

MEETING OF THE ADVISORY COUNCIL

February 24, 1936

A called meeting of the Advisory Council was held at the Faculty Club. All members were present.

BR The President sought the opinion of the Council on the matter of collecting funds from the Faculty for establishing and furnishing a Browsing Room in the new Library. It was voted unanimously that a solicitation of the members of the Faculty in which they were treated as any other member of the general community was unobjectionable.

6 The policies of the Emerald were discussed and it was agreed by all that some organization should be sought which would produce a better coordination between the student paper and the general policies of the University.

8 In the matter referred to the Council by vote of the February meeting of the Faculty it was moved, seconded and carried that a notice of the following motion be presented at the next faculty meeting: That when the Graduate Council is ready to recommend the granting of an honorary degree it shall proceed in the following manner and not otherwise:

1. The name of the candidate shall be announced at the regular meeting of the Academic Council immediately preceding the Faculty meeting at which the recommendation is to be voted upon.
2. The recommendation shall be made to the Faculty in a fully documented prepared report and shall then be discussed and voted upon by the Faculty. The purpose of the first provision is to avoid objectionable publicity and yet to give notice one week in advance of the time of voting in order that objections to the granting of the degree may be prepared for presentation. It is to be understood that members of the Academic Council should inform members of their several faculties of the nomination.

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

May, 4, 5, and 6, 1936.

On Monday, May 4, 1936, at 5:00 P.M. in the Chancellor's office there was a meeting of the Council called by the President for consideration of the situation arising out of the local discussion of the budget adopted by the State Board of Higher Education at its meeting on April 27, 1936. Statements made by the Chancellor and the President in explanation of certain items of the budget clarified the issues and it was agreed by all present that the Chancellor should communicate to the Faculty through the Council, and that the Council should add a supplementary statement to the effect that it had examined the issues and found no foundation for the charges of bad faith and greed which were being made by some critics.

Those present were Barnett, Bovard, Clark, Gilbert and Townsend.

At 6:30 P.M. the Council adjourned to meet at 5:30 the next afternoon to receive the Chancellor's statement. At the adjourned meeting all members were present. After a long discussion and the appointment of Barnett to draw up the Council's supplementary statement it was agreed to meet fifteen minutes before the faculty meeting on the following day for final approval of the formal statement to the faculty.

At the latter meeting four members approved of the statement drawn up by Barnett and it was suggested by Gilbert that it be reported as concurred in by the majority of the members. To this Morse objected and insisted that he be named at the faculty meeting as opposed to the statement. It was so ordered.

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

June 12, 1936.

The Council met in President Boyer's office. The President reminded the Council of three matters referred to it by the Academic Council and by the Faculty:

(1) By the Academic Council: To devise ways and means of reducing the number and complexity of formal reports required of faculty members.

(2) By the Faculty: To revise the procedure in the granting of honorary degrees.

- (3) By the Faculty: To consider and report to the Faculty on a plan for the establishment of a committee on committees, a budget committee and a committee on tenure.

It was suggested by the President and agreed that the Council should meet during the summer for the consideration of these matters. A meeting was then set for June 27th.

Those present were Bovard, Morse and Townsend.

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

June 27, 1936.

The Council met at the Faculty Club at 7:30 P.M. All were present.

Bovard presented a typed plan for the establishment of the committees mentioned under Item (3) of the report of June 12, 1936.

After a general discussion it was agreed to meet again in one week.

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

July 4, 1936.

The Council was called to order by the President at 7:30 P.M. in the Faculty Club. Those present were Barnett, Bovard, Clark, Gilbert, and Townsend.

Continuing the discussion of June 27, the Council reached a unanimous agreement on the principles for the establishment of a committee on committees, a budget committee, and a committee on tenure, and instructed the Secretary to commit the agreement to writing for final consideration at a meeting one week from date.

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

July 11, 1936.

The meeting was called to order at 7:30 by the President. Those present were Barnett, Bovard, Clark, Gilbert and Townsend.

The following resolution was unanimously adopted for report to the Faculty:

To the Faculty:

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By vote of the Faculty the Advisory Council was asked to study and report on the advisability of establishing at the University of Oregon a committee on committees, a budget committee, and a committee on tenure and promotion.

We draw attention to the fact that when the Advisory Council was itself established some twenty years ago with the full cooperation of the University Faculty, the Administration, and the Board of Regents, it was charged not only with the consideration of general institutional policy but also required to advise the President of the University in certain specific matters, including budgets, the establishment or abolition of schools or departments, the qualifications of instructors, the bases of their promotion, rank and compensation. The members of the Council are elected by the Faculty and are responsible to it for the satisfactory performance of these functions. Because the Council has been recognized by our Board of Education and has become established as an organic part of the University, we recommend that it continue in that tradition.

Our specific recommendations on the matters referred to the Council are as follows:

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(1) That the Council shall become the Committee on Committees with the responsibility of nominating to the President of the University all committees originating with the Faculty except those elected by the Faculty itself, but that it shall not nominate any of its own members for appointment on any such committee.

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(2) We recommend that a Budget Committee of five members of the Faculty be established, to be nominated as provided for in our first recommendation, provided, however, that no member of the Budget Committee shall be chosen from among the deans of schools or colleges or from other strictly administrative officers. We recommend that the Budget Committee be instructed to make a thorough study of the budgets throughout the year and to present a written report thereon consisting of a tentative budget together with critical observations and recommendations.

to the President of the University not later than January 1 of each year.

(3) We recommend that the Council continue to act as the Committee on Tenure and Promotion.

Consideration was then given to the committees of the University as now existing. The following conclusions were reached and agreed upon by all.

(1) That the following are "Faculty" committees and as such would be nominated by the Committee on Committees unless elected by the Faculty itself:

- Academic Council
- Advisory Council
- Academic Requirements
- Courses
- Graduate Council
- Honors Council
- Intramural Sports
- Library
- Military Education
- Religious and Spiritual Activities
- Schedule
- Scholarship
- Discipline (Formerly Student Advisory)

(2) That the following are "Administration" committees and would not be nominated by the Committee on Committees:

- Appointment Bureau
- Awards
- Catalog
- Commencement
- University Lectures and Assembly (Formerly Free Intellectual Activities, and Commencement and Assembly).
- Commonwealth Service Council
- Extramural Scholarships (Formerly Foreign Scholarships).
- General Research Council
- Appreciation of Nature and Art (Formerly under Institutional Research)
- International Affairs (Formerly International Relations)
- Student Automobiles

(3) That the following committees should be discontinued:

- Athletics
- Commonwealth Scholarships
- Free Intellectual Activities
- Divisional Committees of the Graduate Council

Housing
Institutional Research Council
Student Advisory
Student Affairs

H. G. Townsend, Secretary.

MEETING OF THE ADVISORY COUNCIL

October 15, 1936

A meeting of the Advisory Council was held in Villard Hall from three to six at the call of the President.

On reconsideration of the question of establishing a budget committee an agreement was reached to the effect that the Advisory Council itself is charged with the responsibility of such a Committee. It was moved, seconded and carried that a recommendation to the faculty be prepared setting forth the history and present function of the Advisory Council, adding a special section defining its budgetary function; and further, recommending that the Council should also become the Committee on Committees with the responsibility of nominating to the President of the University all committees originating with the faculty, except those elected by the faculty itself, but that it shall not nominate any of its own members for appointment on any such committee.

It was moved, seconded and carried that a committee consisting of Gilbert, Barnett and Clark be asked to draw up the resolution for presentation to the faculty and report at a meeting to be called by the President.

It was moved, seconded and carried that the minutes of the Council shall hereafter be read and approved in the usual parliamentary manner.

It was moved, seconded, and carried that Townsend be asked to continue as secretary.

H. G. Townsend, Secretary

MEETING OF THE ADVISORY COUNCIL

October 22, 1936

At a meeting called at 5:00 P.M. in the Faculty Room, the draft of a resolution prepared by the Committee appointed on October 15 was considered and approved. All were present. The resolution follows:

REPORT AND RECOMMENDATIONS OF THE ADVISORY COUNCIL
TO THE FACULTY

By vote of the Faculty the Advisory Council was asked to study and report on the desirability of establishing at the University of Oregon a Committee on Committees, a Budget Committee, and a Committee on Tenure and Promotion.

The Advisory Council deems it appropriate at this time to call attention to the background and history of the Council which was established some twenty years ago with the full cooperation of the University Faculty, the Administration, and the Board of Regents.

In the survey of the University in 1915 Dr. S. P. Capen recommended the "immediate formation of an academic council to advise and assist the President in developing the wider educational policies of the institution". Dr. Capen went on to indicate that the creation of such a body would have a double advantage. It would furnish the President with organized and well-considered advice, and it would enlist still more thoroughly the loyalty of the teaching staff.

The Advisory Council, thus formed, has at various stages during its history advised the Administration on lines of institutional policy such as the consideration of budgets and specific problems growing out of the finances of the institutions, the establishment or abolition of schools or departments, the qualifications of instructors, salary scales, rank and compensation, and the bases of promotion. The Council has at times also recommended procedures which must be followed in case of demotion or dismissal from the University staff.

In the year 1920, when the increase in millage-tax support for higher education made it possible to advance the salaries of the University staff members to compensate in part for the sweeping increase in prices that had taken place during the War, the President consulted the Council with regard to the adjustment of salaries and followed in the main the recommendations made by that body.

Following the death of President Campbell in 1925, the Council was invited to cooperate with the Board of Regents in finding suitable candidates for the presidency, and in collecting and compiling material bearing upon their qualifications. A representative of the Council accompanied two members of the Board of Regents on an eastern trip to confer with prospective candidates, and to make final recommendation regarding the appointment of a particular man.

Because the Council has been recognized by the public governing boards and has at various times been consulted on vital matters by the Administration, and because the advisory powers exercised by the body have been rooted in tradition and fortified by custom and express understandings, it is deemed undesirable to decentralize or disseminate its powers. Rather they should continue to be exercised in full by the Advisory Council and not delegated to subordinate committees. In the opinion, therefore, of the Advisory Council, a re-definition of powers in the light of the existing situation and with reference to budget practice, and a definite recognition of those powers are the things most desired by the Faculty.

I. The Council therefore recommends that the Advisory Council be continued as a Faculty committee for the purpose of advising the President regarding the formulation of the annual budget. The Council should consult with the Administration in regard to the major problems involved in the allocation of the funds between the various University functions such as administration, instruction, maintenance of the plant, appropriation for library and research, extension, and the various lines of public service carried on under the auspices of the institution. The Advisory Council should confer with the Administration as major problems arise in connection with the formulation of the budget for schools, departments, bureaus, and services; and, before the final budget is submitted to the Chancellor and the State Board of Higher Education, the Advisory Council should examine it, and discuss with the President any issues that are involved or may arise in connection with the final form which the budget has taken.

II. The Advisory Council should continue to exercise the powers of a committee on tenure and promotion.

III. The Advisory Council should be recognized as a committee on committees with the responsibility of nominating to the President of the University all committees originating with the Faculty excepting only those that are elected by the Faculty itself. It is definitely understood, however, that in the nomination of committees to the President, no member of the Advisory Council shall be recommended for a place upon any of these faculty committees.

IV. In order that the Advisory Council shall be truly representative of the Faculty and shall be elected in the light of the new powers conferred upon that body, and in order that the Council shall begin to function with respect to these new-found responsibilities at the earliest possible date, it is recommended that the annual election be advanced from the December meeting of the Faculty to the November meeting of this year, and that election shall apply to all positions on the Council without the customary holdover members continuing in office.

V. It is also recommended that the Council chosen at the November meeting shall serve until July 1, 1937, and that hereafter the annual election of the Advisory Council shall take place at the May meeting of the Faculty and that it shall hold office for the next ensuing fiscal year, namely, July 1 to June 30. At the election held in May 1937, unless the Faculty shall in the meantime alter the term of office and the composition of that body, the Advisory Council elected at the November meeting shall select by lot one dean and one faculty member to continue in office during the next ensuing fiscal period, and the remaining four members of the Council shall be chosen at the May meeting.

H. G. Townsend, Secretary

RECORD OF REORGANIZATION OF ADVISORY COUNCIL

The above report of recommendations by the Advisory Council was presented to the general faculty on October 27, 1936, and was accepted by the faculty without discussion and without any dissenting votes.

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The provision in the recommendation for election of all members of the Council at the November meeting of the general faculty was carried out and the following members were elected to serve on the Advisory Council from the date of that election on November 4 to July 1, 1937. Members elected were: Bovard, Burrell, Gilbert, Leighton, Morse, Smith.

The minutes which follow present the functioning of the newly organized council.


R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

November 5, 1936

Luncheon meeting, Faculty Club.

Members present: Boyer, Bovard, Gilbert, Morse, Smith, Burrell, Leighton

Meeting presided over by President Boyer who declared it an informal organization meeting and dispensed with reading of the minutes of previous meetings.

Discussion and Business of the Meeting

1. On motion by Gilbert, R. W. Leighton was elected secretary of the Council.

2. By general agreement the secretary was instructed to keep the minutes in the book provided for that purpose and to keep the book of minutes on file in Mr. Pallett's office. Some discussion as to the form of the minutes followed, and the secretary was instructed to keep a full record of the business transacted, but that reports of discussions and general agreement could be abridged at any time.

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3. Discussion of Council functions and procedure:

Burrell proposed the possible adoption of by-laws and other recorded outlines of procedure. No action was taken.

Bovard presented for discussion the advisability of setting up objectives to be attained and a program for the Council to follow. He suggested special attention should be paid by the Council to its powers as they were re-emphasized by the last Council report to the faculty, and, that the Council should adopt a constructive program rather than wait for problems already acute to be placed before it. No action was taken.

Gilbert suggested the appointment of sub-committees to deal with various phases of the Council's functions. He particularly emphasized the idea that these sub-committees were to facilitate the functioning of the Council but that the full responsibility for the matters handled by sub-committees should remain with the Council. No action was taken.

Boyer presented as matters for the Council to study:-- a study of the reports required of faculty members by the administration. Also a study of the whole matter of honorary degrees, including methods of granting, desirability of granting, etc. No action taken.

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4. Motion on Committee on Committees:

Moved by Gilbert, seconded and passed, that the President appoint a sub-committee of three to study the committee system of the Faculty and the function of the Council with reference to its powers as a committee on committees.

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5. Motion on Tenure and Promotion:

Moved by Bovard, seconded, and passed that a sub-committee on tenure and promotion be appointed by the President to study problems and policies with reference to both tenure and promotion.

6. Miscellaneous Discussion:

Bovard raised the question of the budget and when the Council would begin to consider questions relating to budget policy. The President explained that the Chancellor will hold all important

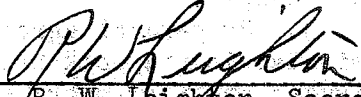
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matters affecting the budget until after the legislative session, when it will be possible to determine the funds that are available for carrying on the various functions and services.

Dean Morse spoke of out-of-state travel, and urged that in the preparation of the budget for next year more liberal provision should be made for trips of University men to national associations with which they are affiliated.

The President suggested the possibility of a common fund for all schools and departments, and that deserving cases for subsidy for out-of-state travel provisions should be handled according to some principle of allocation to be determined by the Council and the administration.

Meeting adjourned.


R. W. Leighton, Secretary

APPOINTMENT OF SUB-COMMITTEES

On November 11, 1936, the President made formal notification of the following membership of the sub-committees approved at the last Council meeting.

Sub-committee on Budgets:

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Gilbert, J. H., Chairman
Bovard, J. F.
Burrell, O. K.

Sub-committee on Committees:

Morse, W. L., Chairman
Leighton, R. W.
Smith, S. S.

MEETING OF THE ADVISORY COUNCIL

November 27, 1936

Members present: Boyer, Bovard, Burrell, Leighton, Gilbert, Morse.
Smith was absent.

The meeting was called by President Boyer for the purpose of discussing out-of-state travel claims or requests made by members of the faculty.

I. The President pointed out certain facts in connection with such claims as follows:

- a. that some of the requests are not backed by any funds in the departmental budgets.
- b. that it would be advisable for the Council to pass upon the relative merits of the requests now so that trips may be taken in case the money is forthcoming.
- c. that such a discussion of the relative merits of the cases would be useful in formulating permanent policies.
- d. that there is no common practice with respect to paying out-of-state expenses since some departments make requests for such funds and others do not.
- e. that the Governor will presumably be willing to approve the expenditure of approximately \$600 for the travel specified in these claims.

II. The Council agreed upon the following principles as bases of recommendations concerning the claims:

- a. that the Council recommend the payment of a claim if after examination the claim seems a desirable one and the department represented has sufficient funds budgeted for travel either within or out of the state sufficient to meet the claim.
- b. that within schools and departments the relative merit of claims should be decided by the dean of the school or department, such decisions to be subject to the President's approval.
- c. that where such claims are for travel to professional meetings the following points should guide the recommendation of the Council: (1) whether the applicant was a participant either in the program or in organizational activities, (2) the nature of that participation, (3) whether the results of the meeting would be available in published form, (4) the significance of such attendance for the University or for a division thereof, (5) the distance to be traveled.
- d. that a separate budget account be set up by the President for out-of-state travel, and that the schools and departments budget no out-of-state travel funds; that all such claims are to be considered individually and, if granted, to be paid from the out-of-state budget set up by the President.
- e. that the Council is opposed to the practice of transferring funds to the travel account from any other budget heading.

III. The following claims were examined and recommended or not recommended, as indicated.

Bovard, John F. -- Dean and Director of Physical Education

Trip 1: To Fresno, Calif., for the annual convention of the Western District of the National Recreation Association. Cost - \$29.25.

Trip 2: Dean Bovard to Tacoma, Wash., for the annual convention of the Northwest District of American Physical Education Association; also one member each from Department of Physical Education for Men and for Women. Cost - three @ \$10.25 . . . \$30.75.

Trip 3: One member, Department Physical Education for Men, to Los Angeles for Pacific Coast Conference of Physical Directors. Round-trip fare - \$36.50.

Trip 4: Miss Florence Alden to Pomona College, Claremont, Calif., for annual meeting of the Western Society of Directors of Physical Education for College Women. Round-trip - \$37.50.

All trips recommended and payment of expenses recommended from funds now available in the Physical Education budget for travel within the state.

Professors Casteel and Dahlberg -- Speech Department

Casteel: To Pasadena, Calif., for the annual conference of the Western Speech Association. Round-trip fare - \$36.50

Dahlberg: To Pasadena, Calif., for annual conference of Western Speech Association. Round-trip fare - \$27.50

Both trips recommended and suggestion made that the Educational Activities budget or some other budget of the President's choice be drawn upon.

Douglass, M. H. -- Librarian

Trip to Los Angeles to interview candidates for three vacancies in the library staff. Round-trip - \$36.50.
Recommended.

Jewell, J. R. -- Dean of School of Education

(1) Attendance of Professors Bossing, Brooks, Jewell, Leighton and Miss Pope at the Inland Empire Educational Association in Spokane. Cost - \$125.00.

(2) Attendance of Dean Jewell at meeting of Department of Superintendence of N.E.A. at New Orleans. Approximate cost - \$139.00

Approval given for both requests and it was recommended that these expenses be met from the School of Education travel budget.

Miss Lewis -- Director of Libraries, Oregon State System of Higher Education.

Request to attend the mid-winter conference of American Library Association at Chicago. Estimated expenses - \$175.00

Moved, seconded, and passed, that the Council wishes the President to call the attention of the Chancellor to the fact that the Council recommends that Miss Lewis' expenses be paid out of the Central Librarian's travel fund or out of unappropriated balances of the state system of higher education.