

Spring 2-5-1952

## Senate Meeting February 5, 1952

Academic Senate  
*Illinois State University*

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### Recommended Citation

Senate, Academic, "Senate Meeting February 5, 1952" (1952). *Academic Senate Minutes*. 39.  
<https://ir.library.illinoisstate.edu/senateminutes/39>

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SENATE MEETING  
February 5, 1952

*Dean Larsen*

The meeting was called to order by President Fairchild with all members present except Dr. Purcell, who was excused.

The president introduced Dr. Florence Davis, who is new to the faculty, as Head of the Home Economics Department.

Dean Larsen asked that materials for the fall program reach his office not later than Monday, March 10. He also requested that faculty members be very careful to turn in cards promptly for students who do not report to their classes.

President Fairchild called attention to a meeting, which will be held in Capen Auditorium on Wednesday afternoon at 2:30, which will include all Civil Service employees and the heads of the working units concerned.

The president announced that material for the pictorial bulletin has been completed, that copy will be ready soon for the summer session and high school preliminary folders, and that it is hoped that the summer session bulletin and general catalog will be published earlier than was true a year ago. He urged the aid of all faculty members in helping to enlist the interest of capable young people to the teaching profession.

The second semester enrollment has now reached over the 1,900 mark, which is a drop of less than 300 from the first semester. This drop is comparable with that experienced a year ago. The president announced that thirteen people, two for one-half year each, have applied for the twelve possible leaves of absence on the sabbatical basis and that five leaves have been requested for those who will not be on sabbatical leaves. He indicated that these positions will be absorbed as much as possible.

The president announced that a change in the admissions policy is being made in that applications will be considered upon the completion of seven semesters in high school. It is assumed that students who have done satisfactory work for seven semesters will have no difficulty in completing their high school work. Permits to enter will be sent out on the basis of the seven semesters, but a supplementary transcript and statement of graduation will be required after the high school work is completed.

President Fairchild asked if there was a report to be made by the committee on the probation-drop system and selective retention. Dr. French reported that there was no report to be made at this time, but that one might be made at the March meeting.

Mr. Carrington stated that a report of a committee on the departmental prerequisites for student teaching would be made at the March meeting.

President Fairchild discussed briefly the work being done by Mrs. Russell and her staff in the Duplicating Room. This is a very extensive service in which many types of work are possible. Mrs. Russell and her staff can help a great deal in suggesting possibilities. Mrs. Russell reported briefly with reference to the different types of procedures and equipment. Stencils are filed on a hanging position and are coded so that faculty members may readily refer to them by the code number. Two autotypist machines make it possible to turn out letters having an individualized appearance at the rate of from 40 to 75 a day, depending on the length of the letters. The Vari-Typer has different sizes and styles of type in which the right margin may be justified as it is done in books and newspapers. In using the Multigraph, it is possible to use different colors and it is not necessary to slip sheet the copies as they are printed. The Duplicating Room has a new folding machine, which will make it possible to fold programs, letters, etc. A new stapling machine will staple as many as sixteen sheets of paper. In using the executive typewriter, proportional spacing is possible and the right hand margin can be justified. The report of the Office of the Business Manager was done on this machine. The ditto is used for short runs and of course there is the Mimeograph with which most people are familiar. A Mimeoscope makes it possible to do trace-drawings. Mrs. Russell indicated that she is glad to have faculty members bring their classes to visit the Duplicating Room and

that she is glad to explain the use of the equipment. She is also glad to have student help in the different offices come in for suggestions and help as to possibilities. She welcomes constructive criticisms at all times. The assistants in the Duplicating Room are Zola Arends and Janice O'Neal.

Mr. M. L. Miller discussed audio-visual aids and the services of that area. He called attention to the nationwide boom in this connection. He urged that faculty members take advantage of the services with reference to films, slides, etc. He indicated that while there is a limited number of pieces, those that are available should be kept in constant use if needed. The office attempts to have a minimum of rules and regulations. Mr. Miller reported that enrollment in the audio-visual classes is increasing. His office provides a weekly listing of available films for faculty members. It is also possible through his office to have some service in repairing equipment. A limited amount of designing of graphic work can be done. It is found that through the office of Mr. Miller, more help is being given at present in the elementary field than is true on the secondary level.

President Fairchild indicated that some time soon Mr. Tiedeman would discuss the services in testing and the use being made of the I.B.M. equipment.

Reaction was next asked for with reference to the filing of bibliographies in the Dean's office. Six department heads reported that their staffs were favorable to such a procedure. Five department heads had no reaction to report. In some cases there was a question as to whether bibliographies should be filed in the departments only and/or in the office of the dean also. The president indicated that work should always be well prepared, organized, filed, and made available. There was no definite decision as to where the bibliographies should be available but that a policy on this matter would be announced soon.

Mr. Holmes asked for a reaction with reference to a communications forum, which is being planned for March 13 or 14. On March 13, there are some extension classes and there is a Faculty Women's Club style show to be held. March 14 is on Friday. It was indicated that the faculty would probably be more favorable to March 13.

President Fairchild announced that the Teachers College Board will meet on this campus on Monday, February 11. The entire meeting is to be devoted to an educational program to be opened by Dr. Richard Browne, who has prepared a presentation on "The Role of the Teachers Colleges in Higher Education in Illinois". This presentation will be followed by a presentation made by each of the presidents. There will probably be a brief business meeting of the board on Sunday evening.

Mr. L. W. Miller asked heads of departments to keep in mind the needs in extension offerings in planning programs for next fall.

The meeting adjourned.

Elsie Brenneman  
Secretary

Agenda:

1. Departmental prerequisites for student teaching
2. Report of committee on probation-drop system and selective retention
3. Development of greater interest on the part of the faculty in assemblies, concerts and entertainments, athletic events, conferences, special events, etc.
4. Discussion of testing services and the use being made of the I.B.M. equipment