence from the last paragraph of the document. The motion was seconded and carried. The statement: Industrial or government service alone will not suffice for appointment to the rank of Professor (P) was deleted.

Prof. Smith noted several further difficulties she had found with the document. Under Section V.B., Associate Professor, the statement: The associate professorship is a high academic rank and promotion to this rank carries no assurance of further promotion introduced something wholly new. Also, she questioned the addition of non-instructional professional experience as a requirement for Associate Professor since this was not applicable to all disciplines. She noted the statement that A Candidate for promotion to full professor must have assumed a leadership role in the furtherance of the academic endeavors of the department,... Leadership is difficult to define stated Prof. Smith and she asked who gets to say this has happened. Prof. Smith added that she did not believe this document had been circulated widely enough and that wide circulation was necessary. Prof. Pursell moved that Section V. of this Policy Memorandum (the Guidelines) be tabled, the item to be reconsidered at the next meeting of the Academic Council, and that the document be circulated with the minutes of this meeting. The motion was seconded by Prof. Herrick and carried. Prof. Stigall requested that the secretary note on the cover page of the minutes that the document is attached and include an explanation so that faculty will know what is involved.

Turning to the policy memorandum concerning Graduate Student Registration, Prof. Baird referred to the recommendation from the Personnel Committee: The Personnel Committee has referred this issue, including William Park's remarks to the Graduate Council. The Committee believes the Graduate Council to be a more appropriate body to determine the status of Graduate Study Registration Policy. He moved to table consideration of this policy memorandum until a recommendation has been received from the Graduate Council. The motion was seconded by Prof. Bayless and carried.

Mr. Wollard stated that Chancellor Marchello had asked him to report to Council on the 1982-83 Budget and the UMR Three Year Plan. Mr. Wollard referred Council members to the reports circulated with the agenda* (Full Copy). The 1981-82 University of Missouri appropriation was $170,239,954 of which 10% was later withheld. To clarify the handout, Mr. Wollard noted that the percentage increases shown in the Summary Status of the 1982-83 Appropriations Request for Operations are based on the original 1981-82 appropriations figure and not the $153,215,959 actually received. The UM request is $199 million (17.2%), the CBHE recommendation is $189 million (11.5%) the Governor's recommendation is $170 million (0.1%), the House recommendation is $167 million (1.8%), and the Senate recommendation is $171 million (0.9%). Mr. Wollard stated it will probably be late May before we know both what the Joint Legislative Appropriations recommendation will be and what will be approved by the Governor.

Mr. Wollard next referred Council members to a memorandum from Vice President Buchholz to the General Officers of the University regarding Public Discussions of Appropriations Request, 1983-84 circulated with the agenda* (Full Copy). This memorandum concerns the Open Budget Hearings and indicates that such a
budget hearing will be held at UMR on April 29 from 9:00-11:00 a.m. in the Mark Twain Room. The hearings will deal with the items listed in the memorandum—adjustments in the areas of compensation, library acquisition, fuel and utilities, and expense and equipment. Mr. Wollard stated the suggested increases are inflationary amounts only. A tentative decision concerning student fees would increase fees in the range of 13.1% to 18.1%. Mr. Wollard stated the increase reflects inflation and movement toward the average of the Big 8 and Big 10 fees. Prof. Patterson asked why the suggested inflationary adjustment for E&E was only 5.8%. Mr. Wollard answered he did not know why this figure was so low. Prof. Parks noted that the figure was particularly low for a predominantly science and engineering campus.

XI, 8 Mr. Wollard next referred to a memorandum from the Chancellor to the Budget Review Committee on the subject of External Advisors. This memorandum is an update on the UMR Three-Year Plan and a follow up on the modification of activities directed by President Olson. Attached to the memorandum is a list of the members of the Commission appointed by the Chancellor. The charge to the Commission is to assist in identifying ways to achieve the University's goals through recommendations for improved efficiency, recommendations on fee changes, assistance in improving appropriations, and recommendations on program reductions. The Chancellor has included a calendar with these charges and the Commission is to submit a report to Dr. Marchello next January.

XI, 8 Prof. Park asked if the student fee increase will be the same percentage for all students. Mr. Wollard answered that the difference between the 13% and the 18% may be an increase for specific students. Different fees for different students, an increase in fees for specialized areas, fee linearization and fees for certain disciplines are all being discussed but nothing specific has been decided at this point.

XI, 8 PUBLIC OCCASIONS COMMITTEE. Prof. Schaefer referred Council to the Committee Report circulated with the agenda* (Full Copy), and stated that the item "Study of Registration Period" had been referred to the calendar sub committee of the Public Occasions Committee. The Committee of Deans has also discussed this matter. The recommendation of the Public Occasions Committee, as well as that of the Committee of Deans, is that the 1982-83 and 1983-84 calendars be changed for the Spring registration periods to have registration on Tuesday, a free day on Wednesday, with classes starting on Thursday. Dean Barker moved that the Council endorse the recommendation of the Committee. The motion was seconded by Prof. Pursell. Prof. Baird asked why the fall registration period was left out of this recommendation. Prof. Schaefer answered that the calendar sub committee had considered this but recommended the change only for the spring semester because of the additional number of students registering in the fall and the number of new students who need additional assistance. Prof. Sauer asked if there was any reason why the one day registration could not be on a Wednesday and the free day eliminated. Prof. Schaefer stated the Registrar's Office had indicated the need for a free day, particularly to get out class roles. Prof. Sauer moved that the Committee Report be amended to change the one-day registration from a Tuesday to a Wednesday and that the free-day be eliminated for the spring registration period. The motion was seconded by Prof. Herrick. Prof. Stigall stated that the Electrical Engineering Department uses that free day to schedule laboratories and to assign graduate teaching assistants.
Prof. Herrick stated that there are many kinds of scheduling problems, but he did not believe that the minor problems that are usually taken care of on the free day warranted wasting a whole day and did not see why the free day could not be eliminated. Chairman Haddock called for a vote on the amendment; the amendment carried. Chairman Haddock called for a vote on the motion as amended. The motion passed unanimously.

XI, 8 Prof. Schaefer next referred Council members to the item on the agenda requesting a change for Parents Day on the 1982-83 calendar from October 30 to October 16, 1982. Prof. Schaefer stated the reason for this was that the weather would probably be better on the 16th which would facilitate a larger turnout. Prof. Baird moved that the Council endorse the recommendation of the Committee; the motion was seconded and carried.

CURRICULA COMMITTEE. Prof. Cunningham referred to the Committee Report circulated with the agenda* (Full Copy) and requested that three editorial changes be made to the report: Page 1, Item A.C., Humor in American Literature should be changed from Humanities 235 to English 235; Page 5, Item C.13. Nuclear Engineering 365, Introduction to Plasma Physics, should include the phrase Co-listed with Physics 365 in parentheses at the end of the catalog description; and Page 8, Item C.26. Physics 365, Introduction to Plasma Physics, should also have (Co-listed with Nuclear Engineering 365) added after the Catalog Description. Prof. Cunningham moved that the Academic Council accept the Report of the Curricula Committee with the editorial changes noted. The motion was seconded by Prof. Baird. Prof. Pursell stated that there is a typographical error in the Nuclear Engineering Curriculum on page 11 of the report. The fourth semester shows Mathematics 205 and it should be changed to Mathematics 204. Chairman Haddock called for a vote on the motion; motion carried.

FACILITIES PLANNING COMMITTEE. Prof. Pursell reported that in accordance with recommendations from the Team Four Study Group, Chancellor Marchello has appointed a Comprehensive Plan Facilities Planning Committee. This Committee consists of the ten members of the Academic Council Facilities Planning Committee plus Mr. Michael Haggans, University of Missouri Facilities Planning and Development Director; Mr. Robert Marlow, UMR Physical Plant Director; and Prof. Charles Remington, UMR Alumni Representative. The Committee is presently considering two concerns. One is a campus sign system, which involves both having some standard of uniformity for building signs and providing better campus information for visitors and new students to find their way around on campus. The second concern is pedestrian access to campus, particularly with regard to access for pedestrians using the underpass from Thomas Jefferson Dormitory.

PUBLICATIONS COMMITTEE. Prof. Plummer referred Council members to the Committee Report circulated with the agenda* (Full Copy) and reported the Committee has studied the referral regarding publications deadlines. The Committee recommends that a schedule of printings together with deadlines be published in the Digest and that at least once a year, in the fall, the Public Information Office remind department chairpersons, deans, and the curriculum committee of this schedule so that changes in curriculum could be sent to the curriculum committee in time to go through that committee and be approved for inclusion in the new catalog. Part of this recommendation has already been implemented by Ms. Martha McKinzie of the Office of Public Information. With regard to Class Schedules,
the Committee discussed the deadlines with the Registrar's Office and it appears they are as late as is feasible to allow for preregistration counseling. The Committee, therefore, recommends no changes. The Committee has, however, suggested that the first call for changes in class schedules (which most faculty seem to regard as a work sheet) might bring a better response if it was distributed after the term begins. With regard to Book Lists, the Committee has recommended that book lists should not be required of chairmen until November for the spring semester and April for the fall semester. Prof. Stigall moved that the Academic Council accept this report from the Publications Committee. The motion was seconded and carried.

XI, 8 RULES, PROCEDURES AND AGENDA COMMITTEE. Prof. Schowalter reminded Council that elections of new officers and of committee members for the Grievance Hearing Panel and the Student Affairs Committee will be held at the May Academic Council Meeting. Prof. Schowalter requested that Council members submit nominees to the RP&A Committee before April 20.

XI, 8 INTERCAMPUS FACULTY COUNCIL. Prof. Patterson reported the ICFC met on April 13. He indicated that several legislative matters were of interest to the campus. HJR 113, a bond issue for capital improvements, is expected to be on the June ballot. HB 1375 which is the research bill appropriating $1 million for the University has passed. The bill will fund a match of $1.00 for every $2.00 of non-state and non-federal government funds for approved research projects. Information regarding this resolution was printed in the April 12th Research Digest. Final procedures for submitting proposals have not yet been established, but interested faculty members should begin to think about proposals. Prof. Patterson reported that on April 26 the University of Missouri Retirement and Staff Benefits Committee will issue a report on early and phased retirement to President Olson for his consideration. This report is independent of a draft UMC plan that circulated earlier. Vice President Melvin George is establishing an ad hoc committee, to be appointed through the Provosts, to study new admissions standards for the University. While a timetable is not yet fixed, it is expected that the Committee will present their conclusions in 1982/83. Chairman Haddock stated that he hoped the Admissions and Academic Standards Committee at UMR would have some input into this study and would be kept abreast of the decisions made. Prof. Patterson agreed and added that the ICFC will appoint a sub-committee to meet with this ad hoc group. Prof. Smith stated that admissions and academic standards are faculty matters, as are promotion and tenure, and asked how many faculty members will be on this committee. Prof. Patterson answered that the committee would, essentially, consist of faculty members.

XI, 8 ANNOUNCEMENTS. Chairman Haddock announced that on May 6, the Board of Curators Meeting will be held at UMR. A Rap Session will be held at 3:00 p.m. in the Miles Auditorium. Chairman Haddock reminded Council that at the last meeting he requested that any detailed questions to be asked of the Board that would require research be submitted to him for submittal to the Board. No questions have been received. Chairman Haddock asked that any detailed questions faculty members wished to have considered by the Board be sent to the RP&A Committee.
Chairman Haddock's closing remarks: *I think that one of the major problems of today's society might be called the unique solution syndrome. But uniqueness is so rare that even mathematicians, who are allowed to put all the conditions they want on a problem, are elated when they prove a uniqueness theorem.*

The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.*

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

RE: AGENDA, for the Academic Council Meeting, Thursday, April 15, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the March 25, 1982, meeting of the Academic Council.

II. Unfinished Business
   A. Tabled Motion
      *1. Policy Memo Codification (Oct. 23, 1979; IX 3.17)
         (Feb. 18, 1982; XI, 6.12) (March 25, 1982; XI, 7.2)
      2. Departmentalization of Nuclear Engineering
         H. Sauer
         (Feb. 18, 1982; XI, 6.24) (Mar. 25, 1982; XI, 7.12-14)

III. Administrative Reports and Responses to Actions Approved by the Council
   †A. Administrative Reports
      1. 1982-83 UMR Budget
      J. Wollard
      2. UMR Three Year Plan
      J. Wollard
   B. Administrative Response

IV. Reports of Standing and Special Committees
   A. .0406.02 Admissions & Academic Standards (No Report)
      T. Herrick
      1. Enrollment limitations (Jan. 21, 1982; XI, 5.44)
      2. Study of Proposed Policy to Require a Grade for Hearers (Mar. 25, 1982; XI, 7.22, 7.24)
   B. .0406.03 Public Occasions (10 min.)
      R. Schaefer
      *1. Study of Registration Period (Jan. 21, 1982; XI, 5.16)
      2. Request to change the date of Parents' Day from October 30 to October 16, 1982
   C. .0406.06 Curricula Committee (10 min.)
      D. Cunningham
      *1. Curricula Committee Report
      2. Departmentalization of Nuclear Engineering
         (Mar. 25, 1982; XI, 7.14)
   D. .0406.07 Facilities Planning (10 min.)
      L. Pursell
      1. Future Role of the Facilities Planning Committee
         (May 7, 1981; X, 9.14)
   E. .0406.10 Publications (10 min.)
      P. Plummer
   F. .0406.11 Rules, Procedures and Agenda (No Report)
      R. Schowalter
      1. UMR Three Year Plan (Feb. 18, 1982; XI, 6.23)
   G. .0406.12 Student Affairs (No Report)
      G. Lewis
      2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
   H. Intercampus Faculty Council (5 min.)
      G. Patterson

V. New Business

VI. Announcements
   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
MEMORANDUM

TO: Members of the Academic Council

FROM: Professor Ralph E. Schowalter, Chairman
       Rules, Procedures and Agenda Committee

RE: Academic Council Elections

At the May 6, 1982, meeting of the Academic Council, the following names will be placed in nomination for the respective offices and committees:

1. Election of Council Officers for 1982-83

   Chairman-Elect
     Lewis, Gordon
     Myers, Donald D.
     Smith, Carol Ann

   Secretary
     Bell, Robert J.
     Carmichael, Ronald L.

   Parliamentarian
     Edwards, D. Ray
     Sauer, Harry J.

2. Election of Council members to Standing Committees

   .0406.12 Student Affairs (Faculty Members)
     (two to be elected)

     Cogell, Elizabeth
     Lewis, Gordon
     McNally, Paul K.

   Student Affairs (Student Member)
   (One to be elected)

     Blankenship, Dean M.
     Fluegel, Heidi J.
POLICY MEMORANDUM

QUALIFICATIONS FOR PROFESSORIAL ACADEMIC RANKS: The objective of this Policy Memorandum is to establish uniform, campus-wide, minimum qualifications for full-time professorial academic ranks. It is to be understood that fulfillment of these minimum professional qualifications and minimum years of experience does not make promotion automatic.

I. Minimum Professional Qualifications as indicated for appropriate rank:

A. Assistant Professor (ap): Appropriate doctorate from a reputable institution, or, in unusual cases, an outstanding publication record or professional experience; and promise of excellent teaching ability.

B. Associate Professor (AP): ap qualifications and a superior record in at least two of the following three areas:

1. Teaching.

2. Research: By publication of significant research results; or publication of textbooks; or securing of research support; or other scholarly or creative attainments recognized in the field.

3. Service: By participation in departmental and University functions; or professional organizations; or professional service in the community.

C. Professor (P): AP qualifications and distinguished performance as an AP.

II. Minimum Years of Experience as indicated for appropriate rank:

<table>
<thead>
<tr>
<th>Academic Rank</th>
<th>Symbol</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>(P)</td>
<td>3 years in AP rank</td>
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<tr>
<td>Associate Professor</td>
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<td>3 years in AP rank</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>(ap)</td>
<td>0</td>
</tr>
</tbody>
</table>

III. Exceptions: Recommendations for exceptions to any of the above guidelines may be proposed by the department chairman.

an equal opportunity institution
IV. Definitions:

A. Teaching refers to the broad area of student/faculty interaction for educational purposes, not only in the classroom but to the full range of activities which result in student development. Off-campus offerings through extension including short courses and seminars are part of the teaching effort. Evaluation of teaching effectiveness is recognized as being difficult. Some of the factors which should be included in such evaluations are: enthusiasm, technical competence and currency, student motivation, innovative methods, sensitivity to individual student needs, new course development, and availability to students. Comments from students, alumni, and colleagues constitute the major source of information on these qualitative factors.

B. Research includes not only scientific and "scholarly" investigations, but also design, creative problem solving, and other forms of creative activity. Research performance should be judged on originality, significance and relevance, publication of results, and the building of a national reputation. Refereed publications constitute highly regarded evidence of the ability to perform original and significant research. Evidence of research productivity will include not only publications, reports, and other forms of the research product, but also grants and contracts, graduate student productivity, and professional relationships on a national scale.

C. Service includes service to the institution, the community, the nation, and to the faculty member's profession. It may take the form of leadership in University affairs, consultation, recruiting, and extension of the University into community affairs. Faculty members may make contributions to the University as committee members and officers of their professional societies at the local, state and national levels, and as members of governmental committees and advisory boards.

V. Guidelines for Promotion: These guidelines are intended to convey in general terms the expectations in faculty development and the requirements for promotion. It is intended that these criteria be interpreted as general guidelines and not as rigid rules. Promotions are based on productivity and excellence of performance in the areas in which the faculty member is expected to work as determined by departmental, school/college, and University objectives. Contributions to departmental excellence are essential in the quality of performance recognized by promotion.

A. Assistant Professor. Promotion or appointment to an assistant professorship is usually based upon potential. However, promotion from the rank of instructor to that of assistant professor is based partly upon performance. A candidate for promotion to assistant professor should:
1. Possess the degree of education considered basically terminal for his field or its equivalent in professional accomplishment.
2. Have demonstrated a potential for initiative and leadership.
3. Have the personal qualities, intellectual interests, and the technical competence required for effective teaching.
4. Possess the enthusiasm and the capacity to motivate and inspire students.
5. Have demonstrated the capacity for independent creative thinking.
6. Have demonstrated a willingness and determination to keep himself current technically and to grow professionally.
7. Indicate both the willingness and capability to participate as a respected colleague in deliberations concerning the department, the School/college, and the University.

B. Associate Professor. Promotion to the associate professor rank is based upon demonstrated performance and future potential. The associate professorship is a high academic rank and promotion to this rank carries no assurance of further promotion. A critical evaluation of teaching effectiveness and professional growth should be made at this point since certain critical attributes, such as the basic ability to communicate, to motivate, and to grow professionally will not likely improve with experience. If the individual has research responsibilities and has been involved in research, demonstration of the ability to develop and conduct a research program is expected. Evidence will usually include the securing of externally funded grants and/or contracts, publications to refereed journals, etc.

A candidate for promotion to the rank of associate professor should:

1. Satisfy the criteria for promotion to assistant professor.
2. Have had significant relevant, non-instructional professional experience, demonstrating productivity in professional practice.
3. Demonstrate continuing professional growth and effective activity toward achievement of departmental goals.
4. Possess a thorough knowledge of the philosophy and structure of the academic curriculum.
5. Have established himself as a vital force in the development of departmental and School programs.
6. Be recognized by colleagues as having the stature associated with the associate professor rank.

The length of service on the faculty before promotion will vary with the individual's productivity, qualifications, and rate of development. As a point of reference, for a new Ph.D. with two years non-academic experience, promotion to the rank of associate professor with less than three years on the faculty ought to be unusual and as such should be considered to recognize exemplary performance.
C. Professor. Promotion to the rank of professor is intended to recognize status as a mature, excellent, and thoroughly productive scholar with a developing national reputation. Promotion to this rank requires that the individual be of such stature as to be recognized by professional peers as an authority in his field of specialization. It is also expected that important and recognized contributions will have been made in the areas of teaching, research, and professional or public service. A candidate for promotion to full professor must have assumed a leadership role in the furtherance of the academic endeavors of the department, the School/College, and the University. Contributions must have been such that the candidate has a University reputation as a leader and an effective teacher and is recognized nationally for important contributions through research or professional service.

A candidate for promotion to the rank of professor should:

1. Satisfy criteria for promotion to associate professor.
2. Have demonstrated conclusively the ability to communicate and to inspire students and younger colleagues.
3. Have made significant contributions in his sector of specialization and be qualified to participate effectively in the academic programs at the highest level.
4. Have earned the respect of his peers in his home department, faculty of the University as a whole, and colleagues in his discipline nationwide.
5. Evince the ability to grow professionally and to maintain a national reputation.

While no minimum time in rank is required, under normal circumstances achievement of the stature, maturity, and record of accomplishment required for promotion to the rank of professor with less than five years of service as an associate professor will be unusual. Industrial or government service alone will not suffice for appointment to the rank of Professor (P).

**EFFECTIVE DATE.** Immediately.

**RESPONSIBILITY.** Department Chairmen, Deans of the Schools/College, and Provost.

**BASIS.** Approval by Chancellor.

Joseph Marchello
Chancellor
Memorandum To: Janet Pearson, Secretary, Academic Council

From: Jack H. Emanuel, Civil Engineering

RE Academic Council Meeting, April 15, 1982

Professor J. Kent Roberts will attend and vote for me at the Academic Council Meeting on Thursday, April 15.
Ken Fennin substituting for Bob Davis. 4/15/82.
TO WHOM IT MAY CONCERN:

I designate Joe Ward to attend Academic Council in my place on April 15, 1982.

[Signature]

April 15, 1982
Memorandum To: Dr. Glen Haddock, Chairman, Academic Council

From: Jack Ridley, Chairman, Personnel Committee

RE: Reconsideration of Policy Memoranda Regarding Graduate Student Registration & Qualifications for Professorial Academic Ranks.

Glen, at the March 16 meeting of the Personnel Committee, the Committee recommends the following:

1) Regarding the Policy Memorandum entitled "Graduate Student Registration," the Personnel Committee refers this issue, including William Parks' remarks to the Graduate Council. The Committee believes the Graduate Council to be a more appropriate body to determine the status of Graduate Student Registration policy.

2) Regarding the Policy Memorandum entitled "Qualifications for Professorial Academic Ranks," the Personnel Committee recommends that H. J. Sauer, Jr.'s revision of the Memo (Addressed to RP &A Committee, dated 2-18-82), be recommended to the Academic Council. When this matter comes before the Council, Dr. Stigall will move acceptance of the Sauer revision.

cc: Personnel Committee
February 18, 1982

TO: RP&A Committee, Academic Council

FROM: H. J. Sauer, Jr.

RE: Policy Memo #6 alias #14 alias #16

In line with the Academic Council's action today and the concerns about consistency of the two "Guideline" documents, I am offering the enclosed suggestion on how the two could be incorporated into a single document.

March 30, 1982

The Rules, Procedures and Agenda Committee will move to divide the question so that the following two items can be voted separately:

Item #1 - Sections 1 thru 4

Item #2 - Section 5
<table>
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<tr>
<th></th>
<th>1982-83 UM Request</th>
<th>CBHE Recommendation</th>
<th>Governor's Recommendation</th>
<th>House Recommendation</th>
<th>Senate Recommendation</th>
<th>Joint Legislative Appropriation</th>
<th>Approved By Governor</th>
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<td>(9.6)%</td>
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<tr>
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<td>.7%</td>
<td>(2.0)%</td>
<td>(2.4)%</td>
<td>(2.4)%</td>
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<td></td>
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TO: General Officers
FROM: James R. Buchholz, Vice President for Administrative Affairs
SUBJECT: Public Discussions of Appropriations Request, 1983-84

The public discussions scheduled for April on each of the campuses are designed to solicit comments, advice, and suggestions from members of the faculty, staff, student groups and general public. As the materials are developed the following parameters appear to be reasonable at this time:

Inflationary Adjustments

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation</td>
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<tr>
<td>Current estimate of C.P.I.</td>
<td></td>
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<tr>
<td>Library Acquisitions</td>
<td>8.9%</td>
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<tr>
<td>Current estimate of H.E.P.I. Acquisitions</td>
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<tr>
<td>Fuel and Utilities</td>
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<td>Current estimate from suppliers</td>
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<tr>
<td>Expense and Equipment</td>
<td>5.8%</td>
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<tr>
<td>Current estimate of H.E.P.I.</td>
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</table>

In addition to inflationary adjustments will be amounts for compensation improvement, optometry, library support, and special equipment.

Finally, a student fee increase will be discussed in the range of 13.1% to 18.1%. Both percentages reflect inflation and movement toward the average of the Big 8 and Big 10 for fees. Additional catch-up would move the increase to 18.1%.

JRB:ba
March 25, 1982

MEMORANDUM

TO: Budget Review Committee

FROM: Joseph M. Marchello, Chancellor

SUBJECT: External Advisors

In keeping with the planning schedule I have appointed a group of external advisors to serve as the Chancellor's Commission on Modification of Activities. A list of the Commission members is attached.

As set forth in my memorandum of January 6, 1982, the Commission is to assist in identifying ways to achieve the University's goals through:

- recommendations for improved efficiency
- recommendations on fee changes
- assistance in improving appropriations
- recommendations on program reductions

The Commission is to make its recommendation next January, at which time I will prepare my tentative plan for review by you and then by the Academic Council.

The Budget Review Committee is to serve as a resource group to the Commission. An initial meeting with the Commission will be scheduled for next month.

JMM/jsp

Attachment

cc: President Olson
    Chancellor's Council
Chancellor's Commission on Modification of Activities

University of Missouri - Rolla

James S. Anderson (Chairman)
President, Anderson Engineering
730 N. Benton
Springfield, MO 65802
Phone: 417-866-2741

Vernon G. Berkey
President, Midwestern Steel Division
Armco, Inc.
7000 Roberts
Kansas City, MO 64125
Phone: 816-242-5960

Allan K. Booth, President
AMAX Lead and Zinc Co., Inc.
7733 Forsyth Boulevard
Clayton, MO 63105
Phone: 314-862-9700

Alfred J. Buescher
Director, Design Engineering
Ralston Purina
Checkerboard Square
St. Louis, MO 63188
Phone: 314-982-2172

Harold R. Crane
President, Crane & Fleming
P. O. Box 917
Hannibal, MO 63401
Phone: 314-221-4048

Wesley K. Haisty
President, Detroit Tool Engineering Co.
P. O. Box 232
Lebanon, MO 65536
Phone: 417-532-2141

S. Allen Heininger, Vice President
Corporate Plans and Business Development
Monsanto Company
800 North Lindbergh Boulevard
St. Louis, MO 63166
Phone: 314-694-3080

William A. Rutledge
Vice-Chairman, Emerson Electric
8100 W. Florissant
St. Louis, MO 63136
Phone: 314-553-2000

George H. Taylor
Executive Vice President
Wellsville Fire Brick Company
W. Highway 19
Wellsville, MO 63384
Phone: 314-684-2222

Robert E. Vansant, Partner
Black & Veatch
P. O. Box 8405
Kansas City, MO 64114
Phone: 913-967-3130

Merton G. Walker
Corporate Director, Technical Administration
McDonnell-Douglas Corporation
P. O. Box 516
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Rex Z. Williams
Chairman of the Board
Centerre Bank of Rolla
Rolla, MO 65401
Phone: 314-364-1182
Memo To: Academic Council

From: R. A. Schaefer, Chairman
Public Occasions

Date: 2 April 1982

RE: Study of Registration Period

Following the recommendation of the Committee of Deans, the Calendar Committee recommends that the 1982-83 and 1983-84 calendars be changed to reflect a Tuesday registration with a Wednesday free day and classes starting on Thursday for the Spring registration period.

cp
March 25, 1982

RECOMMENDATION TO ACADEMIC COUNCIL

From: Publication Committee
Re: X1., 3.13 publication deadlines

Regarding deadlines for University catalogues, class schedules and book lists, the following recommendations were made:

I. Catalogues

A. Publish schedule of printings together with deadlines in Digest once a year, e.g. Graduate Catalogue - 1983/84, deadline 10/1/82 (published every two years with deadlines of October 1, preceding release).
B. Reminder of deadline dates to deans, department chairmen, and members of curriculum committee one year ahead.
C. Reminder to deans and department chairmen one month prior to deadline.

II. Class Schedules

It appears that final deadlines for class schedules are as late as feasible to allow for preregistration counseling. First call for changes might bring better response if it came after term began.

III. Book Lists

Should not be required of chairman until November in the Fall and April in the Spring.
The business of the Academic Council will close at 2:50 p.m. to allow Council members to attend the RAP Session - 3:00 p.m. - Aaron Jefferson Miles Auditorium

MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, May 6, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the April 15, 1982, meeting of the Academic Council.

*II. Academic Council Elections

III. Unfinished Business

A. Tabled Motions
   1. Policy Memo Codification (Oct. 23, 1979; IX 3.17)
      (Feb. 18, 1982; XI, 6.12) (March 25, 1982; XI, 7.2)
      (Apr. 15, 1982; XI, 8.4-8)
   2. Departmentalization of Nuclear Engineering
      (Feb. 18, 1982; XI, 6.24) (Mar. 25, 1982; XI, 7.12-14)

IV. Administrative Reports and Responses to Actions Approved by the Council

A. Administrative Reports - None

B. Administrative Response

V. Reports of Standing and Special Committees

A. .0406.02 Admissions & Academic Standards (No Report) T. Herrick
   1. Enrollment limitations (Jan. 21, 1982; XI, 5.44)
   2. Study of Proposed Policy to Require a Grade for Hearers (Mar. 25, 1982; XI, 7.22, 7.24)

B. .0406.06 Curricula Committee (No Report) D. Cunningham
   1. Departmentalization of Nuclear Engineering (Mar. 25, 1982; XI, 7.14)

C. .0406.07 Facilities Planning (No Report) L. Pursell
   1. Future Role of the Facilities Planning Committee (May 7, 1981; X, 9.14)

D. .0406.11 Rules, Procedures and Agenda (No Report) R. Schowalter
   1. UMR Three Year Plan (Feb. 18, 1982; XI, 6.23)

E. .0406.12 Student Affairs (15 min.) G. Lewis
   2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
   3. Approval of Constitutions for Student Organizations
      *a. UMR Student Chapter of American Association of Cost Engineers
      *b. Blue Irises of the Alpha Psi Chapter of the Theta Xi Fraternity
      *c. UMR Judo Club
      *d. Daughters of the Emerald
      *e. St. Pat's Board
      *f. UMR Bowling Club
      *g. UMR Hang Gliding Club
      *h. L'Hayyim

F. Intercampus Faculty Council (5 min.) G. Patterson

VI. New Business

VII. Announcements

A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
SUMMARY of reports, actions and announcements at the Academic Council meeting of May 6, 1982.

1. Academic Council Elections - Professor Schowalter

2. Unfinished Business - Chairman Haddock

3. Student Affairs - Professor Lewis

4. Intercampus Faculty Council - Professor Patterson

5. New Business
   Reconsideration of Council action taken at April meeting
   "Dead Week"

6. Announcements - Chairman Haddock

7. Results of Academic Council Elections - Professor Schowalter

ATTENTION OF FACULTY is directed to three items:

Chairman Haddock's study of faculty workload and salaries (XI, 9.16 and XI, 9.17)

The Admissions and Academic Standards Committee's request for responses to some proposed changes concerning academic probation (XI, 9.15)

Clarification of the four-campus ad hoc committee to study admissions (XI, 9.9)
Chairman A. Glen Haddock called the meeting of the Academic Council to order at 1:38 p.m. on Thursday, May 6, 1982, in Room 227 of Fulton Hall, and announced the reason for starting somewhat late was to allow those Council members attending the Thomas Jefferson Award banquet time to get to the meeting.

Chairman Haddock recognized four of the five new student representatives to the Academic Council—Heidi Fluegel, Sheila Courtway, Cathy Lally, and Dan Dziedzic. Chairman Haddock welcomed these students to the Council.

Chairman Haddock asked for any corrections or revisions to the minutes of the April 15, 1982, meeting of the Academic Council. Hearing none, the minutes were approved as circulated.

ACADEMIC COUNCIL ELECTIONS: Chairman Haddock recognized Professor Ralph E. Schowalter, Chairman, RP&A Committee. Prof. Schowalter reported that a list of the nominees for Academic Council officers and several committees had been circulated with the agenda. Prof. Bayless moved that the Council accept the ballot prepared by the RP&A Committee; the motion was seconded by Prof. Stigall. Chairman Haddock asked for any nominations from the floor; hearing none, Prof. Schowalter distributed the ballots.

UNFINISHED BUSINESS: Chairman Haddock indicated that the first item under Unfinished Business, Policy Memoranda Codification, was to be brought from the table at this time. Chairman Haddock reminded Council that they were in the process of discussing Section V (Guidelines) of Policy Memorandum #16, "Qualifications for Professorial Academic Ranks." Since the last meeting, Chairman Haddock reported that one memorandum from a faculty member concerning these Guidelines had been received. The memorandum was received too late to circulate with the agenda. Chairman Haddock stated that a member of Council had also received several comments regarding the Guidelines and has a number of amendments to be proposed. He asked Council members if they wished to discuss the proposed amendments at this meeting or if they preferred to again table the motion until written copies of the proposed amendments can be circulated. Prof. Wolf moved to return this item of business to the table until the next meeting, giving Council an opportunity to review the written material. The motion was seconded by Prof. Emanuel and carried.

Chairman Haddock noted that in regard to the second item of Unfinished Business, Departmentalization of Nuclear Engineering, no report had been received from the Curricula Committee, and, therefore, discussion of this item would be deferred until the committee report is submitted.

With regard to the item under Administrative Response, Chairman Haddock reminded Council that the Paycheck Option item will remain on the agenda until such time as an official announcement can be made of the instigation of this policy. Chairman Haddock added that he has received a copy of a
mathematical analysis of the effects of this program in the first year which was prepared by the University of Missouri Curators Professor of Mathematics. The study shows that there may be a net loss in the first year to those who go from a 12 month paycheck to a 9 month paycheck due to an increase in taxable income shifted to the fall months.

STUDENT AFFAIRS: Prof. Lewis stated he would address item 3 on the agenda first and then would make comments on item 1. Prof. Lewis reported the Committee is bringing the names of three new student organizations to the Council for action. The Committee has considered the others listed on the agenda but the constitutions have been returned for corrections and changes and will be brought to Council in the Fall. He noted that St. Pat's Board is presently a recognized student organization, but they are making revisions to their constitution. Prof. Lewis moved that the UMR Student Chapter of the American Association of Cost Engineers be recognized as a UMR student organization. The advisor to this organization is Prof. Tom Zalac. The motion was seconded by Prof. Parks and carried. Prof. Lewis moved that the UMR Hang Gliding Club be recognized as a UMR student organization. The advisor is Prof. Robert Oetting. The motion was seconded by Dean Lorey and carried. Prof. Lewis moved that the Council recognize the UMR student organization, L'Hayyim. The advisor is Prof. Gerald Cohen. The motion was seconded by Prof. Parks and carried.

With regard to item 1, Problems Concerning Pre-registration, Prof. Lewis reported the Committee would like to give a status report to Council. The problems with pre-registration following very quickly after the due date for mid-semester grades only seem to occur during the fall semesters. Certain periods of time are necessary for the data processing associated with pre-registration, billing and collecting of fees so that a student can enter the next semester smoothly. The Committee is working with the Registrar's Office and the Business Office to see if the processing times can be shortened so that pre-registration can be moved later in the semester by one or two weeks. This would allow the Registrar's Office to get mid-semester grades to the faculty before pre-registration. With regard to students signing their own pre-registration cards, the Registrar's Office has indicated they will allow departmental pick-up of these cards. Departments may hold the advisees' cards until the end of pre-registration and then forward them to the Registrar's Office. Departments wishing to do this should notify the Registrar's Office. With regard to pulling pre-registration information at the end of the semester from the computer data bank so that students who are going on academic probation can be intercepted in the registration process, the Registrar's Office indicates that with their present software, it would be very difficult for them to do this. Approximately 20% of the student body might have to be checked for possible probation problems.

Prof. Herrick said that he had noticed a large number of mid-semester grade cards with no grade reported. He did not believe there was a need to hold up pre-registration for mid-semester grades, if grades are not being reported. Prof. Bayless stated that he had seen blank mid-semester grades for some courses but not an entire student grade card blank. Upon asking students why some grades were blank, they had responded that the instructors have
not turned in grades. Prof. Herrick asked, "Is it, or is it not a university requirement to turn in mid-semester grades?" Chairman Haddock replied that it is. Prof. Pursell stated that this was a problem that should be handled by department chairmen and perhaps the Registrar's Office should call this to their attention. Prof. Emanuel asked, in regard to pre-registration, what the effect of the recent Council action moving the drop date forward will be on these problems? Prof. Lewis replied that this will be studied by the Committee.

INTERCAMPUS FACULTY COUNCIL. Prof. Patterson reported that the ICFC has not had a meeting since the last Council meeting, but that he had received a memorandum from Vice President Melvin D. George about the study of admission standards. Dr. George's memorandum states the purpose of this committee. He wrote, I noted in the report of the Intercampus Faculty Council to the Rolla Academic Council on April 15 that there was discussion about the admissions study. The ad hoc committee which the Provosts are establishing is not to "study new admissions standards for the University" but rather to identify the questions that ought to be raised, see what other universities are doing, gather information about what considerations relative to admissions are underway in faculty groups throughout the university, and to study the data gathered earlier by the Directors of Admissions and Registrars. The members of this group are as follows: John David, UMC, Assoc. Prof. of Biological Sciences; Ron Fannin, UMR, Asst. Dean of School of Engineering; Sandra Lake, UMKC, Coordinator of Academic Personnel and Director of Affirmative Action; Robert Lewis, UMR, Director of Admissions; Blanche Touhill, UMSL, Associate Vice Chancellor for Academic Affairs. The group is not asked to make recommendations about new admissions standards but to produce information and data that will be useful in any subsequent study of admissions standards. I have asked that their report be ready by August 1, 1982, to be shared then with faculty groups and the Provosts for a determination as to what steps to take, if any.

NEW BUSINESS. Prof. Pursell stated that since the last Council meeting when action was taken to change the calendar for spring semesters 1982-83 and 1983-84 by deleting the free day between registration and the beginning of classes, Prof. Pursell has received a memorandum from his department chairman raising aspects of the problem that might have been overlooked. At the June meeting of the Academic Council, Prof. Pursell will propose that the Council reconsider their action on this matter. A copy of the memorandum from Dr. Louis Grimm, Chairman, Mathematics and Statistics Department, will be circulated with the agenda for the June meeting.

Prof. Parks stated that it has been brought to the attention of some of the faculty of the Physics Department that "dead week" no longer exists, and they would like to know why or how this came about. Prof. Parks stated that he would like to move that a referral be made to the Student Affairs Committee to study the status of "dead week" (the week before finals when no examinations are supposed to be given): to report if it is officially non-existent (or non-existent because of lack of enforcement); to consider if it is possible to enforce a "dead week"; and to consider methods by which it might be enforced. Prof. Lewis said that the Student Handbook states that each credit
hour should be approximately 18 hours of class time, but he has a chart of
the semester that indicates it is very rare for classes to meet more than
16 hours per credit hour. Dean Lorey stated that the definition of a
semester is 15 hours for each credit hour and the Handbook is out-of-date.
Prof. Hornsey stated that, with regard to "dead week," he recalled that
several years ago the students had pushed for a "dead week" but that he
did not recall that this had ever been officially adopted by the faculty.
Prof. Meadrow stated that the origin of the "dead week" arose at a time
when final examinations were still mandatory on this campus, but that a
"dead week" is hardly consistent with a policy of optional final examinations.
The motion to refer a study of "dead week" to the Student Affairs Committee
was seconded and carried.

ANNOUNCEMENTS. Chairman Haddock announced that a Board of Curators Rap
Session will be held today following this meeting at 3:00 p.m. in the Miles
Auditorium.

Chairman Haddock reported to the Council that the Report of the UMR Graduate
Engineering Center Planning Committee has been referred to the Council by
Chancellor Marchello for advice and recommendations. At the suggestion of
the RP&A Committee, Chairman Haddock has appointed a special committee to
study this report and make their recommendations to Council in the Fall.
The members of this special committee are: Prof. Tom Baird, Chairman,
Prof. John Best, Prof. Ronald Fannin, Prof. Myron Parry, Prof. Harry Sauer,
and Prof. Norman Smith.

Chairman Haddock announced that on June 8, 1982, there will be a special
election in Missouri. The voters will decide on constitutional amendment #1.
This amendment authorizes the State to issue $600 million in general revenue
bonds. Slightly over $140 million of this will be earmarked for new construc­
tion for institutions of higher education. It is anticipated that UMR can
make a large step forward in its capital needs if this amendment passes.
Chairman Haddock encouraged Council members to support this amendment. Prof.
Patterson asked if anyone has made a study of the additional costs this new
construction will induce and the impact of this on the reallocation of funds.
Chairman Haddock replied he was not aware of any statistics on that subject.
Prof. Parks stated that he was quite impressed that taxes are not going to be
raised to pay for these bonds, and asked if anyone has made a study concerning
where this money is coming from. Chairman Haddock stated that the money will
come from the general operating funds. The question was raised as to how
much of the $140 million might be available to UMR. Chairman Haddock replied
that a definite answer cannot be given at this time, but it is hoped that UMR
will be able to fund the Mineral Engineering Building, the Engineering Manage­
ment Building and the Auditorium. Some of the money has already been raised
for these buildings but cannot be spent until the entire sum is funded. Dean
Lorey stated that it is estimated that this new construction will create
approximately 50,000 new jobs throughout the State.

Prof. Herrick announced that the Admissions and Academic Standards Committee,
as a result of a Budget Review Committee recommendation, is considering the
proposal of more stringent regulations for determining academic probation
and deficiency status. The committee is studying two possible changes: 1) changing the number of semesters of probation from 2 consecutive or 3 total to 2 semesters total to determine deficiency status, and 2) eliminating the academic grade point average and use the cumulative gpa for determining probationary status. The committee would like to have the written positions of Schools, Departments, and faculty and students to these proposed changes. All statements should be sent to: Prof. Thomas Herrick, EE Department, Room 107.

Chairman Haddock stated that in preparation for the Rap Session with the members of the Board of Curators this afternoon, he had compiled some statistics regarding the number of faculty and the number of students on campus for the years 1975-76 and 1981-82. In 1975-76, there were 4,372 students at UMR with 522 FTE faculty members as compared to 1981-82, with 6,904 students and 577 FTE faculty members. This is an increase in faculty load of 42%. He noted, also, that in 1975-76 there were 326 regular tenure track faculty members as compared to 325 regular tenure track faculty members in 1981-82. Chairman Haddock stated some of the causes of this increase of productivity might be that the university is operating more efficiently, that there have been technological advances, that there may be reduced output by faculty in other areas such as research, that there may be a lowering of the quality of instruction or that there may be increased work effort on the part of the faculty. The first two causes, if they apply, are not sufficient to explain such a large increase, and the second two one would hope are not taking place.

A financial comparison was also made between the same years. The data was normalized using the Consumer Price Index which shows that $1.00 in 1975-76 is worth 50¢ today. Student fees for 1975-76 (average per student) were $610. Student fees for 1981-82 (average per student) are $978 (or $494 normalized). State appropriations per student at UMR were $3,009 for 1975-76 and $2,648 for 1981-82. The normalized amount would be $1,324 per student for 1981-82. Faculty salaries for regular tenure track faculty show that the average salary for an assistant professor in 1975-76 was $14,900 while the normalized average salary for an assistant professor in 1981-82 is $10,404. The average salary for associate professor in 1975-76 was $17,000, whereas the normalized average salary for an associate professor in 1981-82 is $12,424. The average salary for a professor in 1975-76 was $20,000, whereas the normalized average salary for a professor in 1981-82 is $15,606. In short, faculty in all professorial ranks have had reduced purchasing power of approximately $4,000. Looking at all of these figures, Prof. Haddock concluded that the Rolla Campus was managing to continue to provide services in the face of a decline in resources from both fees and state appropriations by lagging faculty salaries along side a very large increase in faculty work load.

RESULTS OF ACADEMIC COUNCIL ELECTIONS. Prof. Schowalter reported the results of the election voting. A run-off ballot was required for chairman-elect and for the one-year appointments to the Campus Exigency Committee. A ballot for the run-off election was distributed. The final results for all elections are given below.
Chairman Elect - Carol Ann Smith  
Secretary - Robert J. Bell  
Parliamentarian- Harry J. Sauer  

Student Affairs Committee Members:  
Elizabeth Cogell  
Gordon Lewis  
Heidi J. Fluegel  

Grievance Hearing Panel. The results of the departmental elections were: Robert R. Russell, Jack H. Emanuel, Kenneth Magel, Edward E. Hornsey, C. Dale Elifritz, Robert C. Laudon, George E. Vaughn, A. C. Mercier. In accordance with the procedure for the Grievance Hearing Panel elections, five of the above were selected by lot:  
Robert R. Russell  
Kenneth I. Magel (Jack H. Emanuel was selected as an alternate if Prof. Magel is unable to serve)  
Robert C. Laudon  
George E. Vaughn  
A. C. Mercier  

Campus Exigency Committee. The procedure governing the initial setting up of this committee is for three members to be elected from each school/college with the one receiving the most votes to serve for 3 years, the second highest votes to serve for 2 years, and the third highest votes to serve for 1 year.  
College of Arts and Sciences  
Glen Haddock - 3 years  
Lawrence O. Christensen - 2 years  
Arlan DeKock - 1 year  
School of Engineering  
Harry J. Sauer - 3 years  
Paul D. Stigall - 2 years  
David B. Oglesby - 1 year  
School of Mines and Metallurgy  
David J. Barr - 3 years  
H. Phillip Leighly, Jr. - 2 years  
Harlan V. Anderson - 1 year  

Chairman Haddock next turned to passing the gavel to the new Academic Council Chairman for 1982-83, Jerry R. Bayless. Turning to Prof. Bayless, Chairman Haddock said he had just one thing to say: If one's position on any issue is more than three standard deviations away from the mean, on either side, you are in deep trouble. Translated into standard Ozarkian, the expression means, If you're going to lead, you ought to stay in sight. Chairman Jerry Bayless was recognized as the new Chairman of the Academic Council.
Chairman Bayless said that when he goes to a ballgame and sees an outstanding performance, he stands and cheers. He said he would like to do that this afternoon in recognition of the retiring Chairman because Prof. Haddock has certainly been an outstanding Chairman. Noting that Council is an academic organization and the members might be a little more circumspect Chairman Bayless suggested that a round of applause for Prof. Haddock is in order. Prof. Haddock received a standing ovation from the Council. Chairman Bayless indicated that he appreciated having the opportunity to serve as Chairman of the Academic Council for 1982-83. He pledged to do his best to make next year a productive year and hopes for the cooperation of all Council members that has been received in the past. Chairman Bayless reminded Council members that there will be much business coming before Council at the June meeting which will be held June 17, 1982.

The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Carol Ann Smith, Secretary

*Complete document filed with the smooth copy.

Minutes of the Academic Council are considered official notification and documentation of action approved.
May 11, 1982

MEMO TO: Members of the Academic Council

FROM: Tom Herrick
        Chairman, Admissions and Academic Standards Committee

RE: Proposed changes in academic regulations

The committee has a charge as one of the Budget Review Committee's recommendations to propose more stringent regulations for determining academic probation and deficiency status. Accordingly, the committee is studying two changes:

A. Change the number of semesters of probation from 2 consecutive or 3 total to 2 semesters total to determine deficiency status.

B. Eliminate the Academic Grade Point Average and use the Cumulative GPA for determining probationary status.

The committee would like to have the written positions of Schools, Departments, faculty and students to these proposed changes. All statements should be sent to:

Thomas Herrick
EE Department, Room 107
Academic Council Elections
Page 2

Grievance Hearing Panel (one to be elected from each department. Five of those elected will be selected by lot to serve for three years)

Chemistry
  Russell, Robert R.
  Siehr, Donald J.

Civil Engineering
  Emanuel, Jack H.
  Morris, Charles D.

Computer Science
  Magel, Kenneth I.

Engineering Mechanics
  Hornsey, Edward E.
  Schaefer, Rodney A.

Geological Engineering
  Elifrits, C. Dale
  Hatheway, Allen D.

Geology & Geophysics
  Bolter, Ernst
  Laudon, Robert C.

Petroleum Engineering
  Numbere, Daopu
  Vaughn, George E.

Physical Education
  Mercier, A. C.

Campus Exigency Committee (three to be elected from each school/college).

Arts and Sciences
  Christiansen, Lawrence O.
  DeKock, Arlan R.
  Finley, Charles B.
  Haddock, A. Glen
  Schaerer, Laird D.
  Siehr, Donald J.
  Smith, Carol Ann

Engineering
  Emanuel, Jack H.
  Myers, Donald D.
  Oglesby, David B.
  Patterson, Gary K.
  Sauer, Harry J., Jr.
  Stigall, Paul D.

Mines and Metallurgy
  Anderson, Harlan V.
  Barr, David J.
  Grant, Sheldon K.
  Haas, Charles J.
  Leighly H. Phillip, Jr.
  Numbere, Daopu
3. Theatre 42; Stage Productions
   Lecture 0 hours, Lab 1 hour - Total 1 hour
   Prerequisite: Participants selected by audition.

   **Catalog Description:** Includes performers and technicians.
   Participants selected by audition.

   **Justification:** Moving of theatre course under discipline designation of Theatre rather than music.

4. Engineering Management 495; Continuous Registration
   Total - Variable
   Prerequisites: None

   **Catalog Description:** Doctoral candidates who have completed all requirements for the degree except the dissertation, and are away from the campus must continue to enroll for at least one hour of credit each registration period until the degree is completed. Failure to do so may invalidate the candidacy. Billing will be automatic as will registration upon payment.

   **Justification:** To be consistent with other departments in having the catalog list the requirement for continuous registration of doctoral candidates.

5. Geology and Geophysics 294; Metallic and Industrial Mineral Deposits
   Lecture 3 hours - Total 3 hours
   Prerequisites: Geol 51, 111-113 or 114

   **Catalog Description:** Basic processes involved in the formation of metallic and industrial mineral deposits. Illustrated by typical ore deposit models from throughout the world. Exploration and economic factors.

   **Justification:** Combination of Geology 292 and 293.

6. Mathematics & Statistics 307; Combinatorics
   Lecture 3 hours - Total 3 hours
   Prerequisites: A 200 level Math/Stat course

   **Catalog Description:** The basics of enumeration and graph theory are begun. These include permutations and combinations, the inclusion/exclusion principle, generating functions, recurrence relations, covering circuits, graph coloring, trees, and networks. Problem solving is emphasized.
Justification: The development of computers has substantially increased the importance of finite mathematics. A knowledge of the subject matter in this course is becoming of great importance to people interested in applied mathematics or computer science. The Mathematical Association of America's Committee on the Undergraduate Program in Mathematics (1981) has strongly recommended that a course such as this be included in the curriculum.

7. Psychology 208; Psychological & Educational Development of the Adolescent
   Lecture 3 hours - Total 3 hours
   Prerequisites: Psych 50

   Catalog Description: A theoretical and empirical examination of the psychological and educational development of the adolescent.

   Justification: Course is required for the UMR-UMC Cooperative Education Program. Course and instructor have been approved by UMC per Memorandum of Understanding. Course also required for admission to several graduate programs in psychology.

8. Psychology 305; Cognitive Psychology
   Lecture 3 - Total 3 hours
   Prerequisites: Gen. Psychology 50

   Catalog Description: Examines the nature of cognitive processes and the implications of cognitive theory for instruction and human engineering. Emphasizes attention, concept learning, memory, problem solving, reasoning, and language usage.

   Justification: The course is required for the UMR-UMC Cooperative Education program. Cognitive psychology is a well established discipline that our majors deserve exposure to. Finally, engineering and computer science majors may find this course worthwhile, particularly those who are interested in human factors engineering.

9. Psychology 312; Environmental Psychology
   Lecture 3 hours - Total 3 hours
   Prerequisites: Psychology 50

   Catalog Description: Study of the psychological effects of different environments and socially relevant problems. Topics covered include: environmental perception, attitudes toward the environment, effects of the environment in work performance, environmental stressors, crowding and the effects of urban environments on interpersonal relations.
Justification: The study of the effects of the environment on human behavior and experience is a new and potentially very significant area within psychology. Most psychology departments around the country are developing courses in this area. This course is especially relevant to concerns of engineers and therefore is germane to the mission of this campus.

10. Mining Engineering 323; Mining Financial Administration
Lecture 3 hours - Total 3 hours
Prerequisites: Min 270 and senior or graduate standing

Catalog Description: Principles and techniques employed for investment considerations of mining properties, the operational control of costs, establishment of budgets and standard costing, and performance analysis for the financial management of mining operations.

Justification: According to those in industry a deficiency in engineering graduates' backgrounds is the cost and financial aspects unique to mining. Current courses provided by this Department and elsewhere on campus do not satisfy that need. This course is a reinstatement of one offered prior to 1974 but updated to current taxation regulations governing costs associated with depletion, environment reclamation requirements, explorations.

11. Mining Engineering 391; Mine Design Project I
Lecture 1 hour - Total 1 hour
Prerequisites: Completion of 105 credits of the Min. Engr. Curr.

Catalog Description: Selection and initiation of a design project that integrates and applies engineering economics, sciences, and principles to the exploitation of a geological deposit.

Justification: A major criticism of engineering curricula by ABET is the lack of education in design and the resulting inability of students to solve design problems. This course with its companion, Mining 392, is planned to meet this deficiency and replace Mining 310.
MEMORANDUM TO: UMR Academic Council

FROM: UMR Curricula Committee

SUBJECT: Curricula Committee (1981-82)

DATE: May 24, 1982

The following new course additions, deletions and course change 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 224; Making of Modern Russia

   Catalog Descriptions: A survey of modern Russia from the era of "westernization" and Peter the Great (1660-1725) to the present. Major themes include the social, intellectual, cultural, political and economic aspects of modern and contemporary Russia, with emphasis on the Soviet period.

   Justification: History 301: Making of Modern Russia was taught in the summer 1981, with 12 students in a six week session. Student response favored it be offered as a regular course. Modern Russia, with considerable attention to the Soviet era, is a standard offering in most college/universities. Majors and non-majors are generally interested in the subject. Instructor has taught the course at another institution, and earned a PhD field in the subject. Course will synchronize with the national history offerings in Britain and France—History 220 and 222.

2. Physics 406; Theoretical Physics II

   Catalog Descriptions: Schroedinger equation, and wave mechanical treatment of simple systems; perturbation theory, identical particles and spin. Laws of Thermodynamics; canonical systems, thermodynamic potentials and Maxwell equations, open systems and chemical potential, Clausius-Clapoyron equation. (Phys. 405)

   Justification: This is the second part of a two semester course designed to prepare new graduate students for graduate physics at UMR.
MEMORANDUM TO: UMR FACULTY

RE: AGENDA, for the Academic Council Meeting, Thursday, June 17, 1982, at 1:30 p.m. in Room 227 of Fulton Hall.

I. Approval of the minutes of the May 6, 1982, meeting of the Academic Council.

II. Unfinished Business
   A. Tabled Motions
      2. Departmentalization of Nuclear Engineering (Feb. 18, 1982; XI, 6.24) (March 25, 1982; XI, 7.12-.14)

III. Administrative Reports and Responses to Actions Approved by the Council
   A. Administrative Reports - None
   B. Administrative Response

IV. Reports of Standing and Special Committees
   A. .0406.02 Admissions & Academic Standards (5 min.) T. Herrick
      1. Enrollment limitations (Jan. 21, 1982; XI, 5.44)
      2. Study of Proposed Policy to Require a Grade for Hearers (Mar. 25, 1982; XI, 7.22, 7.24)
      3. A study of academic probation and deficiency status (May 6, 1982; XI, 9.15)
      *4. Grade Points Required for Degrees
   B. .0406.06 Curricula Committee (10 min.) D. Cunningham
      1. Departmentalization of Nuclear Engineering (Mar. 25, 1982; XI, 7.14)
      *2. Committee Report 1981-82
   C. .0406.07 Facilities Planning (5 min.) R. Bell
      *1. Future Role of the Facilities Planning Committee (May 7, 1981; X, 9.14)
   D. .0406.11 Rules, Procedures and Agenda (5 min.) R. Schowalter
      1. UMR Three Year Plan (Feb. 18, 1982; XI, 6.23)
      *2. Approval of the Academic Council Meeting Dates for 1982-83
   E. .0406.12 Student Affairs (No Report) E. Cogell
      2. Final Examination Schedule (Nov. 19, 1981; XI, 4.22)
      3. A study of "dead week" (May 6, 1982; XI, 9.11)
   F. Intercampus Faculty Council (5 min.) G. Patterson

V. New Business
   *A. Scheduling of Registration and beginning of classes (May 6, 1982; XI, 9.10)

VI. Announcements J. Bayless
   A. Referrals

*Supplementary material sent to Academic Council Members and Department Chairmen.
3. Physics 405; Theoretical Physics I

Catalog Descriptions: Newton's laws applied to simple systems, central force problem, variational principles, Lagrangian and Hamiltonian formulations, electrostatics, Maxwell field equations, wave propagation. (Math 357, 358 or equiv., Phys. 107, or equiv.)

Justification: This is the first part of a two semester course designed to prepare incoming graduate students for graduate physics at UMR.

4. Nuclear Engineering 381; Probabilistic Risk Assessment I

Catalog Descriptions: A study of the techniques for qualitative and quantitative assessment of reliability, safety and risk associated with complex systems such as those encountered in the nuclear power industry. Emphasis is placed on fault tree analysis.

Justification: This course is being taught as NE 301 this semester with an enrollment of 9. Probabilistic Risk Assessment (PRA) is becoming one of the primary safety analysis tools of the nuclear industry. The attached memorandum to Dean Daane and the abstracts of current NUREG documents support the necessity of having PRA as part of the nuclear engineering course offerings.

5. Chemical Engineering 444; Chemical Reaction Engineering

Catalog Descriptions: This course presents studies on the effects of nonideal flow and periodic operation on the rates and selectivity of homogeneous chemical reactions, includes the topics of catalytic chemical reactor design, polymerization reaction engineering, and mathematical aspects of mass action kinetics.

Justification: This is an important area for chemical engineers and of much current interest. Faculty have not been available previously to teach the course.

6. Chemical Engineering 364; Dynamic Behavior of Separation Processes

Catalog Descriptions: The dynamics and control schemes of staged and continuous separation processes are studies through development of models whose solutions are obtained by a number of numerical methods. The processes include distillation, absorption, evaporation systems, adsorption, percolation, freeze drying, and crystallization.

Justification: This is an important area for chemical engineers and of much current interest. Faculty have not been available previously to teach the course.
7. Computer Science 63; Computer Programming Laboratory

Catalog Description: A laboratory introduction to programming using computer terminals. Coding, execution and debugging of programs discussed in C.Sc. 73.

Justification: Computer terminals are becoming a fact of life. Learning to use a terminal as an input device to a computer system is essential. This course is being offered during the spring semester 1982 with an enrollment of 300.

B. COURSE DELETIONS:

1. Geology & Geophysics 384; Electrical Conduction and Electromagnetic Induction Methods.
   Lecture 2 and Lab 1; Total 3 hrs.
   Prerequisites: Math 204, Phys, 25

   Catalog Description: Instrumentation for resistivity measurements, DC and AC methods, electrode arrangements for depth sounding and profiling, galvanic and inductive AC methods, interpretation of results and comparison with geological data.

   Justification: The combination of available faculty and limited geophysics enrollment has for all practical purposes eliminated the course.

2. Geology & Geophysics 387; Potential Fields of the Earth
   Lecture 2 and Lab 1; Total 3
   Prerequisites: Geophysics 283, Math 322

   Catalog Description: The mathematics and physics of gravitational, magnetic and electrical fields of the earth as derived from potential functions, with applications to practical problems.

   Justification: The combination of available faculty and limited geophysics enrollment has for all practical purposes eliminated the course.

3. Geology and Geophysics 205; The Geologic History of Missouri
   Lecture 2; Total 2
   Prerequisites: Geol 51 or 56 or GeE 50

   Catalog Description: The geologic history of Missouri. Mineral and water resources, stratigraphy, structure and physiography.

   Justification: Lack of staff to teach course.
4. Geology and Geophysics 429; Morphology of Foraminifera Lab Lecture, Variable
Prerequisites: Graduate Standing

Catalog Description: Preparation and interpretation of thin sections with use of scanning electron microscope.

Justification: Lack of staff to teach course.

C. COURSE CHANGES:

1. Nuclear Engineering 333; Radiation Protection

Course Title: to: Health Physics

Prerequisites: From: NE 203, Phys 107, 207
To: NE 203 or Phys 107

Credit Hours: From: Lecture 1; Total 1
To: Lecture 2; Total 2

2. Geology and Geophysics 489; Ore Deposition

Prerequisites: From: Geol 292, 293
To: Geol 292

3. Geological Engineering 341; Engineering Geology Geotechnics

Prerequisites: From: GeE 50 or Geol 51
To: Geol 220, GeE 275

4. Geological Engineering 275; Terrain Analysis

Prerequisites: From: GeE 50 or Geol 51
To: GeE 170, Geology 220

5. Mathematics/Statistics 150; Foundations of Mathematics

Course Number: To: Mathematics/Statistics 209

6. Mathematics/Statistics 322; Vector Analysis

Course Title: To: Vector and Tensor Analysis

Catalog Description: From: Vector algebra, kinematics, vector differential and integral calculus, line and surface integrals, theorems of Stoke and Gauss, application to problems in science and engineering. (Math 22)
To: Vector algebra, vector differential and integral calculus, line and surface integrals, theorems of Stokes and Gauss, tensor algebra and tensor analysis, applications to problems in kinematics, elasticity theory, fluid mechanics, electromagnetic theory, relativity theory.

7. History 220; Making of Modern Britain

**Prerequisites:** From: History 111 or 112
To: History 112 or consent

**Catalog Description:** From: A broad survey of English history since its beginnings. Subjects woven through the time span include legal and constitutional development, ideas and philosophies, political and social developments. Presents broad context of modern civilization as well as the heritage of Britain.

To: A survey of modern Britain from the era of Restoration and Glorious Revolution (1660-1689) to the present. Major themes include the social, intellectual, cultural, political and economic aspects of modern and contemporary Britain.

8. History 222; Making of Modern France

**Catalog Description:** From: A survey of French history from the collapse of the Napoleonic Empire to the present. Major themes include the social, intellectual, cultural, political and economic aspects of French history in the nineteenth and twentieth centuries.

To: A survey of Modern France from the era of Louis XIV (1660-1715) to the present. Major themes include the social, intellectual, cultural, political and economic aspects of modern and contemporary France.

9. Electrical Engineering 448; Coding Theory

**Course Title:** To: Advanced Topics in Communications (Subtitle)

**Prerequisites:** From: EE 447
To: EE 343 or 443

**Catalog Description:** From: Codes for error detection and correction; linear codes, cyclic codes, BCH codes, burst-error correction codes and conventional codes. Codes for arithmetic operations. Design of encoders and decoders. Linear sequential circuits.

To: Advanced topics of current interest in communications and signal processing such as spread spectrum, digital processing of communications, speech, and radar signals, applications of pattern recognition, communications networks, specialized coding topics. Repeatable for additional credit toward degree each time a different subtitle offered.
10. Chemistry 451; Advanced Quantitative Analysis

Credit Hours: From: Lecture 2, Lab 0; Total 2
To: Lecture 3, Lab 0; Total 3

11. Social Sciences 250; Developmental Psychology

Catalog Description: From: 250 Developmental Psychology. An introduction to the study of the developing child from infancy through adolescence with emphasis on personality development.

To: 250 Developmental Psychology. An examination of changes in social, cognitive, personality and physiological processes that occur with age. Attention is focused on human development throughout the life span.

D. OTHER

a. Petroleum Engineering (Curriculum Change)

Justification: Replace "ET 10 (Engineering Drawing)" by "Speech 85 or ET 10." Material covered by ET 10 which is important to our students is included in other required courses. Petroleum Engineers are frequently required to make oral presentations to management groups. Change does not affect accreditation requirements.

b. Engineering Management 211; Industrial Organization & Management (CLEP)

Catalog Description: Provides an introductory understanding of the fundamental principles of management with emphasis on the basic functions of planning, organizing, directing and controlling and their application to high technology enterprise.

Justification: To take E. Mgt. 211 out of the "Credit by Examination" brochure and use only introductory courses as CLEP subjects.

c. Engineering Management 327; Legal Environment (CLEP)

Catalog Description: Study of the effect of the legal environment on the decisions which the Engineering Manager must make. The course investigates the social forces that produced this environment and the responsibilities incumbent upon the engineer.

Justification: To remove from Credit-by-examination brochure and use only introductory courses as CLEP subjects.

d. Ceramic Engineering (Curriculum Change)

Justification: The proposed course action request consists of the rescheduling of previously approved courses; Cer 251, EM 50, EM 110 and Electives.
e. Engineering Management 131; Accounting II (CLEP)

Catalog Description: Accounting for the partnership and the corporation, consideration of cost and departmental accounting.

Justification: No longer a part of the Engineering Management program. Offered to out-of-department students therefore should be eliminated from Credit-by-Examination brochure by the Department.

f. Engineering Management 130; Accounting I (CLEP)

Catalog Description: Accounting principles in relation to business papers, journals, ledgers, balance sheets, income statements, trial balances, and work sheets using the problem approach.

Justification: No longer part of the Engineering Management program. Offered to out-of-department students therefore should not be offered as Credit-by-Examination by the Department.

g. Nuclear Engineering (Emphasis Areas)

Catalog Description: To: The following four topics should be listed as Emphasis Areas in Nuclear Engineering:

1. Fission Power Plants
2. Fusion Power Plants
3. Power Plant Safety
4. Nuclear Materials & Radiation Effects

Justification: Nuclear Engineering faculty would like for the four above mentioned topics be listed as Nuclear Engineering Emphasis Areas.

h. Mathematics/Statistics ; B.S. Minor (New Program)

Catalog Description: The minor in mathematics for the B.S. degree shall consist of Math/Stat 22 and at least four Math/Stat courses at 200 or higher level with grade of C or better. At least one course must be at 300 or higher level. Finally, Math/Stat 204 and 229 cannot both be counted, and Math/Stat 203 and 208 cannot both be counted.

Justification: To provide the option of a mathematics minor in various B.S. programs.

Respectfully submitted,

David Cunningham, Chairman
UMR Curricula Committee
MEMORANDUM TO: UMR Academic Council  
FROM: UMR Curricula Committee  
SUBJECT: Curricula Committee (1981-82)  
DATE: May 28, 1982

The following new course additions, deletions and course change 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. Aerospace Studies 11; The Air Force Today I  
   
   **Catalog Description:** This course deals with the Air Force in the contemporary world through a study of the total force structure, strategic offensive and defensive forces, general purpose forces, and aerospace support forces.

   **Justification:** Air Force ROTC will be offered at UMR beginning the fall semester of 1982.

2. Aerospace Studies 12; The Air Force Today II  
   
   **Catalog Description:** This course deals with the Air Force in the contemporary world through a study of the total force structure, strategic offensive and defensive forces, general purpose forces, and aerospace support forces.

3. Aerospace Studies 21; The Development of Air Power I  
   
   **Catalog Description:** This course is a study of air power from balloons and dirigibles through the jet age; a historical review of air power employment in military and non-military operations in support of national objectives.

4. Aerospace Studies 22; The Development of Air Power II  
   
   **Catalog Description:** This course is a study of air power from balloons and dirigibles through the jet age; a historical review of air power employment in military and non-military operations in support of national objectives.

5. Aerospace Studies 131; Air Force Management and Leadership I  
   
   **Catalog Description:** An integrated management course emphasizing the individual as a manager in an Air Force milieu. The individual motivational and behavioral processes, leadership, communication, and group dynamics are covered.
SUMMARY of reports, actions and announcements at the Academic Council meeting of June 17, 1982.

1. Announcement from Dr. Marchello - Chairman Bayless

2. Unfinished Business - Chairman Bayless
   Section V, Policy Memorandum 16, Guidelines for "Qualifications for Professorial Ranks" - Prof. Smith

3. Admissions and Academic Standards Committee - Prof. Herrick

4. Curricula Committee - Prof. Cunningham

5. Facilities Planning Committee - Prof. Bell

6. Rules, Procedures, and Agenda Committee - Chairman Bayless

7. New Business - Chairman Bayless
   Scheduling of registration and beginning of classes - Prof. Pursell

8. Referrals - Chairman Bayless
   Current policy of temporary grades
   Review of grade appeal procedure

9. Announcements - Chairman Bayless
Chairman Jerry R. Bayless called the meeting of the Academic Council to order at 1:30 p.m. on Thursday, June 17, 1982, in Room 227 of Fulton Hall, and announced the following substitutions: Prof. C. D. Muir for Prof. J. H. Emanuel, Prof. J. L. Best for Prof. P. K. TerKonda, and Prof. J. W. Johnson for Prof. G. K. Patterson.

Chairman Bayless asked for any corrections or revisions to the minutes of the May 6, 1982, meeting of the Academic Council. Prof. Smith stated that page 5, paragraph XI, 9.17, first sentence, should be corrected to read: "The data were (instead of was) normalized using the Consumer Price Index..." The minutes were approved as corrected.

Chairman Bayless reported to Council that Chancellor Marchello is in Kansas City attending the meeting of the Board of Curators. Dr. Marchello requested that Chairman Bayless read the following announcement to Council and that the announcement be made part of the minutes: Provost Fort will be leaving UM-Rolla in August. Next month I plan to appoint an acting Provost to serve during the fall. Over the next few weeks I shall meet with members of the academic services staff and a number of other administrators, faculty and students to obtain their advice. While I can meet personally with only a limited number of people, I would appreciate receiving comments and suggestions from all interested faculty, staff, and students. I will review academic support services during the next several months prior to proceeding with a permanent replacement for Dr. Fort* (Full Copy).

UNFINISHED BUSINESS: Chairman Bayless referred Council members to the Guidelines, Section V of Policy Memorandum 16, "Qualifications for Professorial Ranks" and the memoranda to Prof. Schowalter from Dr. Harry W. Weart and Prof. Carol Ann Smith that were circulated with the agenda* (Full Copy). Chairman Bayless recognized Prof. Smith who stated that in her memorandum to Prof. Schowalter she had attempted to review the Guidelines and list recommended changes in the form of amendments. Prof. Smith stated that she appreciated assistance from her colleagues with this review. However, Prof. Smith felt that these Guidelines should be carefully reviewed by a committee. Since the Guidelines are currently before the Council for action, Prof. Smith moved that the Council adopt the amendments to Section V of Policy Memorandum 16. The motion was seconded by Prof. Haddock. Prof. Wolf raised a procedural question stating that he agreed with Prof. Smith that the Guidelines should be referred to a committee for a detailed study and asked how this should be accomplished. Chairman Bayless replied that a substitute motion would be in order. Prof. Wolf suggested a substitute motion be voted on that would allow the Chairman of the Academic Council to refer these Guidelines to either a standing committee or a specially appointed ad hoc committee for study and recommendation to Council. This substitute motion was seconded by Prof. Edwards. Prof. Pursell stated that he supported this motion but asked if Prof. Wolf meant that the Chairman alone would make the decision as to the
6. Aerospace Studies 132; Air Force Management and Leadership II

Catalog Description: An integrated management course emphasizing the individual as a manager in an Air Force milieu. The individual motivational and behavioral processes, leadership, communication, and group dynamics are covered.

7. Aerospace Studies 141; National Security Forces in Contemporary American Society I

Catalog Description: Aerospace Studies 141 & 142 is a full year course focused on the Armed Forces as an integral element of society, with an emphasis on American civil-military relations and context in which US defense policy is formulated and implemented.

8. Aerospace Studies 142; National Security Forces in Contemporary American Society II

Catalog Description: Aerospace Studies 141 & 142 is a full year course focused on the Armed Forces as an integral element of society, with an emphasis on American civil-military relations and context in which US defense policy is formulated and implemented.

Respectfully submitted,

David Cunningham, Chairman
UMR Curricula Committee
committee that would receive this referral. Chairman Bayless stated that he
would welcome any input from Council as to the appropriate committee, if one
of the standing committees is recommended, or if an ad hoc committee is
formed, volunteers to serve on this committee would be appreciated. Prof.
Wolf stated he worded the motion in this manner because the Council Chairman
usually consults with the Rules, Procedures, and Agenda Committee and seeks
their advice as to the appropriate committee to receive a referral and as to
membership of an ad hoc committee when one is appropriate. Prof. Smith
requested that the membership of the committee be announced to Council before
the referral is made in the case Council would disagree with the decision made
by the Chairman and the RP&A Committee. Chairman Bayless called for a vote on
the substitute motion; motion carried.

ADMISSIONS & ACADEMIC STANDARDS COMMITTEE: Prof. Herrick reported that a few
years ago the Academic Council approved a change in the Manual of Information
requiring students in the School of Engineering and the School of Mines and
Metallurgy to maintain a 2.0 GPA in their major department courses. There
was considerable discussion at that time as to the terminology to be used and
it was agreed that major department would clarify the intent of Council.
However, since that time, several students who are dual degree candidates in
the Department of Mechanical and Aerospace Engineering have tried to average
course work in the two areas stating that this is one department. This is
not the intent of the regulation; therefore, after studying this matter, the
Committee feels that the problem can be solved and the intent of the regulation
maintained by dropping the word department from the statement. Prof. Herrick
referred Council to the Committee report circulated with the agenda* (Full
Copy), and moved that the Council accept this report. The motion was seconded
by Prof. Best. Prof. Pursell asked if it would be more precise to say major
curriculum or major program. Prof. Herrick stated the term major is used
extensively in most of the UM-Rolla publications. Prof. Pursell asked if
what is listed in the catalog is called the curriculum. Prof. Bayless answered
yes. Prof. Herrick stated that courses listed in the catalog for a degree
include courses that are not in the major department and did not feel all of
these courses should be included in the 2.0 GPA requirement. Dean Warner stated
it would not appear to be obvious to a student reading the requirement whether
it meant the courses that were entirely within the curriculum within his degree
or just the courses within the department. Prof. Herrick stated that this was
the reason they originally used the terminology major department. Prof. Smith
suggested a parenthetical statement be added at the end of the existing state­
ment as follows: •••their major department (or, where departments offer more
than one major, in their major discipline within the department). Dean
Robertson moved that this parenthetical statement be added after the existing
statement in the Manual of Information. This substitute motion was seconded
by Prof. Wolf and carried.

With regard to Admissions and Academic Standards Committee agenda item 1,
enrollment limitations, Prof. Herrick stated that a clarification was needed.
The Committee understood that the entire charge of enrollment limitations had
been reduced to item 3, a study of academic probation and deficiency status.
The Committee is no longer studying enrollment limitations except as they
pertain to item 3. The Committee would like to have item 1 removed from the
agenda. Prof. Haddock stated that he felt there was a document from Chancellor
Marchello asking for a response precisely to item 1. He agreed that the two
items are not needed. Prof. Herrick stated that item 3 could be accomplished under item 1 and requested that item 3 be removed from the agenda. Prof. Smith stated that a point of order was necessary—an item cannot be removed from the agenda without proper notification being circulated. Chairman Bayless stated that the Committee should submit a report to Council on either item 1 or item 3 including a request that the other item be removed from the agenda.

CURRICULA COMMITTEE: Prof. Cunningham moved that the Council approve the Curricula Committee reports dated May 24, 1982 and May 28, 1982, circulated with the agenda* (Full Copy). The motion was seconded by Prof. Harvey. Prof. Pursell questioned the action to be taken on items b, c, e and f of Section D of the report dated May 24. Prof. Cunningham stated that the Committee became aware that the CLEP program included these courses which are advanced courses and the Committee felt that the CLEP program should only include introductory courses. The action requested is the removal of these courses in Engineering Management from the CLEP program. Prof. Harvey stated an editorial change was needed on page 1 of the report dated May 24, Section A. 2. Physics 406. The spelling of Clapoyron should be corrected to Clapeyron. Chairman Bayless called for a vote on the motion to accept the reports from the Curricula Committee; motion carried.

FACILITIES PLANNING COMMITTEE: Prof. Bell referred Council to the Committee report circulated with the agenda* (Full Copy) containing the composition of the Comprehensive Plan Facilities Planning Committee. Prof. Bell noted one addition and one correction to the committee listing. Prof. Charles R. Remington, Prof. of Mechanical Engineering, represents the alumni on the committee. Mr. Michael Haggans is not the UMR Director of Facilities Planning and Development but is the UM Director of Facilities Planning and Development. Prof. Bell stated the role of the committee with regard to the three buildings already in the funding stages—the Minerals Building, the Engineering Management Building, and the Auditorium/Music/Alumni Building—is one of justification and support for procuring necessary financial support. The Committee at present is discussing landscaping problems around the campus; such as the Trace (the path from Thomas Jefferson to the Promenade)—the Promenade being the area in front of the Library—and other safety and minor landscaping problems. The main role of the Committee will be to study future long-range facilities plans and to help justify what has already been proposed. Chairman Bayless referred Council to the note from the Rules, Procedures, and Agenda Committee at the end of the Facilities Planning Committee Report. The RP&A Committee recommends that this item be removed from the agenda. Prof. Pursell stated that when the referral was made to the Committee the Academic Council Facilities Planning Committee was essentially inactive. Soon after this referral, the Committee became a part of the Comprehensive Plan Facilities Planning Committee. Prof. Pursell moved that the item be removed from the agenda. The motion was seconded and carried.

RULES, PROCEDURES AND AGENDA COMMITTEE: In Professor Schowalter's absence, Chairman Bayless referred Council members to the list of Academic Council meeting dates circulated with the agenda* (Full Copy). Prof. Haddock moved that the Council adopt the proposed Academic Council meeting dates for 1982-83. The motion was seconded. Chairman Bayless stated that these dates have been checked with the Registrar's Office to avoid conflicts and also reminded Council that although the dates of the
General Faculty meetings are listed, the Council only approves the Academic Council meeting dates. The General Faculty meeting dates are set by the Chancellor. Chairman Bayless called for a vote on the motion; motion carried. Chairman Bayless reminded Council that beginning with the August 26, 1982 meeting, Council meetings will be held in Room G-5, Humanities-Social Sciences.

NEW BUSINESS: Chairman Bayless referred Council members to the memorandum from Dr. Louis Grimm, Chairman of the Mathematics and Statistics Department, to Prof. Lyle Pursell circulated with the agenda* (Full Copy). Prof. Pursell stated that this memorandum relates to action taken by the Council at the April 15, 1982 meeting (XI, 8.14) regarding the scheduling of registration and beginning of classes. Chairman Grimm lists some of the difficulties that arise in the Mathematics and Statistics Department when the schedule does not allow sufficient time between registration and the beginning of classes to make adjustments in sectioning, etc. At the April 15 meeting, Council discussed the calendar for the spring semester that was proposed by the Public Occasions Committee. This calendar did provide for a free day between registration and the beginning of classes. There was a motion that the Committee report be amended to change the one day of registration for the spring semester from a Wednesday to a Tuesday and eliminate the free day with classes beginning on Wednesday. Council adopted the amendment. In order to rescind the Council action, Council would have to vote to rescind the amendment which would then rescind the entire motion and would leave the campus without an approved calendar. If the motion to rescind is approved, then a new motion would have to be made to adopt the calendar. Prof. Pursell moved that the Council rescind the action of the April meeting regarding the calendar as listed in XI, 8.14. The motion was seconded by Prof. Haddock. Prof. Haddock stated there is a need even in the spring semester to have a day between registration and the beginning of classes to make changes in sectioning, assign instructors, etc. This can be done without class rolls, but you do need to have the number enrolled to arrange the necessary sections. Dean Warner asked if this is going to be a problem this fall and in the future because the Registrar's Office is doing the sectioning as the students are pre-registering. At the end of the summer, all students who have pre-registered and all freshmen who have attended orientation will already be assigned sections. Prof. Edwards stated he did not think this was a big enough problem that Council should not at least try it once and see if it works. Dean Barker stated that the problem is peculiar to the College of Arts and Sciences because of the large number of temporary faculty hired by the College. The Mathematics and Statistics Department has the largest problem, but other departments are also affected. The College juggles classes and sections as late as possible to use a minimum number of personnel. It is not something that can be done without a free day. Dean Robertson asked the objection of having a free day. This does not seem to infringe on anyone's privileges and it opens up possibilities to departments who are having difficulties. Chairman Bayless stated that registration will still be only one day. Chairman Bayless called for a vote on the motion to rescind the action taken at the April Council meeting in regard to scheduling of registration and the beginning of classes. The motion carried.

Prof. Pursell moved that the Council adopt the calendar proposed by the Public Occasions Committee at the April meeting with one day registration, a free day, and classes beginning the following day for the spring semester—registration on Tuesday, a free day on Wednesday, and classes to begin on Thursday. The motion was seconded by Prof. Sauer and carried.
10 REFERRALS: Chairman Bayless reported that he had received a memorandum from Prof. Edwards requesting that the current policy of temporary grades for seniors be examined and the use of pass/fail temporary grades be considered. This item will be referred to the Admissions and Academic Standards Committee for study and report to Council.

XI. 10 Dean Robertson stated that for several months UM-Rolla has had a grade appeal procedure and he is beginning to receive requests that the procedure be reviewed. The composition of the final committee that reviews the appeal should be checked very thoroughly. Currently, people who have already made a decision as to the appeal are members of this final appeal committee. Dean Robertson requested that a referral be made to the Student Affairs Committee to study this procedure and report to Council.

XI, 10 ANNOUNCEMENTS: Chairman Bayless announced that there are new members to the Academic Council although this is not an election year. Three departments have elected members to replace current Council members. Prof. Raymond L. Venable will replace Prof. Robert R. Russell from the Chemistry Department; Prof. Gerald L. Cohen will replace Prof. David A. Law from the Humanities Department; and Prof. Jack L. Rivers will replace Prof. Ibrahim H. Adawi from the Physics Department. Chairman Bayless also announced that the new amendments to the UM-Rolla Faculty By-Laws which were approved by the Board of Curators at the May Board meeting changed the composition of the Council to the extent that instead of naming various offices to serve as ex-officio non-voting members, the Chancellor is now to stipulate these appointments. Chancellor Marchello has made the following appointments of ex-officio non-voting members of Council: Mr. Ronald G. Bohley, Director, Library and Learning Resources; Mrs. Catherine G. Jenks, Director of University Public Relations and Affirmative Action Officer; Mr. Robert B. Lewis, Director of Admissions; Mr. Frank H. Mackaman, Director, Alumni/Development; Dr. Robert H. McFarland, Director of Institutional Analysis and Planning; Mr. Paul E. Ponder, Registrar; Dr. O. R. Plummer, Director, Computing and Information Systems, Mrs. Dorothy Riden, Assistant for Academic Appointments; Miss Lynn Waggoner, Director, Office of Public Information; and Mr. Joseph D. Wollard, Executive Director of Administrative Services. Chairman Bayless welcomed these individuals to the Academic Council.

Chairman Bayless stated that since Dr. Lon Pearson will be on sabbatical leave during 1982-83, Mrs. Janet Pearson who has been office secretary for the Academic Council will be leaving July 30, 1982. Chairman Bayless thanked Mrs. Pearson for her service, and the Council members wholeheartedly responded with gusto.

The meeting adjourned at 2:25 p.m.

Respectfully submitted,

Robert J. Bell, Secretary

*Complete document filed with the smooth copy.

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

Provost Fort will be leaving UM-Rolla in August. Next month I plan to appoint an acting Provost to serve during the fall. Over the next few weeks I shall meet with members of the academic services staff and a number of other administrators, faculty and students to obtain their advice. While I can meet personally with only a limited number of people, I would appreciate receiving comments and suggestions from all interested faculty, staff, and students. I will review academic support services during the next several months prior to proceeding with a permanent replacement for Dr. Fort.
Open Memo to: Academic Council  
c/o Glen Haddock, Chairman  
From: H.W. Weart  
Re: Policy on qualifications for professorial academic ranks

Had I the time and the proper forum, I should like very much to argue my side of this matter fully, but I shall have to content myself with expressing vigorous disagreement with the tone of the discussion and the actions of the Academic Council on 15 April 1982 that substantially weaken the requirements for academic ranks, thereby working against what most agree is a major campus goal; namely, improving its ability to carry out its educational mission. Two points deserve particular emphasis.

Taking the simpler one first, I believe it important to note that the final sentence of the Personnel Committee's draft policy was a restraint imposed quite deliberately on administrators when the original policy document was written in 1968 by the Committee of Department Chairmen. It was an effort to assure that a person quite unfamiliar with academia was not placed in a position of academic leadership until some familiarity was gained. Has the need for that safeguard disappeared? I think not and support the suggestion that that rule be moved to the early "policy" portion of the document and retained.

Secondly, I must record disappointment, at the very least, and some anger over the juvenile distrust of rules that appears often in faculty discussions. It is a continual source of wonder how faculty, who daily live with the rules of their disciplines and the civil justice system and who use rules of various sorts in managing their classes, have such difficulty accepting the value of rules in a matter of such importance as qualifications for academic rank.

Not everything can be prescribed, especially in personnel matters, but neither can everything be discretionary. The policy section of the document establishes certain rules but in a separate section (III) prominently allows for exceptions. The practical wisdom of that combination is that it forces justification of exceptions by more than one person. If an exception can't be so justified, why should it be granted?

Widespread discussion of the details of Section IV will contribute comparatively little to the value of this document in improving the quality of education at UMR unless the Academic Council exercises its responsibilities of campus leadership by actively supporting the establishment of policies that will help achieve that goal. Weak, loosely defined qualifications for academic ranks do not provide that help.

cc: R.V. Wolf, Academic Council Representative  
J.B. Ridley, Chairman, Personnel Committee
V. Guidelines for Promotion: These guidelines are intended to convey in general terms the expectations in faculty development and the requirements for promotion. It is intended that these criteria be interpreted as general guidelines and not as rigid rules. Promotions are based on productivity and excellence of performance in the areas in which the faculty member is expected to work as determined by departmental, school/college, and University objectives. Contributions to departmental excellence are essential in the quality of performance recognized by promotion.

A. Assistant Professor. Promotion or appointment to an assistant professorship is usually based upon potential. However, promotion from the rank of instructor to that of assistant professor is based partly upon performance. A candidate for promotion to assistant professor should:

1. Possess the degree of education considered basically terminal for his field or its equivalent in professional accomplishment.
2. Have demonstrated a potential for initiative and leadership.
3. Have the personal qualities, intellectual interests, and the technical competence required for effective teaching.
4. Possess the enthusiasm and the capacity to motivate and inspire students.
5. Have demonstrated the capacity for independent creative thinking.
6. Have demonstrated a willingness and determination to keep himself current technically and to grow professionally.
7. Indicate both the willingness and capability to participate as a respected colleague in deliberations concerning the department, the School/college, and the University.

B. Associate Professor. Promotion to the associate professor rank is based upon demonstrated performance and future potential. The associate professorship is a high academic rank and promotion to this rank carries no assurance of further promotion. A critical evaluation of teaching effectiveness and professional growth should be made at this point since certain critical attributes, such as the basic ability to communicate, to motivate, and to grow professionally will not likely improve with experience. If the individual has research responsibilities and has been involved in research, demonstration of the ability to develop and conduct a research program is expected. Evidence will usually include the securing of externally funded grants and/or contracts, publications to refereed journals, etc.

A candidate for promotion to the rank of associate professor should:

1. Satisfy the criteria for promotion to assistant professor.
2. Have had significant relevant, non-instructional professional experience, demonstrating productivity in professional practice.
3. Demonstrate continuing professional growth and effective activity toward achievement of departmental goals.
4. Possess a thorough knowledge of the philosophy and structure of the academic curriculum.
5. Have established himself as a vital force in the development of departmental and School programs.
6. Be recognized by colleagues as having the stature associated with the associate professor rank.
The length of service on the faculty before promotion will vary with the individual's productivity, qualifications, and rate of development. As a point of reference, for a new Ph.D. with two years non-academic experience, promotion to the rank of associate professor with less than three years on the faculty ought to be unusual and as such should be considered to recognize exemplary performance.

C. Professor. Promotion to the rank of professor is intended to recognize status as a mature, excellent, and thoroughly productive scholar with a developing national reputation. Promotion to this rank requires that the individual be of such stature as to be recognized by professional peers as an authority in his field of specialization. It is also expected that important and recognized contributions will have been made in the areas of teaching, research, and professional or public service. A candidate for promotion to full professor must have assumed a leadership role in the furtherance of the academic endeavors of the department, the School/College, and the University. Contributions must have been such that the candidate has a University reputation as a leader and an effective teacher and is recognized nationally for important contributions through research or professional service.

A candidate for promotion to the rank of professor should:

1. Satisfy criteria for promotion to associate professor.
2. Have demonstrated conclusively the ability to communicate and to inspire students and younger colleagues.
3. Have made significant contributions in his sector of specialization and be qualified to participate effectively in the academic programs at the highest level.
4. Have earned the respect of his peers in his home department, faculty of the University as a whole, and colleagues in his discipline nationwide.
5. Evince the ability to grow professionally and to maintain a national reputation.

While no minimum time in rank is required, under normal circumstances achievement of the stature, maturity, and record of accomplishment required for promotion to the rank of professor with less than five years of service as an associate professor will be unusual. Industrial or government service alone will not suffice for appointment to the rank of Professor (P).

**EFFECTIVE DATE.** Immediately.

**RESPONSIBILITY.** Department Chairmen, Deans of the Schools/College, and Provost.

**BASIS.** Approval by Chancellor.

Joseph Marchello
Chancellor
MEMORANDUM TO: Ralph Schowalter, Chairperson
Rules, Procedure and Agenda Committee

FROM: Carol Ann Smith

Ralph, as I had indicated, I have a number of concerns about Section V (Guidelines for Promotion) in the current version of the Policy Memo Qualifications for Professional Ranks presently under discussion by Academic Council. My major concerns, briefly stated, are that the Guidelines section:

- continues to have an engineering slant. (See 7, 9, 12, 15, 19)

- contains inflated and imprecise language and some redundancies. (See 4, 6, 8, 12, 13, 17, 18, 23, 24, 25, 26)

- presents a substantial rise in criteria for full Professor. (See 20)

- contains imperative language inconsistent with the claim that these are guidelines and not rigid rules. (See 3, 14, 22)

- can be read to inappropriately emphasize departmental goals and limit faculty autonomy and academic freedom. (See 1, 2, 16)

- refers to faculty by using the third person masculine singular exclusively. (See 27)

(Other matters are raised in 5, 10 and 11 below that fall outside the above concerns.)
I propose the following amendments to the Guidelines Section:

**Introductory Paragraph**

1. Delete "in the areas in which the faculty member is expected to work as determined by departmental, school/college, and university objectives" from the third sentence. Replace with "in the areas (teaching/research/extension) of the faculty member's appointment or agreed upon assignment."

   (The original is too sweeping a statement and might be read as total dictation of all faculty activity, including area of research for example.)

2. Delete "are essential in the quality of performance recognized by promotion". Replace with "should be recognized in promotion decisions".

   (Original is vague. Appears to give undue emphasis to department goals over the rights of the faculty.)

**Section A, Assistant Professor**

3. Delete the last sentence "A candidate for promotion to assistant professor should:" and replace with "The following factors are considerations for promotion to assistant professor:"

   (The original belies the claim that these are guidelines rather than rigid rules.)

4. Replace "basically terminal" with "usually considered to be the terminal degree for his or her discipline" in item #1.

   (Awkward language.)

5. Delete "or its equivalent in professional accomplishment" from item #1.

   (Replacement of a degree by professional accomplishment ought to be unusual, rare and an exception to be argued as a very special case. Should not be in the document.)

6. Delete item 2.

   (It is not clear what "a potential for initiative and leadership" means nor how to measure such a trait at this level.)
7. Change "technical competence" to "academic competence" in item 3.

("technical" only makes sense in this context for technical disciplines.)

8. Change "inspire students" to "challenge students" in item 4.

("inspire" is more appropriate to a theological context than an academic context.)

9. Change "current technically" to "current in his or her academic field".

(Again, the original only makes sense for technical disciplines.)

Section B, Associate Professor

10. Delete 2nd sentence of the first paragraph.

(The associate professorship is not a high academic rank; it's a middling one. Promotion to any rank doesn't assure further promotion. The notion of being "frozen" at the AP level is unnecessarily discouraging.)

11. Delete the second half of 3rd sentence in the first paragraph: "since certain critical attributes, such as the basic ability to communicate, to motivate, to grow professionally will not likely improve with experience".

(Not know to be true.)

12. Rewrite the 4th sentence: "If the individual has research responsibilities, evidence of accomplishment must be clearly present".

(The original misleadingly entails that the last part of the sentence doesn't apply if there hasn't been involvement in research even when the individual has research responsibilities. The last part of the sentence, "demonstration of the ability to develop and conduct a research program," applies to technical disciplines.)

13. Rewrite last sentence of the 1st paragraph: "Such evidence might include publication in refereed journals, grants and/or contracts, etc."

(Publications should be first.)
14. Delete "A candidate for promotion to the rank of associate professor should:". Replace with "The following factors are considerations for promotion to associate professor". (The original belies the claim that these are guidelines rather than rigid rules.)

15. Delete item #2. (Applies to technical disciplines only.)

16. Change "and effective activity toward achievement of departmental goals" to "and a contribution toward the definition of and achievement of departmental goals" in item #3. (Original can be read as limiting faculty autonomy and ability to dissent. Suggests that the scope and direction of one's professional development should be determined by departmental goals rather than by the individual. "Effective" suggests one's opinions would prevail over other's.)

17. Delete item #4. (Item is unclear. Is the department's curriculum being referred to? The school's or college's? The university's? or some broader, more universal sense of "academic curriculum"? How would such knowledge be documented?)

18. Delete item #5. (Isn't that too much to expect from an Assistant Professor? The language is inflated ("vital force") and the reference of "programs" is unclear)

19. Delete "with two years non-academic experience" from the second sentence of the last paragraph. (Relevant only for technical disciplines.)

Section C, Professor

20. Delete "the areas" from the 3rd sentence of the introductory paragraph and add "at least two of the three areas." (Two of the three areas of teaching, research and service has long been recognized as sufficient for full professor.)

21. Delete the fourth sentence of the introductory paragraph.
(Unclear what might be meant by "a leadership role" and by "furtherance of the academic endeavors". Would appear to automatically disqualify an ivory-tower researcher. At most it should be listed as item #6, as a consideration.)

22. Delete "A candidate for promotion to the rank of professor should:" and replace with "The following factors are considerations for promotion to professor:"

(The original belies the claim that these are guidelines rather than rigid rules.)

23. Delete item #2.

(Included in the requirements for assistant professor (item 4) and in the intro to associate professor. Language is inflated, eg. "inspire".)

24. Replace "in his sector of specialization" with "in his or her field of specialization".

(More standard language.)

25. Delete "at the highest level" from item #3 and replace with "of his or her department".

(Language is unclear. What if a department doesn't offer programs at the highest level (i.e. Ph.D.)? or the faculty member doesn't participate in graduate teaching?)

26. Change "the ability to grow" to "the ability to continue to grow".

(original restates Associate Professor qualification.)

27. Rewrite the entire Guidelines section to remove sexist language.
June 7, 1982

MEMO TO: The Academic Council

FROM: The Admissions and Academic Standards Committee

RE: Proposed change in grade point regulation required for degree

The current academic regulation "Grade Points Required for Degree" (Manual of Information III.7 page 48-49) states:

In order to receive the Bachelor's degree you must have an academic grade point average of 2.00. All students transferring to Rolla must achieve an academic GPA of 2.0 in courses taken at UMR, for graduation. Effective December of 1979 students graduating in the School of Engineering and School of Mines and Metallurgy must achieve an academic grade-point average of 2.0 in courses taken in their major department.

The intent of the regulation was to stop students from averaging course work outside of their major field of study with the major field of study to meet the overall requirement of a 2.0 academic grade point average.

The School of Engineering has requested a change in the use of the expression major department because of dual degree students in the Department of Mechanical and Aerospace Engineering attempting to average course work for the Mechanical Engineering Degree with Aerospace Engineering course work.

The Committee believes that the difficulty can be resolved and the intent of the regulation maintained by changing major department to simply major.
MEMO TO: The Academic Council

FROM: Robert J. Bell, Chairman Comprehensive Plan Facilities Planning Committee

RE: The Membership and Role of the Committee

The membership of the committee is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Representing</th>
<th>Term Ends</th>
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<tbody>
<tr>
<td>Bell, Robert J. Chmn.</td>
<td>Physics</td>
<td>A.C. Fac.</td>
<td>1983</td>
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<td>Pursell, Lyle E.</td>
<td>Math</td>
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<td>Elifritz, C. Dale</td>
<td>Geol. Engr.</td>
<td>M&amp;M</td>
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<td></td>
<td>Dir. Phys. Plant</td>
<td>Admin.</td>
<td>1983</td>
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<tr>
<td>Marlow, Bob L., Sec.</td>
<td>Rt. 4, Box 327,</td>
<td>Stud. Coun.</td>
<td>1983</td>
</tr>
<tr>
<td>Assil, Smaeil M.</td>
<td>UMR Director of</td>
<td>Admin.</td>
<td>1983</td>
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<tr>
<td>Haggans, Michael</td>
<td>Facilities</td>
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<td>Planning and</td>
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<td></td>
<td>Development</td>
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*On leave

an equal opportunity institution
The committee is composed of a group from the Academic Council, the students, the alumni, the various colleges, plus Mr. Wollard, of both the Academic Council and Executive Director of the Office of Administrative Services, Mr. Bob Marlow, Secretary of the Committee and Director of the Physical Plant, and Mr. Michael Haggans, UMR Director of Facilities Planning and Development. From time to time outside consultants such as the UM architects and landscaping specialists, etc., have helped. The chairman of the Academic Council's committee is elected by the committee. The chairman of the full committee serves at the Chancellor's discretion. For the near past and present these have been the same person.

Two of the roles of the committee are to help provide faculty-student input for major facility planning and to facilitate the administration's and construction specialists' contact with the faculty and students for these large projects. It is a cooperative effort both ways. The committee reports to the Academic Council and to the Administrative Review Committee chaired by Mr. Wollard.

RJB:ek

The Rules, Procedures and Agenda Committee recommends that this item be removed from the Agenda — RES
**ACADEMIC COUNCIL MEETINGS**  
*(1:30 p.m. in G-5, Humanities-Social Sciences)*

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<td>November 18, 1982</td>
<td>May 5, 1983</td>
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**AGENDA DEADLINES (1:30 p.m.)**

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**GENERAL FACULTY MEETINGS**  
*(4:00 p.m. in the Aaron Jefferson Miles Auditorium)*

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**AGENDA DEADLINES (1:30 p.m.)**

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**RULES, PROCEDURES AND AGENDA COMMITTEE MEETINGS**  
*(1:30 p.m. in 210, Mechanical Engineering Building)*

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<td>November 2, 4, &amp; 16, 1982</td>
<td>May 31 and June 2, 1983</td>
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<tr>
<td>January 4 &amp; 6, 1983</td>
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MEMO TO: Lyle Pursell  
FROM: Louis Grimm  
RE: Scheduling of Registration and beginning of classes.

May 3, 1982

I am responding to the Academic Council’s elimination of the day between the close of registration and the beginning of classes. This gives me a problem. Let me illustrate with my experiences of last fall. Registration closed on Friday. The final class rolls became available around 9:30 a.m. on Saturday, and I was able only then to make final teaching assignments. Several sections needed to be cancelled, added, or combined at this point. There were, in all over 150 sections being taught in this department by between eighty and eighty-five different people. I am quite inefficient, and was thus unable to provide the teaching assignments to all of my staff until about 1 p.m. on Saturday.

I can suggest three alternatives at this point:

1. The Academic Council requires that the registrar provide the final enrollment data by 5 p.m. on the day of the close of registration so that sectioning and course assignments may be completed by, say, 10 p.m. of this day. In this case, the instructors of the courses involved may have some preparation before arriving in their classes.

2. Departments, such as ours, with large numbers of sections, will begin their classes one day later than other departments.

3. The Academic Council can rescind its action eliminating the day between registration and the beginning of classes.

Louis Grimm, Chairman
Mathematics & Statistics Dept.

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