Spring 1-13-1976

Letter from Election Committee of the Academic Senate re Recommendation on Apportionment of Student and Faculty Seats

Academic Senate

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January 13, 1976

To: Academic Senate

From: Election Committee of the Academic Senate

Re: Recommendation on Apportionment of Student and Faculty Seats

The following recommendations are presented to the Senate as they need to be acted upon by the Senate prior to the February 25 election. We would appreciate that the action be made by the January 28 meeting so that the college committees may prepare their ballots. The student apportionment simply indicates a continuation of the current ratios, and the Student Elections Committee can proceed with their planning without the final approval of that apportionment at the January 28 meeting.

A. At this time the By-Laws of the Senate require a reapportionment of the faculty seats according to college representation. Table #1 outlines the figures used by the Election Committee.

The Election Committee recommends that the distribution of elected positions on the Academic Senate be as listed in the table under the heading of Representation (Rep).

B. Tables #2 and #3 give the figures for the student apportionment. The Election Committee recommends that the distribution of elected student seats remain as it presently is.

RH:pl
Attachment
**Attachment - Apportionment Tables**

**Table #1: Faculty**

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<th>Current</th>
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**Table #2: Student - Graduate/Undergraduate**

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**Table #3: Student - On Campus/Off Campus**

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Roll Call
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Call to Order

Chairperson Quane called the meeting to order at 6:06 p.m. in Stevenson 401.

Roll Call

The Secretary called the roll, and a quorum was declared to be present.

Approval of Minutes

A motion (Tarrant, Boldt) to approve the minutes of November 12 was passed by voice vote. A motion (Carlile, Cohen) to approve the minutes of December 10 with the correction of a typographical error on page 49 changing the date from 1961 to 1971 was passed by voice vote.

Chairperson's Remarks

Chairperson Quane reminded the senators that nominees for the Committee on Honorary Degree Recipients should be submitted by next Tuesday.

Chairperson Quane stated that he had received a letter from Shailer Thomas stating that there would be a hearing regarding financial exigency after the Board of Regents meeting on Thursday, January 29. He said that the senators had received in their packets the Faculty Affairs Committee draft Statement on Financial Exigency.

Chairperson Quane stated that the College of Fine Arts Council had, at the direction of the Rules Committee, staggered the terms for the members of the Senate from that college. The determination of terms was as follows: Salome, 1-year; Amster, 2-year term; Natale, 3-year term.

Administrator's Remarks

An executive session was requested. The Senate returned to open session at 6:15 p.m.

Provost Horner reported on the budget situation. He stated that the senators may have seen some statements in the press concerning the BHE recommendations. The BHE has made two recommendations - one assuming no tuition increase; the other assuming tuition increases. A number of governing boards have decided that there will be no increase in their systems. The lower recommendation assumes that there will be no tuition increase. Provost Horner reported that the amount for class size reduction has been increased while computer assisted instruction has been reduced. In the original recommendation there were no funds for continuing education. There is now an amount of $30,000 for continuing education. The totals remain the same, however. The recommendation by the BHE was for an 8% increase; this is the largest increase in the state among the major universities. Provost Horner stated that he would keep the Senate informed as the appropriations request progressed.
Provost Horner reported that in the internal budgetary process, the Budget Team had received budget requests from the fiscal agents. These have been summarized by line and by administrative area. He said that the Budget Team is attempting to balance the budget now. He commented that there would be no net increase in faculty, in graduate assistants, undergraduate assistants, and little in civil service personnel. Provost Horner said that this was only the first run through the requests, and the requests would be studied several more times before final figures are assigned.

Remarks of Student Association President

Ms. Holmberg commented that the Student Association was taking several students down to Springfield to testify on Master Plan IV. She said that if any student senators wished to go, they should get in touch with her.

ACTION ITEMS:

Faculty Status Committee Election

Chairperson Quane stated that a resignation from the Faculty Status Committee had been received from Elwood Egelston who was on sabbatical for the second semester. Balloting began for the 2-year term on FSC.

Procedure for Search Committee for Vice President for Financial Planning and Business Affairs

Mr. Reitan stated that the Rules Committee had gone over all the procedures. He said that this particular item has been approved by the Rules Committee and recommended for approval by the Senate. A motion (Reitan, Rex) to approve the procedure was made. It was suggested that 2(a) of the proposal be amended to read "the faculty members of the Academic Senate shall recommend two nominees to the Vice President and Provost." The suggestion was accepted. It was suggested that the same procedure be followed for 2(d) in which case two names would be recommended by the Civil Service Council to the President for appointment. This suggestion was also accepted. The procedures as amended were passed by voice vote.

Committee Appointment

Chairperson Quane said that the senators had received a memo from Ray Parpan regarding student appointments to committees. Mr. Quane stated that the first two appointments listed were not Senate committees; only the appointment of Monte Law to the University Bicycle Committee needs Senate approval. A motion (Reitan, Upton) to approve the appointment of Monte Law to the University Bicycle Committee was passed by voice vote.

Academic Plan

Chairperson Quane drew the Senate's attention to a memo from Stan Rives giving the editorial changes in the Plan. Ms. Chesebro stated that at the last Senate meeting three major areas were questioned: the Master's in Applied Physics, the Bachelor's in Business Information Systems, and the Master's in Foreign Languages. Ms. Chesebro said she had invited representatives from these programs to speak on the programs.
A motion (Chesebro, Hanrath) to approve the Academic Plan was made.

The proposal for a Master's in Applied Physics was discussed. Mr. Razor, Dean of the College of Applied Science and Technology, stated that the Department of Home Economics and Industrial Technology had no objections to the proposed program in Applied Physics.

The proposal for a Bachelor's in Business Information Systems was discussed. The relationship between the proposed program and the Applied Computer Science major was questioned at the previous Senate meeting.

Dean Harrison, College of Business, and Janet Cook, Department of Mathematics, spoke on the proposed major. The issues discussed during a lengthy debate can be summarized as follows:

1. Relationship and duplication between the major in Applied Computer Science and the proposed major in Business Information Systems.
2. Requirements of accreditation of the program resulting in the need for the major in Business Information Systems to be entirely within the College of Business.
3. Students for the Business Information Systems major would probably be drawn from those in the Applied Computer Science program.
4. The funding of two similar programs - Applied Computer Science and Business Information Systems.
5. Staffing and faculty load problems resulting from two similar programs.
6. The Applied Computer Science program could include Business Information Systems except for the accreditation requirement of 36 hours in the College of Business.
7. The approval of a Business Information Systems major would violate a university commitment to place all computer-centered programs within the Applied Computer Science program.

A motion (Smith, Banks) to delete the Business Information Systems program from the Academic Plan was made. The motion to delete was defeated on a roll call vote.

The proposal for a Master's in Foreign Languages was discussed. Mr. Whitcomb, Chairperson of the Department of Foreign Languages, discussed the proposal. The need for such a program was questioned. Mr. Whitcomb stated that he thought it would be reflected in the increased clientele. In the past we have been somewhat restricted to students normally attending ISU. Through this new program which does respond to new demands, especially in cultural studies and in the two language option, we can reach a wider field.

Mr. Rives made two short comments. He drew attention to the statement on intercollegiate athletics which was a new addition to the Plan. He said that some additional information had come to light regarding Allied Health. Hospitals where students spend their senior years cannot afford to support these clinical residencies. The University will be making a request for funds to pay hospitals for these residencies. He wanted the Senate to be aware that this request will be forthcoming.
A motion (Corrigan, Hanrath) to add the following amendment to the Statement on Intercollegiate Athletics was made:

The University shall begin a general phasing down of the use of student fees in both intercollegiate athletic programs. Hopefully, the use of student fees in the programs can be phased out by the year 1981.

Such programs which show insufficient campus support and interest to sustain themselves without student fee support will be stricken from the program.

A motion (Cohen, Chesebro) to refer this to Executive Committee for referral was made. The motion to refer the Corrigan amendment to Executive Committee for referral was passed by voice vote.

A motion (Holmberg, Gordon) to amend the Academic Plan to read: "To provide opportunities for graduate study without lessening the primary commitment of the institution to undergraduate education" was made. The motion to amend was passed.

The motion to approve the Academic Plan as amended passed.

FSC Election

No candidate received a majority for the position on the first ballot. A second ballot was taken. Gary Weede was elected to the Faculty Status Committee.

University Studies Requirement of English 101

A motion (Chesebro, Cohen) that the Senate approve English 101 as a required course in University Studies, that students may satisfy this requirement by achieving a passing grade in 101 or by demonstrating competency on the Department of English proficiency examination, which is administered three times a year was made.

Mr. Young asked if the proposal would be approved for a trial period. Ms. Chesebro stated that an additional part of the motion would be: "that a long range study be undertaken by the English Department, the Council on University Studies, and Measurement and Evaluation Office, and a report be presented to the Senate in three years." This addition was agreeable to the seconder of the motion. The motion passed.

Revised Dean's List Policy

A motion (Chesebro, Rhodes) to approve the proposal was made. A debate followed. The issues discussed can be summarized as follows:

1. Non-existence of a Dean of the University did not necessitate a revised policy.
2. The different criteria for each college was confusing.
3. The college councils establish the criteria for the Dean's List under the new policy.
4. The Dean's List should be a university rather than a college honor.
A motion (Holmberg, Stone) to amend the Dean's List policy to say "top 10% in each college" was made. The motion failed by voice vote.

It was clarified that the new policy statement for a Dean's List was included in the first sentence of the proposal. The remaining part of the proposal was catalog copy of the policy adopted by each college. The original motion passed by voice vote.

Amplification Policy

A motion (Stone, Carlile) to table the Amplification Policy until the next meeting was passed by voice vote.

Withdrawal Policy

The Chairperson asked the Senators to refrain from repeating arguments previously presented on this issue. Ms. Chesebro referred to the memorandum dated December 18. She said that after the last Senate meeting, the Committee met with the Academic Standards Committee in light of Mr. Gordon's proposals. She stated that the revised proposal was kind of a composite.

A motion (Chesebro, Sullivan) to approve the revised Withdrawal Policy was made.

A motion (Carlile, Stone) to amend the policy to delete the sentence in the third paragraph: "WX cannot be given after the first third of the course" was made. A motion (Parr, Chesebro) to move the previous question was approved. The motion to amend was approved by a roll call vote.

A motion (Parr, Stone) to amend the policy to read: "A withdrawal grade of WF shall not be computed in the student's grade point average" was made. The issues discussed included:

1. WF is not usually given when the WF is computed in the G.P.A.
2. A WF itself is a penalty.
3. If the WF is computed, there is no difference between an F and WF.
4. Graduate and professional schools consider the WF to be an F.
5. Computation of the WF would decrease grade inflation.

A motion (Gremaud, Carroll) to move the previous question was approved. The motion to not compute the WF in the grade point average was approved on a roll call vote.

Mr. Tarrant suggested an amendment to the policy in the second paragraph to read "after the first half of the course." A motion (Tarrant, Gremaud) to so amend was made. Mr. Reitan suggested deleting the whole paragraph. Mr. Tarrant accepted the change proposed by Senator Reitan; the seconder accepted the change also. The issues discussed included:

1. Some courses did not require any evaluation until midterm.
2. The pros and cons of a student-faculty conference.
3. Clarification of a faculty sign-off on withdrawals.
4. Opposition to compulsory conferences.

A five-minute recess was called by the Chairperson.
The Senate returned to session. The motion to delete the second paragraph was defeated.

A motion (Holmberg, Bernardi) to insert the wording: A student must meet with the instructor of any course from which he is planning to withdraw. At this time... was made. It was suggested that the two paragraphs be combined. The motion to combine the two paragraphs as amended passed by voice vote.

Mr. Newman suggested a small amendment to change the time period from the 14th week to the 11th week. A motion (Newman, Gordon) to so amend was made. The motion failed on a roll call vote.

The withdrawal policy as amended was approved on a roll call vote.

**Student Election Code Revision**

Mr. Hathway reported that what we are acting on is the Senate Elections Committee's recommendations as to the conduct of the election. We are not acting on the Code. We are just saying which parts we will use. On the handout, the second page lists six points. What it amounts to is that the Code that we have been operating under in the past along with set of recommended amendments which was the document we had last time would be the package that describes the whole Code. The election will be on Wednesday, February 25. We will work jointly with the Student Association and the Association of Residence Halls. There will be an ad hoc committee as described in the handout. If Student Association Assembly feels it needs four members, we would be agreeable to that. It should therefore read 3 or 4. The point at issue is who will decide where the polls will be. The proposal stated that it should be in proportion to on-off campus. The location and numbers shall be decided according to the principle listed in recommendation #6. The Senate apportionment is actually 8-10 since the graduate students are also elected at the off-campus voting places. With regard to apportionment figures, there is another document regarding the figures. It should be an information item since it must be approved by the Senate.

Ms. Holmberg emphasized that the committee has been clearing this with SA Assembly and the ARH. Ms. Holmberg stated that she and Dr. Gamsky had worked out an alternate wording for one of the recommendations. Both the Assembly and the ARH would be willing to endorse it also. A motion (Cohen, Young) to approve the recommendations was made.

Discussion was held on point #5. It was agreed by the makers of the motion that the wording "before the appropriate group" was a friendly amendment. The motion to approve the election procedures was approved.

The Apportionment Memorandum will be an action item next time.

**INFORMATION ITEMS:**

**Revision in Appointment, Salary, Promotion, and Tenure Policy**

Mr. Smith opened the discussion of the revised Appointment, Salary, Promotion, and Tenure Policy. He distributed a flow chart outlining the new process. He also distributed a document clarifying the Affirmative Action role. This document would be included as an amendment to the revised policy. A long discussion which included the following issues occurred:
1. The Affirmative Action amendments are major changes.
2. Individual departmental faculty choice on a Departmental Faculty Status Committee.
3. Suggested versus determined percentages for merit and increments.
4. Transition committee
5. Communication from Provost to College and Departmental Faculty Status Committees.

Revision in Dean's Selection Committee Procedures

The Rules Committee was given the entire group of Dean's Selection Committee procedures. Their assignment was to include student input. It seems that the University has procedures to follow for all sorts of offices. Their recommendation deals only with the college dean's selection committee. The recommendation is that two students be placed on each committee from four nominated by the Student Association. This is more or less consistent with what we have recommended on other search committees.

Committee Reports

Administrative Affairs Committee - No report.

Academic Affairs Committee - A letter from Mark Plummer was read concerning the change in designation for Group E of University Studies. Ms. Chesebro stated that the committee had held a special meeting. The Academic Affairs Committee had decided that this was not a substantive issue for action to be brought to the Senate. It was stated that an extended study was planned of Group E. The new policy will be brought to the Senate within the next year.

Faculty Affairs Committee - Mr. Smith stated that there would be a special meeting next Tuesday evening at 7:00 p.m.

Rules Committee - Mr. Reitan stated that the Committee had been meeting on their major assignment. At the last meeting Provost Horner spoke to the committee. Mr. Reitan stated that he believed that the committee was nearly ready to draft its report. He said he hoped the committee would have the report ready by the next meeting. He said there would be a meeting on 21 January in Stevenson 125 to begin work on the report.

Student Affairs Committee - No report.

Executive Committee - At the last Executive Committee meeting immediately after the December 10 meeting, the Statement on Surveillance Cameras was postponed as an action item until the next meeting.

Communications

A memo from Stan Rives regarding a possible cooperative AFROTC program was distributed to the Senate. Dean Rives also stated that the senators had received the Annual Report of the University Curriculum Committee. If there are any questions, they should be communicated to the Chairperson so that the Chairperson of the University Curriculum Committee can respond to them at the next meeting.
Adjournment

VII, 84  A motion (Boldt, Carlile) to adjourn was approved. The Senate adjourned at 11:05 p.m.

For the Academic Senate,

Robert D. Young, Secretary

RDY:p1
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PROCEDURES FOR SCREENING AND SELECTION OF VICE PRESIDENT FOR FINANCIAL PLANNING AND BUSINESS AFFAIRS

1. The process for screening and selecting a Vice President for Financial Planning and Business Affairs shall be initiated when the President officially announces that there is a vacancy or that there will be a vacancy at a specific date in the near future.

2. The committee to participate in the screening process will be composed as follows:
   a. One faculty member selected by the Vice President and Provost. The faculty members of the Academic Senate shall recommend two nominees to the Vice President and Provost.
   b. Two student members to be elected by the Senate from double that number nominated by the Student Association.
   c. Two members to be appointed by the President from the staffs of units which will be reporting to the Office of Vice President for Financial Planning and Business Affairs.
   d. One member to be appointed by the President. The Civil Service Council shall recommend two nominees to the President.
   e. One member to be appointed by the President.
   f. The chairperson of the committee shall be appointed by the President from the panel of ten faculty members elected annually by the Academic Senate.

3. Responsibilities of the Screening Committee:
   a. It is the responsibility of the committee to work closely with and to advise the President regarding the recommendations for the position. To this end the committee shall actively seek applicants from inside and outside Illinois State University in a manner designed to ensure applicants of highest quality.
   b. The committee will screen all candidates to be considered for the position. Opportunity shall be provided for the top applicants participating in the screening process to meet with representative members of governance units within the University and of major administrative offices within the University and such others as may be specified by the President. Prior to scheduling interviews, the committee shall provide each of the participants, in writing, with a brief resume of the professional experiences of the applicants.
   c. When the President and the committee have agreed that there are no additional applicants whom they desire to interview, the committee shall begin the process of determining those applicants which it feels are best qualified for the position and who are most acceptable to the University community. Those applicants considered unacceptable to the University community will be eliminated from consideration. Prior to this determination the committee shall solicit the views of the various persons in "b" above who participated in the screening process. A form shall be
prepared for this purpose and additional written comments will be invited; in discussing its recommendations with the President, the committee shall communicate fully to him these reactions.

d. The Secretary of the University will be responsible for facilitating the work of the screening committee.

4. The final appointment:

The President may reject all candidates recommended to him by the committee, in which case the President shall either instruct the committee to resume its search for satisfactory candidates or may dissolve the committee and request the creation of a new committee in accordance with these procedures. When the report from the committee is transmitted to the President, the President shall make the final selection. Before presenting the name of the person selected to the Board of Regents for approval, the President shall inform the Academic Senate, in executive session, and the screening committee and shall solicit written reactions from members of the Senate. Only after the Board approves the appointment shall it be publicly announced.

5. Modifications or interpretations of these procedures must be approved by Academic Senate upon recommendation of the President. Once the procedures have been initiated in an instance, they should not be modified.
To: Dr. Larry Quane
From: J. Horner

Since there is no longer a Dean of the University, we felt it appropriate to reconsider the notion of a Dean's List. Also, the meaningfulness of the honor to the student of being on the Dean's List has diminished since about 6,000 students (nearly forty percent of full-time students) are on the list each semester. Many persons have also expressed concern about the depersonalization of the computerized system necessarily employed for notifying this large number of students. After discussion of the matter with the college deans, who in turn have consulted their college councils concerning appropriate collegiate standards, we have concluded that it would be more meaningful to have a Dean's List for each of our five colleges and to have a more personalized notification to the student from his or her college dean. The desire is to include the appropriately revised statement in the 1976-77 Undergraduate Catalog for implementation during the first semester of that year. The proposed catalog statement would read:

Deans' Lists

Undergraduate students who meet high academic standards, as established by the College of their major, are included in a Dean's List issued each semester. Eligible students must complete 12 or more semester hours, including all work taken during the semester exclusive of any work taken under the Credit/No Credit option, by the end of the semester in which the Dean's List is issued. Names included on the Dean's List for the Colleges of Applied Science and Technology, Arts and Sciences, Education, and Fine Arts will include those students whose grade point average places them among the top ten percent of those students majoring within the College. The Dean's List in the College of Business will include only undergraduate students majoring in business who have completed 12 or more semester hours with an overall semester grade point in the top ten percent and an average of at least 3.33 for all courses taken during the semester; courses completed after the official end of the semester and courses taken with a Credit/No Credit option will not be counted for this purpose. Students whose major does not place them in one of the five colleges and whose grade point average is within the top ten percent of the University are identified on the List of the Dean of Undergraduate Instruction.

If the Academic Senate has reactions to or recommendations concerning this proposal, I would appreciate receiving them by December 31, 1975, the date by which 1976-77 Undergraduate Catalog copy must be prepared.

cc: College Deans
WITHDRAWAL POLICIES

Withdrawal from Courses

A student may officially withdraw from a course any time prior to the end of the fourteenth week of a semester course, prior to the end of the sixth week of an eight week course (as summer session and block-of-time courses), and prior to an approximately proportionate time in a pre-session and other short course. A student should consult the Class Schedule booklet and the Summer Session Catalog for specific final withdrawal dates for a given term. Upon the written recommendation of a physician, a student for medical reasons may be granted permission to officially withdraw from a course at a later time than the final date specified.

After the period during which program changes are made, a student must meet with the instructor of any course from which the student is planning to withdraw. At this time a WP, WX, or WF shall be assigned. WX is given if the student withdraws before the quality of the work can be determined; WP, if the student is passing at the time of withdrawal; and WF, if failing. A withdrawal grade of WF shall not be computed in the student's grade point average.

A grade of F will be given to students who withdraw unofficially before the specified final withdrawal date, and to students who register for a course but do not complete the course requirements. In exceptional cases deviations may be granted by the Assistant to the Dean of Undergraduate Instruction.

Withdrawal from the University

If a student withdraws from the University, all grades will be assigned in the same manner and under the same provisions stated above except that the student is not required to contact his or her instructors. Instead, the instructor of each course would assign a WP, WF, or WX as appropriate. If medical or similar substantial reasons make it impossible for the student to follow the usual procedures, a letter signed by the student explaining the situation and requesting withdrawal from the University will be sufficient. Whether in person or by mail, the withdrawal is processed in the Office of Admissions and Records.

Regardless of the circumstances of withdrawal, the student shall be responsible for returning any laboratory equipment and library materials. The student shall pay any parking fines and remove the parking decal from any registered vehicle. The student shall contact the Housing Office to obtain clearance from room and board obligations and to arrange for vacating the residence hall room. The student shall arrange with the Financial Aids Office to place any scholarship on leave or cancel it and arrange a payment plan for any loans.

A grade of F will be given to students who withdraw unofficially before the specified final withdrawal date, and to students who register for a course but do not complete the course requirements. In exceptional cases deviations may be granted by the Assistant to the Dean of Undergraduate Instruction.
Recommendations for the Conduct of the Spring 1976 Student Elections

The Elections Committee of the Academic Senate makes the following recommendations:

1. The election be held on Wednesday, February 25

2. The election be held jointly with SA and ARH (if ARH finds the rules approved acceptable).

3. An ad hoc committee consisting of the three student members of the Election Committee, three appointees from SA and two appointees from ARH (if they participate) shall function as the Student Elections Committee defined in $5.1$ of the ISU SA Election Code.

4. Those sections of the ISU SA Election Code, or their amendments currently before the SAA, which are relevant to the election of senators shall be followed. They are:

   3.2
   All of Article IV as amended
   5.2 through 5.6 as amended
   the new Article VI as amended
   the old Article VI
   all of Article VII (The Election Committee will have a recommendation, listed separately, on the location of polling places.)

   8-1, 8-2
   We have deleted 8-3 and 9-1. Instead, depending on the location of the polls the Student Elections Committee will devise an appropriate plan for validating voter identity.

   9-2, 9-5
   10-1, 10-2, 10-3, 10-4 (as amended), 10-5
   10-6 through 10-12
   10-13 through 10-18 (as amended)
   11-1 through 11-6
   12-1 through 12-4 (as amended)

5. Violations of these rules can subject a candidate (Senate) involved to disqualification by the Student Elections Committee. Such action may be appealed to the Rules Committee of the Academic Senate who shall have final authority in the matter. A candidate accused of such violations shall have an opportunity to appear before the appropriate group considering the issue.

6. The location and number of polling booths shall be determined by the Student Elections Committee according to the following principle.
Polling locations shall be identified with constituencies; that is, on-campus (dormitory) voters will vote at dormitory locations and off-campus voters will vote at locations in classroom or other non-dormitory locations. The number of booths and locations shall be in proportion to the apportionment figures for on-campus, off-campus constituencies of the combined number of Assembly seats and Senate seats. Graduate students shall vote as off-campus voters whether they live in the dormitories or not.

If the Assembly feels that they should ratify the Student Elections Committee's recommendation or that they (the Assembly) should determine the locations, the Senate Elections Committee will accept a determination which agrees with the above principle.