

MEETING OF THE ADVISORY COUNCIL

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January 21, 1937

Meeting held in office of R. W. Leighton, 7:45 PM.

Present: Gilbert, Bovard, Burrell, Hollis, Leighton, Smith

The meeting was called to order by Dean Gilbert, Vice-Chairman.
The minutes of the previous meeting were approved without reading.

M 1. It was moved, seconded, and passed that the Advisory Council adopt as regular meeting dates the first and third Tuesdays of each month; the meetings are to be called at 7:30 PM.

2. The Council considered again the matter of reallocation of building space and decided to await action of a committee proposed by the Executive Secretary, Dr. Pallett. The Council was informed that Mr. Pallett's committee is proposed as a special committee whose sole functions will be allotment of building space to different University functions.

3. Committee Reports:

6 a. Budget Committee: Dean Gilbert, chairman, reported at some length on the progress of the Budget Committee, and indicated that the committee would need to move slowly for a time because the information necessary to its functioning can be collected only gradually; the reason being that there are so many factors of enrollment, teaching load, and the classification of these by departments and schools involved.

b. Committee on Committees: Mr. Hollis is acting chairman of this committee, and since his appointment was made within the past few days there was no report from this committee.

c. Committee on Tenure and Promotion: Dean Bovard, chairman, presented a typed report. This report is filed with the minutes of the Advisory Council. The report shows considerable progress with the problems of Tenure and Promotion. After considerable discussion on various parts of the report, it was referred back to the committee for further consideration and development.

4. It was moved, seconded, and passed to make Section III of this report, the section which concerns the Classics department, a special item of business at the first meeting of the Council with the President.

5. Report on status of charges brought against Mr. Jameson and the University by an American Legion report:

J Dean Gilbert reported that arrangements had been made for a final meeting on Saturday, January 23, to hear the charges against Mr. Jameson. He reported that all evidence had been collected and that this evidence pointed toward complete exoneration of Mr. Jameson, and also toward complete clearing of the University from all charges in the legion's report.

6. Dean Gilbert reported concerning plans for the development of the science courses at the University. He stated that Mr. Kunz informed him that the Science faculty was preparing a brief to be placed in the hands of the Advisory Council.

Meeting adjourned.


R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

February 3, 1937

The meeting was called by President Boyer for 3:00 PM.
Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith.

The reading of the minutes of the previous meeting was not called for, but a copy of these minutes was placed in the hands of each member.

1. President Boyer asked the advice of the Council concerning matters submitted to him by Dean Bovard. Dean Bovard had stated that a group of students complained to him about the following points:
- a. that in many classes there was much poor organization of class procedure.
 - b. that reference material was often inadequate, or not placed on reserve.
 - c. that some examination procedures were often a handicap.

Action taken: The Council recommended that the Academic Council be asked to appoint a committee to meet with these students and study their complaints. It recommended also that a member of the personnel division be asked to sit with this sub-committee of the Academic Council.

2. Action taken concerning honorary degrees.
At the request of the Advisory Council the detailed minutes of this action have been placed in a sealed file accompanying the regular minutes of the Council.

Meeting adjourned.

R. W. Leighton

 R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

February 16, 1937

The regular meeting of the Advisory Council was called to order by Vice-Chairman Gilbert.

Present: Bovard, Burrell, Gilbert, Hollis, Leighton, Smith.

A copy of the minutes of the previous meeting was in the hands of each member of the Council. No reading of the minutes was called for.

1. Reports of Committees: -
- Detailed verbal reports of progress were made by Dean Gilbert, chairman of the Budget Committee, and by Dean Bovard, chairman of the Committee on Tenure and Promotion. Mr. Burrell reported that he had held no meeting of the Committee on Faculty Voting Privileges, but that he had been doing some work personally. Mr. Hollis reported that he had been collecting information concerning the progress made by the Advisory Council acting as a committee on committees prior to his chairmanship of the sub-committee on committees.

In general discussion the Council expressed a desire that recommendations concerning the committee organization of the University should include the following points:

- a. Expediency and necessity of each committee
- b. Possibility of consolidation of committees
- c. Committee personnel
- d. Size of committees
- e. Discontinuance of some committees.

2. Motion concerning Budget Committee: -

It was moved by Smith, seconded, and passed that when final recommendations involving budget matters, especially salary changes, are made by the Council, they shall not be made as recommendations concerning single budget divisions. Instead, any of these recommendations involving greater expenditure shall be accompanied by recommendations of ways and means for balancing this increased expenditure against savings or deductions from other budget divisions, or, by recommendations of ways and means of increasing revenues.

3. Motion concerning Committee on Committees: -

It was moved, seconded, and passed, that the Committee on Committees under Mr. Hollis' chairmanship shall assume original jurisdiction over all matters within its responsibility as a committee, and that it shall not be restricted in performing its functions by previous action by the Advisory Council acting as a committee on committees.

4. Motion to President's Office: -

A motion was seconded and passed to request the President's office to send notices of any changes in committees, such as,--appointment of new members, creation of new committees, discontinuance, consolidation, and any other action affecting committee organization,-- to the Advisory Council when these changes are made.

Adjourned.

R. W. Leighton
R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

March 2, 1937.

The regular meeting of the Advisory Council was called to order by Vice-Chairman Gilbert.

Present: Gilbert, Bovard, Burrell, Hollis, Leighton, Smith.

Business transacted:

1. Committee on faculty voting privileges: -

Mr. Burrell, chairman of this committee, presented the preliminary report which is on file with these minutes. The Council decided to place further discussion of this problem as the first order of business at the next meeting with the President of the University.

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2. Development of Natural Science Fields at the University: -

A manuscript submitted to the Council by the Science Curriculum Committee,--Professors Norris, Caswell, Kunz, Moursund, Yocom, and Norris,--was read and discussed. The manuscript constitutes a proposal for the extension of science on the University campus to degree granting status. The letter of transmittal to the Council was dated February 18, 1937.

After considerable discussion of the manuscript the secretary was instructed to ask the members of the committee to meet with the Advisory Council on its next regular meeting night for further discussion of the proposals contained in the manuscript. See Ad. Council. File 1936-37

3. Library Funds and Equipment: -

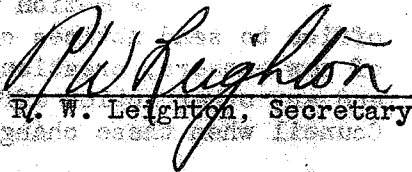
A letter with attached report stating library needs in terms of increased book funds and furniture for equipping the new library was submitted to the Advisory Council on March 1, 1937, by Dan B. Clark, acting chairman of the library committee. Several members of the Council were already familiar with the material, and the Council voted to place this on the agenda for its next meeting with President Boyer.

4. The library committee at the same time submitted a letter and estimate of furniture costs for the new library, which was prepared by Dr. Norris. His letter bears the date February 24, 1937. This letter and estimate was submitted to the Advisory Council sub-committee on budgets.

5. Committee on Committees: -

Mr. Hollis, as chairman of the committee on committees, reported progress for his committee and submitted to the Advisory Council for its approval an estimate of the relative amount of work involved in the membership of the various faculty committees.

Meeting adjourned.


R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

March 16, 1937

The regular meeting of the Advisory Council was held Tuesday, 7:30 PM, in the Faculty Room.

Present: Bovard, Burrell, Gilbert, Hollis, Leighton, Smith. President Boyer was absent.

The Advisory Council met with the Science committee (Professors Caswell, Kunz, Norris, Moursund, and Yocom) which is working for the establishment of upper division science at the University.

There was a lengthy and detailed discussion of the proposals of the Science Committee which were submitted to the Advisory Council. A copy of this report accompanies the minutes of the last preceding meeting.

Mr. Norris and Mr. Caswell presented supporting material which outlines the plan for organization for courses and for teaching personnel. (This material is attached to these minutes.)

1. The Advisory Council appointed Mr. Gilbert and Mr. Norris to draw up a resolution concerning the development of the natural sciences. This resolution is to be submitted to the Advisory Council for approval, and then submitted to President Boyer.

2. Reports of Committees:


Committee on Committees: There was no further report at this time.

Committee on Budget: Material from Mr. Lindstrom's office is not yet available so no further report was made at this time.

Committee on Tenure and Promotion: Mr. Bovard reported that he wished to wait for reports of A.A.U.P. committees before making any further report.

3. The Council decided to place on the agenda of its next meeting with President Boyer the question of reconsidering the recommendation of faculty rank for O.L. Constance and Mrs. Warner.

Meeting adjourned.


R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

April 15, 1937

The meeting was held in the office of R. W. Leighton, Room 2, Commerce.
Present: Vice-chairman Gilbert, Bovard, Burrell, Leighton, Smith.
Hollis was absent.

1. The first item of business considered was a letter dated April 1, 1937, from Dr. Calvin Hall of the Psychology Department to Dr. Howard Taylor, Head of the Psychology Department. Copies of this letter had been sent to each member of the Advisory Council, and concerned the naming of a successor to the position vacated by Dr. Hall.

No action was taken on this matter by the Advisory Council as a successor to Dr. Hall had already been chosen.

2. A letter dated April 5, 1937, from L. S. Cressman, Secretary of the Social Science Divisional Research Council, was read. This letter contained a resolution recently passed by the Social Science Council recommending appointment of one member from each of the three divisional research councils to the Publications Committee.

The Advisory Council decided that this matter was outside its province.

3. At the March 16 meeting the Council authorized Mr. Gilbert and Mr. Norris to draw up a resolution concerning the re-establishment of upper division science. This resolution was read and approved by the Council. The Council directed that it be presented to President Boyer.

Resolution on Science

WHEREAS, the withdrawal of major work in pure science from the University of Oregon represented a distinct loss to that institution without any compensatory gain to the system as a whole, and with a measurable loss to the development of science in the state; and

WHEREAS, major work in natural science is basic to the idea of a university with its emphasis on broad cultural and professional training; and

WHEREAS, other recommendations of the Survey Commission and the action of the Board of Higher Education affecting the reorganization of March, 1932, have been modified in important directions while the most doubtful of these recommendations, namely, the suspension of major work in science at Eugene, has remained in effect; and

WHEREAS, the restoration of major work in science at the University of Oregon can be made effective without impairing in any way the curriculum of any other unit in the system of higher education, and with little or no added expense above that which will be required for suitable instruction in lower division and service work in the same field;

BE IT RESOLVED by the Advisory Council, the President of the University concurring, that the Chancellor of Higher Education be asked to submit to the State Board of Higher Education through the Interinstitutional Advisory Committee on Curricula, the necessity of expanding the work of the School of Science in the State System to include major work in pure sciences on the University campus at Eugene.

4. The final report of the sub-committee on Tenure and Promotion, chairman, Dean Bovard, was approved by the Council and it was moved to have this report placed on the agenda for its next meeting with President Boyer.

Policies on Matters of Tenure and Promotion

1. The minimum standards for all instructional departments in the University be raised to provide

\$1600 per year for instructors
 2400 per year for assistant professors
 3000 per year for associate professors
 3500 per year for professors

on a full time, ten months service basis for staff members holding the Ph. D. degree or its equivalent. It should also be understood of course that such annuity equities as each individual may have had in connection with his or her original annuity contract would be added to these amounts.

2. The Council believes that rank and salary go together and will not ordinarily expect to make recommendation for raise in rank if there are not in the budget sufficient funds to cover the salary recommendation.

3. All members of the instructional staff who, beginning with the year 1932-33, have been promoted in rank without coordinate increases in salary be given the salary appropriate to their rank, at least up to the minimal amounts recommended above.

4. The Council believes that there is reason for wide variation in salary above the minimum. The Council in its discretion should have power to initiate action for increases in salary and rank. Merit should be taken into account and a man should not necessarily have to wait until he receives an offer elsewhere before he receives recognition. Hence there may be reason for wide variations in salary above the minimum.
5. The Council believes that all cases of increases in rank and pay for the rank of assistant professor or above should be recommended only after definite inquiry into:
 1. Teaching ability
 2. Publications, research, and scholarship
 3. Value to the University as an adviser in intra-campus policies and procedures
 4. Value to the University in extra-campus relations and procedures.
6. The members of the Council believe that in making recommendations for promotion they should have the opinions and testimony of colleagues in the University of Oregon, and that of others in the same or allied fields elsewhere.

5. The report of the committee on Faculty Voting Privileges under the chairmanship of Mr. Burrell was also presented to the Council for its approval. The Council voted that it was now ready for presentation to the President. This report indicates the need for, and the Council wishes a reconsideration of the faculty rank given to Mr. C. L. Constance and Mrs. Gertrude Bass Warner. The Council passed upon this matter December 21, 1936, subject to subsequent report of a sub-committee on faculty voting privileges.

Report on Faculty Voting Privileges

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1. The reason for the assignments of faculty rank to clerical and administrative officials has been apparently the mistaken belief that in order to qualify these persons for the annuity it was necessary under the rules of the Board or the Carnegie Foundation to assign regular faculty rank. This belief seems not to be well founded, since the Board of Regents of the University of Oregon at their last meeting on June 8, 1929 (Regents' Records, Volume 9, page 205) authorized the establishment of the annuity plan. The relevant section of the resolution is as follows.

"Be it resolved by the Regents of the University of Oregon that the President of the University be authorized to increase the salaries of all members of the faculty of professorial rank, including associate and assistant professors, whose service to the University has been two years or more in any capacity and who are on permanent tenure, and also administrative officers on permanent appointment and who have served the University for two years in such capacity, to the extent of five per cent . . ."

It is to be noted that this resolution does not require that administrative officers be given faculty rank in order to qualify for the annuity.

2. The handbook of the Teachers' Insurance and Annuity Association states (page 4) that "any employee of a college or university in the United States, Canada, or Newfoundland" is eligible to contract with the company.
3. In the opinion of the committee there is no valid objection to the assignment of faculty rank to those administrative officials whose responsibilities include the determination of purely educational policies.
4. Under the circumstances it appears advisable for the Advisory Council to reconsider those cases to which it gave its tentative approval for the assignment of faculty rank.

Tentative Suggestions:

Two possible courses of action would seem to be indicated. These are:

1. That the Advisory Council recommend that faculty rank be removed in the case of those individuals whose responsibilities do not include teaching, research, or the determination of educational policies.
2. That the Advisory Council propose the following resolution to the faculty:

That voting privileges shall extend to those of academic rank including deans, professors, associate professor and assistant professors, provided such individuals be normally engaged in teaching, research, personnel service, library service, or in the formulation of educational policies.

6. The Council decided to ask President Boyer what had been done in regard to appointing a new faculty member in the Classics Department. Attention was called to Section III concerning the Classics Department in the preliminary Report on Tenure and Promotion of January 21.

7. Recommendations by Dean Bovard concerning the deanship of the School of Physical Education were approved by the Council and it was decided to place them upon the agenda for the first meeting with the President

Memorandum on Physical Education and the Vacancy in the Deanship

- P. 6.
1. The School of Physical Education needs as its dean someone who will be a leader, who will set educational standards and encourage his faculty to high type performance in all the various fields.
 2. The Dean should understand the various activities within the scope of this subject matter, but does not need to be the performer type.
 3. The dean must have considerable administrative and executive ability. He should have an understanding of finances, of physical education facilities and the management of buildings, grounds, etc. A great deal of detail can be delegated, but ability to keep all of these matters up to a high state of efficiency on small budgets is essential. The success of any laboratory is considerably affected by the standard of the equipment and particularly is this so in physical education.

4. The personality of the dean cannot be neglected in a position of this sort. A staff for men and for women and the athletic coaches represent so many interests and are chosen for such varying reasons that the dean must be broad minded, tolerant, and sympathetic to get the best results from each and the best results as a team. In particular, one situation should be mentioned. In many institutions, the women resent the supervision of a man. At Oregon the relations between the women staff and the dean have been most cordial; this relationship should be maintained.
5. The outstanding feature of the work at the University of Oregon is its educational program (instructional program). Every effort has been made to make physical education respected by the faculty because of its contribution to the equipment of an educated gentleman; therefore, the new dean should be expected to continue these policies.
6. Our School stands for the encouragement of voluntary recreation for the entire University community, students, faculty, and administration--the dean should be directly responsible for the development and extension of facilities and stimulating interest in this phase of work.
7. The University has never accepted athletics as a true part of the physical activities of this School, nor can these relations be rushed; there are, however, relations between the Athletic Department and the School of Physical Education which have been built up and should be extended. These relations are diplomatic and cooperative. The wise handling of these problems and the sympathetic understanding of functions of each division is essential to the welfare of both. While there is no organic union of the two at present, a dean who has the confidence of the staff of the Athletic Department can assist in making both departments fill the place in the University life that is right and proper.
8. One of the most important functions of the dean is his leadership in development of the professional school (teacher training). He should have his Ph.D. degree as a token of his training. He should have had some experience in Education, and if he has been close to a faculty in a School of Education it would be very advantageous. Relations to the secondary field either as teacher or supervisor would be excellent qualifications. The dean faces the problem of using a staff interested in college athletics, intramurals, men's classes, women's classes, etc., and working out a curriculum for training teachers for a secondary level. The professional school must provide the type of teacher who can best fit the conditions in the State. The staff he selects must work at the University level and train students to work at the secondary level.
9. The teacher training curriculum also must recognize the training of workers for university and college, the recreational field in all its branches, and the few highly specialized fields such as physiotherapists.
10. The dean should be able to take a strong position in the educational development of the State. He should be acceptable to the educational forces of the State (official and school) he should be respected by the superintendents and the principals. He should have their confidence because of his ability to understand their problem and to push new movements as fast as can be accepted.

11. The dean should be interested and cooperative in the recreational development in the state. The School of Physical Education should be active in encouraging cities and towns to inaugurate parks, playgrounds, and to provide for adequate supervision. The whole question of leadership and the relations of school boards, school facilities, to community interests and demands is very important.
12. Again, in the dean of the School there should be expected as the most important quality that of educational leadership in its broadest sense. Physical education is not a subject within narrow limits. Its technics are very diverse; to drop back to an emphasis on skills and activities alone would be a real step backwards for the University of Oregon.

8. The following statement of function was passed on motion by Mr. Smith: "The Council understands that in view of its advisory functions regarding budget and promotion matters it should also have an advisory and consultative voice as to the general character and qualifications to be sought for in new appointments of the rank of assistant professor or above."

Meeting adjourned.

R. W. Leighton
R. W. Leighton, Secretary

MEETING OF THE ADVISORY COUNCIL

April 19, 1937

The meeting was called with President Boyer at the request of the Advisory Council. President Boyer called the meeting to order.
Present: Boyer, Bovard, Burrell, Gilbert, Hollis, Leighton, Smith.

1. The report of the committee on Faculty Voting Privileges was presented to President Boyer. The President urged that faculty rank and voting privileges be extended to library employees and to members of personnel offices. *See Min. 7, Page 193.*

The Council recommended that faculty rank be continued for those head of departments in the library and those personnel heads already holding that rank. The Council reconsidered granting faculty rank to Mr. Constance and Mrs. Warner, and advised against that procedure on the grounds that it was not necessary to their participation in annuity privileges the reason for which assigning them faculty stated was first considered.

2. Following a resolution passed at the last meeting of the Advisory Council President Boyer was asked what steps had been taken toward filling the vacancy in the Classics Department.

President Boyer reported that several candidates had been considered and that one Von Fritz now teaching at Reed is the leading candidate. His fields were reported as Greek, Latin, and Greek Civilization. He has been asked by President Boyer and Chancellor Hunter to take the position and has been requested to give his answer within the next few days.

3. The Advisory Council's resolution concerning extension of science offerings on the University campus was presented to President Boyer and approved. President Boyer asked that the clause directing the channels by which it should reach the State Board be eliminated and that the resolution be sent directly to Chancellor Hunter. (See minutes April 15)