

Winter 1-6-1948

Senate Meeting January 6, 1948

Academic Senate
Illinois State University

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SENATE MEETING MINUTES
January 6, 1948

Dr. Larcen

The meeting was called to order by President Fairchild with all members present except Mr. Horton and Dr. Fitzgerald, who were out of town, and Mr. Toll.

The President reported he was very glad to be back on the campus again and expressed his appreciation for the many acts of kindness to him and the quality of work done in his absence. He reported in some detail, his present physical condition and indicated that he would have to try very hard to eliminate worry, since it seems that the mental strain has been more serious than the physical condition.

The President made the following requests and announcements:

1. State School Directories have been ordered and will be available in the President's office to staff members who have usually received them through that office.
2. There will be one change in the calendar as printed in the general catalog. This change is made necessary by a change in the time of the Central Division meeting of the Illinois Education Association. The meeting will be held on Monday, March 8, instead of Monday, March 1. Those in charge of the meeting find it possible to secure Mr. Kermit Roosevelt, by making the change in date.
3. Heads of departments should urge members of their staffs to discuss work with students, especially in the cases where the quality of work is not satisfactory. This should be done as early as possible so as to be of the greatest help to students, but should be done especially before the end of the ninth week of the semester.
4. Macomb and Charleston are making progress in their building program and it is hoped Illinois State Normal University can begin very soon. Work on the Special Education Building has been delayed, even though blueprints and specifications are ready. The delay has been caused by the fact that while only \$1,900,970 has been appropriated, it now seems it will take \$2,300,000 for the building as planned. It will be necessary to eliminate some parts of the building, at least for the time being. It is hoped that work on the Special Education Building will begin early this spring and on the Administration Building in the early summer.
5. A letter from Director Frank G. Thompson indicates that the different State Teachers Colleges should outline as definitely as possible, projects to be undertaken in a self-liquidating program. Mr. Thompson points out that projects of all the colleges should be asked for at one time and that the bonds issued for these projects will be sold to the highest bidder. While he indicates it is believed best not to have separate bond issues at different times, it is also considered best that all of the projects of one institution should be included in the one bond issue. Each institution will, however, be responsible for its own liabilities and each project within each institution will have its own responsibilities. Heads of departments are asked to turn in to the President's office any suggestions they may have as the Administrative Council will attempt to bring all such projects together for presentation, as requested, at the meeting of the Teachers College Board in Chicago on January 19, 1948.
6. Travel vouchers for December should be turned in not later than Thursday noon of this week. Auto travel expense has been changed from five cents to six cents per mile, effective January 1.
7. Mr. F. L. D. Holmes was asked to report on the proposed faculty salary schedule. He distributed copies and asked that heads of departments discuss the proposed schedule with their staff members so that members will be ready to vote acceptance or rejection at the next faculty meeting.

8. It is assumed that heads of departments have made summer session plans in accordance with teaching schedules and their rotation plan so far as the different departments are concerned. The President and Dean will get together very soon concerning money available for summer session plans for 1948, after which offerings and staff will be announced.

9. An additional department will ask permission to offer graduate work at the April Board meeting. It is believed that this department (Music) now qualifies for such work. Other departments are no doubt looking toward similar possibilities. Departments now offering graduate work may well contact their own graduates, but should not overlook other teachers in the field who may be interested in continuing their education. Such teachers can probably be located through our county contact work, through the State School Directory, and through the help of school administrators.

Miss Welch discussed briefly the procedure used in the ordering of books for the library. She pointed out that many times the same faculty members make requests for books each time there is an opportunity and that askings are not particularly well distributed throughout the faculty. It has been found that in some requisitions, some departments are not represented at all. Miss Welch suggested the possibility of a system and a regular plan of book buying, leading to a general balanced collection. She said that in some schools, the head of the department or some other staff member, who has been assigned to the duty, takes the responsibility for book buying. Such a person must have knowledge of the complete field of offerings, must know available materials and must know present library holdings. He must have a knowledge of the new offerings of the department, the needs of new faculty members, as well as the needs of students. In making requests, faculty members should keep in mind the need for related books and the number of books needed for term papers. Bibliographies should be revised regularly. It is hoped that more extensive use can be made of the Recordak. Films of newspapers and other materials which are needed and are available, can be purchased. In the Carnegie Room, records of plays, music, lectures, etc., can be obtained. It is hoped that the library can be of greater service, that more books will be used, and that the good things available will be publicized.

The next item considered was the proposed calendar for 1948-1949, copies of which were distributed by the President and a copy of which is filed in the Secretary's office. The President pointed out that in planning a calendar, consideration must be given to faculty members and students. He indicated that the calendar for the summer of 1948 will be followed as printed and the tentative one proposed would begin with the fall of 1948. He believes that it will be necessary to eliminate the intersession in 1949, even though there may be a number of people, especially veterans and those teaching on the emergency basis, who would like to have the possibility of attending such a session. It may be that there will be enough demand to consider the offering of courses in a post-session. President Fairchild asked that heads of departments report the number of copies of the proposed calendar needed for their staff meetings to Mr. L. Holmes who will provide copies and that votes at staff meetings be reported to his office before the next regular faculty meeting, which is to be held on Tuesday, January 13.

In closing the meeting President Fairchild called attention to the fact that Mrs. Malmberg, Director of Housing, has been added as a new member of the Senate and he welcomed her to the group.

The next regular meeting of the University Senate will be held on Tuesday, February 3, at 4:00 p. m. in Room M-104.

Meeting adjourned.

Elsie Brenneman, Secretary