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Winter 1-18-1967

## University Council Meeting, January 18, 1967

Academic Senate  
*Illinois State University*

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### Recommended Citation

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MINUTES OF THE UNIVERSITY COUNCIL  
(Not approved by the Council)

DATE: January 18, 1967

MEMBERS PRESENT

- |                  |                  |                    |
|------------------|------------------|--------------------|
| 1. Ferman Bishop | 6. Kenneth Fitch | 11. Mary Rozum     |
| 2. Richard Bond  | 7. Warren Harden | 12. Stanley Shuman |
| 3. Robert Bone   | 8. Eric Johnson  | 13. Eunice Speer   |
| 4. George Drew   | 9. Lewis Legg    | 14. David Sweet    |
| 5. John Ferrell  | 10. Warren Perry | 15. Charles White  |

CALL TO ORDER

The regular meeting of the University Council was called to order by Mr. Harden, chairman, at 7:15 p.m. in room 307 of Hovey Hall.

APPROVAL OF THE MINUTES

Miss Speer moved to approve the minutes as distributed to the faculty. Mr. Drew seconded the motion. Mr. Sweet asked that on page 3 of the minutes for December 14, 1966, in the third sentence of the first paragraph under the topic, Report on Procedures and Policies for Selecting Department Heads, that the word "outside" be changed to "inside" and the word "but" to "and". The Council agreed to the change and then approved the minutes.

REPORT OF COMMITTEE CONCERNING MEMBERSHIP IN FOUR SEASONS

Mr. Curtis Tannahill, chairman, made the report for his committee. He stated that the committee had polled the faculty and staff in order to find out how many persons were interested in joining Four Seasons and that there were to date 110 replies. However, he commented that the committee would like to send out a second mailing with the hope of increasing that number to about 150.

Mr. Tannahill reported that the members of the Credit Union Board had appointed a committee to work with his group on this matter of membership in the Four Seasons. At a joint meeting, the two committees had suggested that a sub-board be formed which would draw up by-laws. They suggested that the board consist of the three people recently appointed by the Council to investigate the matter but that a new board be elected at a later time. The sub-board would also include a member of the Credit Union and a Council member if so desired.

It was indicated by Mr. Tannahill that a third mailing to the faculty and staff could include exact costs.

It was the consensus of the Council that there was no need for a Council member to be on the proposed sub-board and that the committee should proceed as outlined in the presentation.

REPORT OF COMMITTEE CONCERNING THE TENURE REQUIREMENTS FOR MEMBERSHIP ON UNIVERSITY COUNCIL COMMITTEES

Mr. Fuess, chairman of the committee, stated that the rationale was included in Part A of the written report which had been submitted to the Council members. He stated that Part B was the actual proposal of his committee and that if the proposal were accepted by the Council, that the five committees listed in Part C would be affected.

Mr. Sweet moved to adopt the following recommendation: "Rules for department, college, and university committee membership and voting more restrictive than for the University Council itself shall not be established." Mr. Legg seconded the motion.

President Bone stated that he felt that it was advisable for the majority of persons on the APT Committees to have tenure because they are acting on those who are seeking such a status. In answer to a question, President Bone said that tenure can be acquired by a faculty member after a period of from 4 to 7 years and occasionally within three years.

President Bone amended Mr. Sweet's motion by adding after the final word "unless the University Council by a two-third's vote makes a specific exception." Mr. Ferrell seconded the motion.

The voting was as follows on the amendment.

Voting "Yes"

- |                  |                   |
|------------------|-------------------|
| 1. Ferman Bishop | 6. Lewis Legg     |
| 2. George Drew   | 7. Warren Perry   |
| 3. John Ferrell  | 8. Mary Rozum     |
| 4. Kenneth Fitch | 9. Stanley Shuman |
| 5. Warren Harden | 10. Eunice Speer  |

Voting "No"

- |                  |
|------------------|
| 1. David Sweet   |
| 2. Charles White |

The motion carried.

The voting on Mr. Sweet's motion with the amendment was as follows:

Voting "Yes"

- |                  |                   |                   |
|------------------|-------------------|-------------------|
| 1. George Drew   | 6. Warren Perry   | 11. Charles White |
| 2. John Ferrell  | 7. Mary Rozum     | 12. Eric Johnson  |
| 3. Kenneth Fitch | 8. Stanley Shuman | 13. Richard Bond  |
| 4. Warren Harden | 9. Eunice Speer   | 14. Robert Bone   |
| 5. Lewis Legg    | 10. David Sweet   |                   |

Voting "No"

- |                  |
|------------------|
| 1. Ferman Bishop |
|------------------|

The motion carried.

President Bone stated that the recommendation passed by the Council would not be applied retroactively and that he felt that the Faculty Status Committee and the Faculty Advisory and Hearing Committee Panel should consist of tenured people.

Mr. Ferrell moved that the new policy not affect elections currently in progress. Dean Bond seconded the motion. The motion carried by a voice vote. A copy of the amended report is attached to the minutes.

REPORT ON PROCEDURES AND POLICIES FOR SELECTING DEPARTMENT HEADS

Mr. Sweet, chairman of the committee, reported that he had had few reactions to the report of his committee, which was distributed with the minutes of December 14, 1966.

However, as a result of one suggestion, the Council consented to revise the second sentence in 2d to read:

"To be eligible to vote on matters relating to the selection of a department head, a faculty member must hold a regular appointment and a major rank in the department and must have held such an appointment at the University for the full regular semester (excluding all summer sessions) immediately preceding the semester or summer session in which the election occurs."

In 3c on page 21 of the minutes of December 14, 1966, it was agreed to place the following words after the last sentence: "other than those who are active candidates."

Mr. Sweet stated that the new procedure will permit a majority (3 out of 5) of the committee members to be selected by the department concerned. The department will participate in the process of considering the candidates, interviewing them, and reacting to them in writing to the committee and through the committee to the Dean and the President who, in turn, will make the final selection.

In answer to a question concerning the representation of the Council on such committees, it was stated that according to 2b on page 20, a Council member does not have to be included on each committee.

Mr. Sweet's previous motion which appeared in the minutes of December 14, 1966, and stated that the Procedures and Policies for Selecting Department Heads be adopted and that the existing procedures and policies be repealed was brought before the Council. It was reviewed that Mr. Fitch had seconded the motion at that time.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop	4. Kenneth Fitch	7. Warren Perry	10. Eunice Speer	13. Eric Johnson
2. George Drew	5. Warren Harden	8. Mary Rozum	11. David Sweet	14. Richard Bond
3. John Ferrell	6. Lewis Legg	9. Stanley Shuman	12. Charles White	15. Robert Bone

The motion carried.

Mr. Harden directed Mr. Sweet's committee to review the Procedures for Selecting College Deans and to bring in any suggested revisions at a later date.

It was stated by the chair that the Committee for Selecting a Head of the Geography Department would operate under the old procedures. However, any committee which has not been entirely formulated will use the procedures adopted at this meeting of the Council.

A revised copy of the Procedures and Policies for Selecting Department Heads is attached to the minutes.

PROGRESS REPORT ON THE COUNCIL FOR GENERAL EDUCATION

Dean Bond reported that the following changes had been made in the preliminary report concerning the Council for General Education: the members of the Council will be appointed by the Dean of the Faculty in consultation with college deans and confirmed by the University Council; the first of the functions was added to the previous list; and the Council for General Education will be responsible to the University faculty through the University Council and will be advisory to the Dean of the Faculty.

President Bone moved to adopt the proposal for the Council for General Education as presented by Dean Bond. Mr. Legg seconded the motion.

During the course of the discussion, it was established that the Council for General Education would be a policy making body. In addition to the Council for General Education, the Council for Teacher Education and the Curriculum Committee would also be responsible to the University

Council. It was stated that the Curriculum Committee would take the long range view and coordinate the college committees in addition to being concerned about specific courses and curriculums.

The Council agreed that the subcommittee on General Education would continue to function as previously planned.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop	4. Kenneth Fitch	7. Warren Perry	10. Eunice Speer	13. Eric Johnson
2. George Drew	5. Warren Harden	8. Mary Rozum	11. David Sweet	14. Richard Bond
3. John Ferrell	6. Lewis Legg	9. Stanley Shuman	12. Charles White	15. Robert Bone

The motion carried.

The report submitted by Dean Bond is attached to the minutes.

PROPOSAL FOR THE ESTABLISHMENT OF A COLLEGE OF BUSINESS

Dean Hermanowicz, chairman of the Curriculum Committee, reported that the comprehensive major and minor in the proposed Department of Accounting and the comprehensive major in the proposed Department of Business Administration had been approved by the Curriculum Committee at its regular meeting on December 14, 1966.

Mr. Perry presented the highlights of the proposal to the Council. He stated that the Business Education Department wished to have the Council approve the establishment of a College of Business which would consist of three departments: the Department of Business Education, the Department of Accounting, and the Department of Business Administration. He cited a survey conducted by the present Business Education Department for the purpose of determining the administrative structure for business administration and business education among colleges and universities in the United States. It was found that of the 27 institutions with over 8,000 students, only one did not have a school or college of business. He indicated the number of faculty members on the present staff and the future needs for the College of Business. Each department would have a comprehensive major and minor. He stated that the minor in General Business is already listed in the University catalog and so did not need the approval of the Council, but that the comprehensive majors in Accounting and Business Administration and the Accounting minor were new and did need Council approval.

Mr. Perry moved that the University Council accept the comprehensive major and minor in Accounting and Business Administration. Mr. Drew seconded the motion.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop	4. Kenneth Fitch	7. Warren Perry	10. Eunice Speer	13. Eric Johnson
2. George Drew	5. Warren Harden	8. Mary Rozum	11. David Sweet	14. Richard Bond
3. John Ferrell	6. Lewis Legg	9. Stanley Shuman	12. Charles White	15. Robert Bone

The motion carried.

Mr. Perry moved that the University Council accept the proposal of the Business Education Department to establish a College of Business at Illinois State University. Mr. Johnson seconded the motion.

Dean Bond asked for clarification of the motion of January 19, 1966, which placed the Departments of Health and Physical Education for Men, Health and Physical Education for Women, Business Education, Art, and Music outside the framework of the designated colleges. The chair replied that this motion merely stated that the Council would consider any proposals for colleges prior to September, 1968. It did not guarantee that such programs would automatically be approved. Each one would have to stand on its own merits.

The voting was as follows:

Voting "Yes"

- |                  |                  |                   |                   |                  |
|------------------|------------------|-------------------|-------------------|------------------|
| 1. Ferman Bishop | 4. Kenneth Fitch | 7. Warren Perry   | 10. Eunice Speer  | 13. Eric Johnson |
| 2. George Drew   | 5. Warren Harden | 8. Mary Rozum     | 11. David Sweet   | 14. Richard Bond |
| 3. John Ferrell  | 6. Lewis Legg    | 9. Stanley Shuman | 12. Charles White | 15. Robert Bone  |

The motion carried.

A copy of the proposal for the establishment of the College of Business as well as the proposed Accounting and Business Administration Programs and the minors in Accounting and Business Administration are attached to the minutes.

Mr. Sweet voiced concern about the possibility of the Council setting a precedent by approving the establishment of a relatively small college such as the College of Business. Mr. Johnson felt that if the Council were to deny the request that such a department might remain unaffiliated until September, 1968.

REPORT OF THE CURRICULUM COMMITTEE CONCERNING SOME CHANGES IN THE OFFERINGS OF THE MUSIC DEPARTMENT

In reporting on the changes requested by the Music Department, Dean Hermanowicz stated that the present major fields would have increases of two and one hours respectively. In addition, one of the minor fields would have an increase of one hour. He predicted that most of the students would choose the comprehensive major which would consist of one of the major fields with 15 additional hours from one of the minor fields for a total of 60 hours. Dean Hermanowicz reported that the Curriculum Committee had approved the requests stated above at their meeting on December 14, 1966.

Mr. Sweet moved to adopt the proposal as presented. Mr. Perry seconded the motion.

The voting was as follows:

Voting "Yes"

- |                  |                  |                   |                   |                  |
|------------------|------------------|-------------------|-------------------|------------------|
| 1. Ferman Bishop | 4. Kenneth Fitch | 7. Warren Perry   | 10. Eunice Speer  | 13. Eric Johnson |
| 2. George Drew   | 5. Warren Harden | 8. Mary Rozum     | 11. David Sweet   | 14. Richard Bond |
| 3. John Ferrell  | 6. Lewis Legg    | 9. Stanley Shuman | 12. Charles White | 15. Robert Bone  |

The motion carried.

REPORT FROM THE FACULTY STATUS COMMITTEE

Miss Yates, chairman of the Faculty Status Committee, asked for the Council's reactions to the revised policy of the Faculty Status Committee in awarding the Associate Professorship in unusual and special cases without requiring the earned doctoral degree. The original statement of policy was approved by the Council in March, 1966.

A discussion followed in which it was established that the University Council's function in this matter would be as an advisory body. Step 2 was questioned in the light of the previous action taken by the Council in terms of the tenure requirement for committees.

President Bone stated that the University can now employ a person as a visiting lecturer for \$20,000 a year.

It was agreed to change the third paragraph of the statement to read as follows:

The Faculty Status Committee believes that care should be used in recommending promotion. Such recommendations should be preferably limited to cases where the earned doctoral degree is not readily available in the specific area of teaching.

Dean Bond moved to adopt the procedure as presented. Mr. White seconded the motion.

The voting was as follows:

Voting "Yes"

1. Ferman Bishop	4. Kenneth Fitch	7. Warren Perry	10. Eunice Speer	13. Eric Johnson
2. George Drew	5. Warren Harden	8. Mary Rozum	11. David Sweet	14. Richard Bond
3. John Ferrell	6. Lewis Legg	9. Stanley Shuman	12. Charles White	15. Robert Bone

The motion carried.

A copy of the revised proposal is attached to the minutes.

REPORT BY THE ELECTIONS COMMITTEE

Mr. Shuman, chairman of the Elections Committee, announced that no petitions had been received in connection with the College elections. The final elections will be held on Tuesday, January 24, 1967, in the same locations and according to the same time schedule as the primary elections.

The regulations for the 1967 at-large elections of members to the University Council were distributed to the Council members.

Mr. Shuman moved to adopt the recommended procedures as prepared by the committee. Mr. Sweet seconded the motion. The motion carried by a voice vote.

A copy of the regulations is attached to the minutes.

Mr. Sweet expressed the Council's appreciation to Mr. Shuman for the excellent job that he has done as chairman of the Elections Committee.

REPORT OF THE RETREAT COMMITTEE

Mr. White, chairman, suggested that the Council accept the position papers and the recorders' reports and then distribute them to the faculty. He also recommended that the above material be reviewed with the intent of pulling out some of the ideas and putting them into action. Mr. Harden recommended that the Council delve into the latter suggestion at another time.

It was the consensus of the Council that the position papers and the recorder's statements be duplicated and distributed to the faculty.

A subcommittee will be appointed by the chairman to study the material resulting from the retreat and report ideas for possible courses of action.

PROGRESS REPORT BY PRESIDENTIAL SELECTION COMMITTEE

Mr. Harden presented the following report.

The Committee wishes to report the actions it has taken to date in its search for a new President for Illinois State University. At its first meeting, the Committee decided that any persons suggested as nominees should not be informed that their names had been submitted. It was agreed that such a policy would enable the Committee to have the highest possible degree of freedom in searching for nominees, in gathering information concerning the nominees and in making preliminary judgments as to whether particular individuals should be pursued further. Therefore, all communications emanating from the Committee have explicitly requested that individuals not be informed that their names were placed in nomination for the Presidency.

Furthermore, the Committee agreed that an extensive and detailed list of criteria would not be particularly helpful at this stage of deliberations. That is, a maximum of flexibility would be most conducive to the Committee's activities and this circumstance would be provided best by a list of general statements. Thus, the following criteria were adopted:

1. Earned doctorate or person with qualifications so outstanding that the Committee recommend to the Board of Governors that this requirement be waived.
2. Age 35-55 years but not excluding persons with outstanding ability outside this range.
3. Administrative experience in higher education and preferably in public higher education.
4. Awareness of the need for and experience in faculty involvement in basic policymaking.
5. Understanding and skill in public relations.

Soon after the initial meeting of the Committee, a letter was sent to all the faculty of Illinois State University requesting that they submit names of individuals who might be considered for the Presidency and also, the titles of resource organizations and persons that might be contacted for suggestions. Moreover, the Committee itself, collected a list of the latter. A total list of 108 resource organizations and persons were compiled including college and university presidents, professional associations, placement bureaus and individuals in other important educational positions. Letters were sent to the names appearing on this list asking for nominations of persons of presidential caliber. The Committee has received 186 names to date.

Some preliminary screening has been consummated even though the list of nominees has continued to grow. A number of individuals -- 50 -- have been contacted already in order to ascertain whether they have an interest in being considered for the position of President of I.S.U. Of those contacted, 33 replies have been received; of these replies, 24 have manifested interest.

The Committee views the selection process as consisting of five levels of screening.

1. Preliminary -- This stage consists of evaluations based upon secondary sources of information.
2. Second order -- The nominee is appraised of the fact that he is being considered. This stage consists of evaluations based upon a complete set of credentials and other information available.
3. Third order -- A number of candidates (5-10) will be invited to the campus for interviews. Although the Board of Governors committee and the faculty committee will do the actual



interviewing, representatives of various groups at I.S.U. will be asked to meet the candidates.

4. Fourth order -- The field of candidates will be narrowed to 3 or 4 and some members of the Board of Governors committee and the faculty committee will visit the respective campuses where the individuals are currently employed. The two Committees will rank the candidates and forward this information to the Board of Governors.
5. Fifth order -- The top candidates will be invited back to meet all the members of the Board of Governors prior to the final decision by the Board.

## COMMUNICATIONS

### REPORT OF THE LARSEN LECTURE COMMITTEE

Miss Parret, chairman of the Larsen Lecture Committee, asked permission to postpone the Larsen Lecture until September 1967, because of the fact that the committee was formed late and did not have sufficient time to secure a speaker for the February date. The Council had no objection.

She also asked the Council for an additional \$275 for the lecture. Mr. White moved that the Council transfer \$275 to the Larsen Lecture Fund from the Council's budget. Miss Speer seconded the motion. The motion carried by a voice vote.

### SELECTION OF NOMINEES FOR THE COMMITTEES TO SELECT THE HEADS OF THE HOME ECONOMICS DEPARTMENT AND THE MUSIC DEPARTMENT

Miss Barbara Hall, Miss Ione Rhymer, and Mr. Fred Fuess were selected as nominees for the Committee to Select the Head of the Home Economics Department.

Miss Donna Workman, Mr. Earl Reitan, and Mr. Stanley Rives were selected as nominees for the Committee to Select the Head of the Music Department.

### RETIRED TEACHERS:

Mr. Harden stated that inquiries had been made as to what the Council could do to remedy the financial state of retired faculty members who are receiving an extremely limited income. President Bone stated that work has already been started on this problem.

### JUDGING OF NON X'D FACULTY MEMBERS BY DEPARTMENTS

Mr. Harden indicated that a question had been raised as to whether a department could vote not to judge faculty members who are not x'd in its department but who have a tie with the department. Discussion was postponed.

### ADDITION TO CATALOG

Dean Bond moved to include in the University catalog the statement that a student must have a grade point average of 2.0 (C) or higher in both his major and minor field before being permitted to graduate. Miss Speer seconded the motion.

The voting was as follows:

Voting "Yes"

- |                  |                   |                   |
|------------------|-------------------|-------------------|
| 1. Ferman Bishop | 6. Lewis Legg     | 11. David Sweet   |
| 2. George Drew   | 7. Warren Perry   | 12. Charles White |
| 3. John Ferrell  | 8. Mary Rozum     | 13. Eric Johnson  |
| 4. Kenneth Fitch | 9. Stanley Shuman | 14. Richard Bond  |
| 5. Warren Harden | 10. Eunice Speer  | 15. Robert Bone   |

The motion carried.

APPROVAL OF HEAD OF THE DEPARTMENT OF PSYCHOLOGY

The Council approved the appointment of Mr. Walter Friedhoff as Head of the Department of Psychology.

ADJOURNMENT

The meeting was adjourned by the chairman at 11:20 p.m.

Respectfully submitted,

Warren Harden, Chairman

Mary Rozum, Secretary

WH/MR:kb

TO: University Council

FROM: Committee to examine Tenure Requirements for University, College, and Department Committees

A. Statement of Reasons for the Proposed Action:

1. Any eligibility requirements for department committees, college committees, and university committees should not be greater than for the parent body, the University Council.
2. Tenure should not be used as a basis for eligibility to committee membership, because:
  - a. Tenure is not a requirement for membership on the University Council itself,
  - b. Tenure was established as a means of protecting academic freedom, not determining eligibility for committee membership,
  - c. A tenure requirement denies the use of qualified potential committee members,
  - d. Policies for granting tenure vary in the various departments of the university,
  - e. An across-the-board time requirement (one year) is more equitable, and
  - f. The denial of participation of individuals without tenure unnecessarily creates a faculty morale problem since a large majority of university committee members have tenure even when it is not required.

B. Statement of Proposed Action:

Rules for department, college, and university committee membership and voting more restrictive than for the University Council itself shall not be established unless the University Council by a two-third's vote makes a specific exception.

C. Existing Policies which will Require Changes if Proposed Action is Accepted:

1. Faculty Status Committee
2. College APT Committee
3. Department APT Committee
4. Faculty Advisory and Hearing Committee Panel
5. Committee for Selection of Department Heads

Fred Fuess, Chairman  
Mark Plummer  
Stan Rives

PROCEDURES AND POLICIES FOR SELECTING DEPARTMENT HEADS

1. A new department head shall be selected when the President officially announces to the University Council that:
  - a. The headship in a department is vacant or will become vacant at a specified date in the future.
  - b. A new department has been or will be created.
  - c. An existing department has been or will be divided into two or more departments, in which case the head of the old department does not automatically become head of one of the new departments.
  - d. Two or more existing departments have been or will be combined into one department, in which case none of the heads of the old departments automatically becomes head of the new department.
  - e. A unit within a department has been or will be made into a department, in which case the head of that unit does not automatically become head of the new department.
2. Organization of the Committee on Selection
  - a. A Committee on Selection shall consist of five persons holding rank on the faculty of the University.
  - b. At the meeting at which the President makes the official announcement the University Council shall nominate three persons, no more than one of whom may be a member of the Council, from among faculty members who do not hold major or minor rank in the department. The Dean of the College in which the department is located, after consulting the Dean of the Faculty, shall select one of these three persons to serve on the committee. This person shall serve as Chairman.
  - c. After the chairman has been appointed and after consultation with the Dean of the Faculty, the Dean of the College shall appoint from among the faculty holding an administrative appointment one person to serve on the committee. This person shall serve as Secretary to the committee.
  - d. The Dean of the College will after the Chairman and Secretary have been appointed, convene a meeting of that department to which all persons holding rank in the department shall be invited. To be eligible to vote on matters relating to the selection of a department head, a faculty member must hold a regular appointment and a major rank in the department and must have held such an appointment at the University for the full regular semester (excluding all summer sessions) immediately preceding the semester or summer session in which the election occurs. Before the first meeting which the Dean convenes he shall distribute a list of the names of those within the department who are eligible to vote. At this meeting, the eligible voters shall elect from among their number three members to the committee. Following the first meeting, the Chairman of the Committee on Selection shall call and preside over all meetings of the department relating to the selection of the department head. The Dean of the College shall be informed in advance of all such meetings, which he may attend. He shall be informed in advance of and may attend, but not vote at, all committee meetings.

- e. When necessary, the President shall name an acting head of a department. Before an acting head is named, the President shall consult with the Dean of the College and the members of the Committee on Selection. No person who serves as acting head of a department during the time that a department head is being recruited shall be eligible to become head of the department. If necessary, an acting head may be named from among the faculty who hold rank in another department.
- f. If a member of the Committee on Selection becomes a candidate for the headship, the eligible voters shall elect a replacement for him on the committee.

### 3. Responsibilities of the Selection Committee

- a. It is the responsibility of the Committee on Selection to advise the Dean of the College as to whom he should recommend for the department headship. To this end, the committee shall actively seek qualified candidates for the headship from among the faculty and from among those not presently serving on the University faculty. The committee shall recommend to the Dean at least three and no more than five candidates for the headship, including at least one who does not presently serve on the University faculty. The committee members shall rank these candidates in order of preference.
- b. Prior to making its recommendations to the Dean, the committee shall arrange for each individual candidate to be interviewed by each of the following: the members of the department at a meeting of the department announced in advance; the members of the Committee on Selection; the Dean of the College; the Dean of the Faculty; the President; and anyone else whom the Dean of the College specifies. The Committee on Selection shall arrange an interview for any candidate designated by the Dean of the College.
- c. Prior to scheduling any interviews, the committee shall inform the department members in writing of the names of all persons whom the committee is actively considering for the headship. The correspondence with and credentials of such candidates shall be open to inspection by any member of the department other than those who are active candidates.
- d. When the Dean of the College and the Committee on Selection have agreed that there are no additional candidates whom they desire to interview, the committee shall begin the process of selecting the candidates which it will recommend to the Dean. Prior to making its recommendations, the committee shall solicit the views of the members of the department regarding the candidates. The committee shall provide the members of the department holding major appointment in the department with a form prepared by the committee for evaluating each of the candidates who was interviewed. The committee shall invite additional written comments from any member of the department. The committee shall set a reasonable deadline when the forms and comments must be received prior to the time the committee meets for purposes of ranking the candidates. In making its recommendations to the Dean, the committee shall communicate fully to him the reactions of the department members to each of the candidates which it recommends.

### 4. The Final Appointment

From among the candidates recommended by the committee, the Dean of the College shall indicate to the Dean of the Faculty and the President his preference for department head. The President, after consultation with the Dean of the Faculty, shall make the final selection. Before presenting the name of the person selected to the Board of Governors for approval, the President shall inform the University Council and shall solicit written reactions from individual Council members. Only after the Board approves the appointment shall it be publicly announced.

COUNCIL FOR GENERAL EDUCATION

Membership: Seven persons plus two ex officio

Appointed by the Dean of the Faculty in consultation with college deans; confirmed by University Council.

- |                               |  |
|-------------------------------|--|
| 1 -- Education                | Education (7 departments)  |
| 1 -- Social Sciences          | Sociology-Anthropology, Economics, Political Science, History, Psychology                  |
| 1 -- Sciences and Mathematics | Physics, Chemistry, Biology, Mathematics, Geography  |
| 1 -- Humanities               | Foreign Languages, English, Art, Music, Speech, Library Science                            |
| 1 -- Applied Areas            | Industrial Arts, Agriculture, Home Economics, Business, Physical Education (men and women) |

Elected and ex officio

- 2 -- Two elected by University Council
- 1 -- Chairman, Curriculum Committee, ex officio
- 1 -- Dean of the Faculty, ex officio

Terms: Three year appointments, staggered terms.

Rationale: Broad areas should be represented so that the general education program is not a result of log-rolling. The main purpose of the general education program is not to be the development of departments, but the education of students.

Function:

1. To develop a philosophy of general education, subject it to continuing scrutiny, and initiate revisions.
2. To review on a continuing basis the general education program of the University.
3. To make recommendations regarding modifications of the general education program.
4. To approve any additions or deletions to the general education program.
5. To review and evaluate courses offered in fulfillment of general education requirements.

N.B. -- General education is here defined as that group, or groups, of courses or experiences common to all graduates of the University which assures their being liberally educated.

Responsible to: University faculty through University Council; advisory to the Dean of the Faculty.

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January 18, 1967

RRB:pw

## PROPOSAL FOR THE ESTABLISHMENT OF A COLLEGE OF BUSINESS AT ILLINOIS STATE UNIVERSITY

### 1. The Proposal

The Business Education Department proposes the establishment of a College of Business with three departments: the Department of Business Education, the Department of Accounting, and the Department of Business Administration.

The establishment of this college would provide an administrative structure necessary to plan and supervise the kinds of business education programs and projects which should be carried out by a large and rapidly growing university.

It is expected that the new departments of accounting and business administration will develop major and minor programs of study on the undergraduate level and that all three departments of the proposed college will expand and improve their graduate offerings.

It is proposed that the master's degree in the field of business (non-teaching) be referred to as the Master of Science degree in Business.

The establishment of the College of Business would make possible the extension of research activities and service projects, particularly those in cooperation with business firms and associations, governmental agencies, and educational institutions.

### 2. Date to Become Effective

It is proposed that the College become effective with the opening of the fall session, 1967-68.

### 3. Reasons in Support of the Proposal

The unique position of our Business Education Department must be understood before the reasons for this proposal may be fully appreciated. Measured by the number of major and minor students, the number of class enrollments, and the breadth of undergraduate and graduate curriculum offerings, our department is one of the largest business education departments in the country. The Business Education Department now has almost 800 students who are majors in business administration or business education, and we expect to have from 1400 to 1500 majors within two years.

During the last two years, the number of majors in Business Education and the number of class enrollments have increased much more rapidly than predicted. It is of interest to note that during the years 1963-64, 1964-65, and 1965-66, the number of major students and the number of Business Education class enrollments were greater during the second semester than the first. Since the fall of 1964 the rate of increase in the number of business education majors has been almost twice the rate of increase of all students in the university. This rate of growth of the department will probably be accelerated with the introduction this year of business administration (non-teaching) programs on the undergraduate and graduate levels.

Last year the Business Education Department conducted a survey to determine the administrative structure for business administration and business education among colleges and universities in the United States which might be somewhat comparable to Illinois State University. Among the 130 multiple-purpose colleges and universities completing the questionnaire, 27 had more than 8,000 students. Only one of these universities did not

have a school or college of business. In this university the department of business education is in the school of education, and the department of business is in the school of liberal arts and sciences.

It is likely that there is no university in the country with more than 8,000 students wherein all the undergraduate and graduate programs in accounting, business administration, and business education are in one department.

#### 4. Examples of Similar Programs

The following public universities in Illinois have schools of business with several departments including a department of business education, a department of accounting, and one or more departments in the field of Business Administration:

Northern Illinois University  
Eastern Illinois University  
Western Illinois University

#### 5. Estimated Costs

The estimate of the extra expense occasioned by the establishment of a College of Business for the first year of the biennium, 1967-69, is as follows:

Salaries:	
Dean of the College	\$20,400
2 Heads of Departments	
2 X \$17,520	\$35,040
Departmental Secretaries	
3 X \$5,000	\$15,000
Equipment for three department offices	<u>\$ 3,000</u>
Total	\$73,440

#### 6. Additional Data

##### Present Business and Business Education Courses

The business courses on the undergraduate and graduate levels which are now offered or approved by the university's curriculum committee are sufficient to provide good preparation for professional careers in business.

##### Tentative Plans for a New Undergraduate Program

The Business Education Department is proposing comprehensive major programs in accounting and in business administration leading to a Bachelor of Science degree. Both programs follow the general pattern now in effect for students majoring in the Comprehensive Business Administration Program (non-teaching).

The Curriculum Committee has approved the request by our department to have the present minor program in General Business serve as a "liberal arts" program as well as a program for students preparing to teach business subjects.

The Business Education Department will probably soon propose a minor "liberal arts" program in the accounting field.



### Graduate Work Leading to a Master of Science Degree

The number of graduate students in business education is increasing steadily. In 1966, 29 business education students received the M.S. degree from Illinois State University. It is expected that the rate of increase of graduate students in our department will accelerate when more students become aware that we are offering a program leading to a M.S. degree for persons preparing for business positions as well as for persons preparing for educational positions.

The present M.S. degree in the field of business (non-teaching) is not highly structured. The additional course offerings approved this year in the areas of marketing, finance, management, and accounting will enable the students, with the guidance of our counselors, to develop programs that would complement their undergraduate programs and provide greater specialization for their chosen career fields.

### Library Holdings

The library holdings are adequate for the programs we are now offering, and provision will be made for extensive holdings relating to the new courses approved for next year.

### Laboratory Equipment

No additional funds will be needed for laboratory equipment as a result of the establishment of a College of Business.

### Extension of Special Services and Research

The Business Education Department expects that the establishment of the College of Business will make possible the extension of research activities and service projects for industry and with industry. Internship programs in such fields as data processing and junior college teaching, for example, appear to be in the offing. The establishment of a bureau of business research may become desirable to accomplish the following purposes: (1) to investigate areas for possible research studies; (2) to conduct, supervise, and coordinate research studies; and (3) to make arrangements with governmental agencies and private foundations for the partial financial support of some of these studies.

The educational demands of the business employers and employees of the local community and of central Illinois may lead to some additional specialization of course offerings, particularly of evening and Saturday courses. For example, the unusual concentration of insurance businesses in Bloomington may point to a need for additional insurance courses. Another field in which there will obviously be an extension of course offerings is systems analysis for business decision making.

It is also rather obvious that the graduate offerings in accounting will be increased to provide some advanced work in accounting systems and theory.

We recognize other areas wherein there is an increasing need for graduate work in business such as international relations, the interrelation of government and business, the fields of human relations, and communications. Education for these and other areas of business demand the cooperation of all of the educational fields. This is why we expect that the departments within the College of Business will need to cooperate even more closely with other departments of the university in the preparation of businessmen and business educators.

7. Qualifications of the Faculty Members Now in the Business Education Department

The ranks of the thirty-one faculty members in the Business Education Department are distributed as follows:

Professors . . . . .	5
Associate Professors . . . . .	4
Assistant Professors . . . . .	7
Instructors . . . . .	11
Faculty Assistants . . . . .	4

The proposed departments of Accounting, Business Administration, and Business Education could be adequately staffed by the present members of the Business Education Department in so far as depth of preparation in the subject matter fields is concerned. More faculty members will be needed, however, to provide for increased enrollments, and proper selection of these faculty members could also contribute to the comprehensiveness and depth of the programs.

Proposed Accounting Program Leading to a Bachelor of Science Degree

GENERAL EDUCATION (as required in existing curriculums) . . . . . 52 hrs.

FIELD OF SPECIALIZATION -- Comprehensive Accounting Requirements . . . . . 50 hrs.

Core Requirements:

Introduction to Business 111	3 hrs.
Accounting 131, 132	6 hrs.
Business Law 141, 142	6 hrs.
Bus. Org. and Mgmt. 253	3 hrs.
Business Finance 356	3 hrs.
Business Data Processing 360	<u>3 hrs.</u>
	24 hrs.

Accounting Requirements:

Accounting 231, 232, and 233	9 hrs.
Any other accounting courses	<u>9 hrs.</u>
	18 hrs.

Additional Accounting Requirements:

Business Systems Analysis for Computer Programming 361	3 hrs.
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Electives in Business Administration (choose from 200 and 300 courses)	5 hrs.
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GUIDED ELECTIVES (Non-Business Courses) . . . . . 20 hrs.  
Including Principles of Economics 171 and Statistics 250

FREE ELECTIVES . . . . . 6 hrs.

TOTAL 128 hrs.

Proposed Business Administration Program Leading to a Bachelor of Science Degree

GENERAL EDUCATION (as required in existing curriculums) . . . . . 52 hrs.

FIELD OF SPECIALIZATION -- Comprehensive Business Administration  
Requirements . . . . . 50 hrs.

Core Requirements:

Introduction to Business 111	3 hrs.
Accounting 131, 132	6 hrs.
Business Law 141, 142	6 hrs.
Business Org. and Mgmt. 253	3 hrs.
Business Finance 356	3 hrs.
Business Data Processing 360	<u>3 hrs.</u>
	24 hrs.

Additional Business Administration Requirements:

Economics of Business 252	3 hrs.
Marketing 255	<u>3 hrs.</u>
	6 hrs.

Business Administration Electives:

Business Administration or Accounting Courses	20 hrs.
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GUIDED ELECTIVES (Non-Business Courses)

Including Principles of Economics II 171 and Statistics 250. . . . .	20 hrs.
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FREE ELECTIVES. . . . . 6 hrs.

TOTAL 128 hrs.

Minors in Business Administration and Accounting

Minor in General Business

Courses in Business must total 20 semester hours. The following specific courses are required:

Introduction to Business 111	3 hrs.
Accounting 131, 132	6 hrs.
Economics of Business 252	3 hrs.
Business Organization and Management 253	3 hrs.
Salesmanship 254 or Advertising 256	2 hrs.
Marketing 255 or Business Finance	<u>3 hrs.</u>
	20 hrs.

Minor in Accounting

Courses in Accounting must total 21 semester hours. The following specific courses are required:

Accounting 131, 132, 231, 232	12 hrs.
Other courses in Accounting*	<u>9 hrs.</u>
	21 hrs.

\*Can be included as Accounting courses:

- Business Data Processing 360
- Business Systems Analysis for Computer Programming 361

STATEMENT OF POLICY OF REGULATIONS FOR SPECIAL ACTION

On March 16, 1966, the University Council approved a policy for awarding the Associate Professorship in unusual and special cases without requiring the earned doctoral degree. Because of the reorganization for handling APT matters, it is necessary to review the March, 1966, policy statement. The following procedure is recommended by the Faculty Status Committee:

These steps shall be taken in securing promotion to the Associate Professor rank without the earned doctorate:

1. The person to be promoted or appointed must be recommended to the College APT Committee by the Department Head and the Department APT Committee. They must specify criteria used for recommending the promotion and the qualifications of the faculty member in meeting these criteria.
2. The College APT Committee shall request confidential letters of recommendation from the tenured members of the department. It shall, after careful study of these letters and all other data, decide upon the request for promotion. If approval is given, the recommendation shall be forwarded to the Faculty Status Committee.
3. The Faculty Status Committee, if it gives approval, shall forward its recommendation to the University Council. (The letters of recommendation and all other data shall be made available if requested by the FSC.)
  - A. The Council shall discuss the matter in executive session.
  - B. The Council's vote shall be sent to the FSC.
4. The Faculty Status Committee shall make final recommendation to the President.

The Faculty Status Committee believes that care should be used in recommending promotion. Such recommendations should be preferably limited to cases where the earned doctoral degree is not readily available in the specific area of teaching.

No special criteria for evaluating these special and unusual cases have been established. It is felt that each case will need to be decided on its own merit. (In 1956 Dr. Louis Hoover made a study of the need for this promotion policy. A copy of his "tentative criteria" may be helpful to the departments contemplating such a promotion and may be obtained from the FSC on request.)

TO: Members of the University Council  
FROM: The Elections Committee  
SUBJECT: 1967 At-Large Election of Members to the University Council

The following dates and procedures are recommended for conducting the At-Large election of members to the University Council.

I. Dates of the At-Large Elections

- January 31-February 2, 1967 Faculty in each college submit names of candidates for listing on ballot for primary Election.
- February 7, 1967 Primary Election in each college. NOTE: Ballots will NOT be sent through campus mail. Voters will pick up and cast ballots at one of the polling places listed below. Absentee ballots may be obtained from the office of the Dean of the Faculty before February 7, 1967.
- February 21, 1967 Petitions to nominate additional candidates must be submitted before 5:00 p.m.
- March 7, 1967 Final At-Large Election. Note: Ballots will NOT be sent through campus mail. Voters will pick up and cast ballots at one of the polling places listed below. Absentee ballots may be obtained from the office of the Dean of the Faculty before March 7, '67.

II. Polling Places

- West of University Street: (Including Metcalf and Fairchild Halls) A person whose office is listed in the University telephone directory in a building located west of University Street must pick up and cast his ballot in Room 128 Turner Hall between 7:30 a.m. and 5:30 p.m. on the dates of the primary and final elections.
- East of University Street: A person whose office is listed in the University telephone directory in a building located east of University Street must pick up and cast his ballot in the second floor lobby of the University Union between 7:30 a.m. and 5:30 p.m. on the dates of the Primary and final elections.

III. Eligibility

Eligibility to vote in Council elections and to serve on the Council is established in Articles III and IV of the revised Council By-Laws.

IV. Voting Limitations

- A faculty member eligible to vote in the At-Large election may:
- A. Recommend names for inclusion on the primary ballot up to the number to be nominated from his college from

among those persons eligible to serve in his college. (This number is allocated in accordance with the number of eligible voting faculty in each college, however, a college must have at least one nominee in the At-Large election).

<u>College</u>	<u>Eligible Voters</u>		<u>No. of Nominees</u>
	<u>No.</u>	<u>%</u>	
Applied Science & Tech.	36	5.98	1
Arts and Sciences	258	42.8	4
Education	197	32.7	3
Unaffiliated Dept's	111	18.4	2

- B. Vote for the number of candidates to be nominated from his college in the primary election.
- C. Vote for the number of council members to be elected from the university faculty at-large in the final election to be held March 7, 1967. The following information is pertinent.

(1) Five Council members will be elected in the At-Large election. Four are to be elected to three year terms, one to be elected to fill the unexpired year of the term vacated by Don Prince in May, 1966.

(2) Continuing membership (at-large) of the University Council by colleges is:

Applied Science and Tech.	0
Arts and Sciences	4
Education	2
Unaffiliated Dept's	1

(3) The By-Laws restricts at-large membership from any one college to no more than one-half of the elected at-large members. Due to this limitation the maximum number possible for election from each of the colleges would be as follows:

Applied Science and Tech.	5
Arts and Sciences	2
Education	4
Unaffiliated Depts.	5

(The election of a greater number than the allocated number of nominees given above is possible by addition of names to the ballot by means of petition.)